



OVA PROVINCIAL REFEREES COMMITTEE TERMS OF REFERENCE	
NAME & TYPE	The OVA Provincial Referees Committee is a program committee of the Ontario Volleyball Association.
PURPOSE	<p>The role of the Provincial Referees Committee is to provide leadership and direction to OVA's referees programs – both indoor, beach and sitting.</p> <p>The mission statement of the OVA Referees is:</p> <ul style="list-style-type: none"> <li>• To set the standard in the “<i>Art of Officiating</i>” for Volleyball in the province and the country.</li> <li>• To be a fully self-sufficient body working with the OVA for the betterment of all volleyball referees within the province of Ontario.</li> <li>• To promote equality amongst all referees through a standardized set of guidelines.</li> <li>• To recruit, retain and promote qualified volleyball referees.</li> <li>• To promote the development of female referees within the sport of volleyball.</li> </ul>
COMPOSITION	<p>The committee is comprised of the following members:</p> <ol style="list-style-type: none"> <li>1. Ontario Regional Referees Chair – Ontario (ORRC)</li> <li>2. Programs Chair</li> <li>3. Quality Assurance Chair</li> <li>4. Operations Chair</li> <li>5. Beach Officials Chair</li> <li>6. Region 1 Officials Chair</li> <li>7. Region 2 Officials Chair</li> <li>8. Region 3 Officials Chair</li> <li>9. Region 4 Officials Chair</li> <li>10. Region 5 Officials Chair</li> <li>11. Region 6 Officials Chair</li> </ol> <p>Each position on the committee is for a term of three (3) years. The Ontario Regional Referee Chair (ORRC), Beach Referees Chair (BRC) and Regional Referees Chairs (RRCs) are filled through an election, with voting from registered referees of the OVA.</p> <p>The ORRC position is voted on by the six (6) Regional Referee Chairs and the Beach Referees Chair. The ORRC must be a Level 4 National referee or higher and have a minimum of five (5) years officiating experience in Ontario.</p> <p>The RRCs must be a Level 3 Regional referee or higher. Referees rated Level 2 Provincial or higher within the region are eligible to vote for this position.</p>



	<p>For the BRC, the position must be filled by a Level 2 Provincial or higher candidate. All beach referees who were registered with the OVA during the previous beach season are eligible to vote for the new BRC.</p> <p>The executive members of the Provincial Referees Committee is comprised of:</p> <ol style="list-style-type: none"> <li>1. Ontario Regional Referees Chair (ORRC)</li> <li>2. Programs Chair</li> <li>3. Quality Assurance Chair</li> <li>4. Operations Chair</li> </ol> <p>The executive members of the Provincial Referees Committee (aside from the ORRC) are appointed positions by the ORRC and are for a term of two (2) years.</p>
<b>ELECTION OF CHAIR</b>	<p>The Ontario Regional Referees Chair (ORRC) is elected every three (3) years by the six (6) Regional Referees Chair (RRCs) and one (1) Beach Referees Chair (BRC).</p> <p>Nominations for the ORRC must be received by May 31<sup>st</sup> of the election year. The election by the current six RRCs and one BRC is to take place by June 15<sup>th</sup>, so that the OVA Board of Directions may ratify the position of the new ORRC. The new ORRC takes office as of September 1<sup>st</sup>.</p> <p>The Operations Coordinator will call for the nominations of the ORRC. The job description will be posted on the OVA website and emailed to all registered referees. In addition, the Provincial Referees Committee can recruit suitable candidates, should none be nominated.</p> <p>In the case of a tie, there will be a re-vote by the RRCs for the tied nominees.</p> <p>Qualifications of the ORRC:</p> <ul style="list-style-type: none"> <li>• A National ranking (or higher) is recommended but not mandatory (looking for managerial skills).</li> <li>• Must have good organizational skills.</li> <li>• Strong understanding of the Ontario referees' programs.</li> <li>• Understands the issues facing referees in each region.</li> <li>• Must have a minimum of five (5) years of experience involved with volleyball in Ontario.</li> <li>• Must have previous experience working as part of the Provincial Referee Committee i.e. previous RRC or chair position</li> </ul>
<b>DECISION-MAKING PROCESS</b>	<p>The committee will vote on any matters for decision. Voting may be done by those in attendance or those on a conference call and there must be quorum (50% plus one in attendance) to vote on any decision.</p>



	<p>There will be no proxy voting. Motions tabled will be decided by a simple majority. The ORRC will only vote in case it is needed to break a tie.</p> <p>Any decisions regarding referee operations will go to the OVA Executive Director for a final decision before being implemented. This includes, but is not limited to, any financial decisions or decisions affecting third parties outside of the OVA.</p>
<b>AUTHORITY DELEGATED</b>	<p>The committee will make recommendations for input from the membership and for approval of the Executive Director, for matters that affects any stakeholders that they provide services for. The Provincial Referees Committee has the authority to make decisions for programming changes for beach and indoor programs in Ontario.</p> <p>The committee can form sub-committees whenever necessary to facilitate the committee's work.</p> <p>The committee's plans (annual, quadrennial, etc.) and the annual budget must be approved by the Executive Director, prior to budget approval by the Finance Committee and Board of Directors.</p>
<b>TIMEFRAME/REPORTING/DEADLINE</b>	<p>The ORRC will produce a program update for all Board of Directors meetings (approximately four (4) per year) and will assist the Operations Lead in submitting a monthly update report to the Board of Directors. In addition, the ORRC will assist the Operations Lead in submitting an annual report submission for the Annual General Meeting (AGM) and will present achievements of the year to members at the AGM.</p> <p>All Provincial Referees Committee meeting minutes will be posted to the OVA website within one week of approval by the committee.</p>
<b>MEETINGS</b>	<p>The Provincial Referees Committee has two set meeting dates annually; one face to face meeting in early September at the Ontario Volleyball Association office and a post -indoor season conference call in late May.</p> <p>The committee may meet for conference calls at any time throughout the year for any matters for discussion or decision.</p>
<b>REPORTING TEMPLATES</b>	<p>For the committee meeting in September, each RRC and the BRC will provide reports which include information including, but not limited to, milestones of the past year, upcoming clinics, potential provincial and regional candidates, who their assignors are for the upcoming year, any concerns that need to be addressed, etc.</p> <p>The ORRC will provide a report on the development of referees in Ontario, who traveled internationally, and who successfully completed National upgrades and above, information to be passed down from Volleyball</p>



	<p>Canada's National Officials meeting, rule changes for the upcoming season, protocol changes, etc.</p> <p>Quality Assurance Chair will provide updates on issues that are occurring with Ontario referees that need to be addressed.</p> <p>Operations Chair will provide an update on the online assigning software and any recommended changes to be made.</p> <p>Programs Chair will update on all upgrade programs, mentorship programs, key milestones and proposed changes for the upcoming season.</p>
<b>STAFF SUPPORT</b>	<p>Operations Lead – will provide information from the OVA to committee and provide an update on their financials.</p> <p>Operations Coordinator – will provide information, research to committee, organize meeting logistics, minute taking, etc.</p>
<b>COMMUNICATION WITH BOARD</b>	<p>The ORRC will assist the Operations Lead with providing monthly update reports to the Board of Directors.</p> <p>The ORRC will submit quarterly board reports for their in-person meetings and will submit a report for the annual report and will present to the membership at the AGM.</p>
<b>COMMUNICATION WITH EXECUTIVE DIRECTOR</b>	<p>The Operations Lead will keep the Executive Director up to date with referees committee and program updates.</p>
<b>SPECIFIC AREAS OF RESPONSIBILITY</b>	<p>The committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• To provide leadership for indoor and outdoor referees in Ontario.</li> <li>• To be the voice that represents the needs of referees in Ontario.</li> <li>• To implement consistent operational guidelines and policies for referee operations, program development and financial practices.</li> <li>• To ensure referee policies are clear, transparent and accessible.</li> <li>• To establish consistent procedures and common goals for referee development.</li> <li>• To adopt and sustain a quality assurance program.</li> <li>• To promote gender balance.</li> <li>• To promote the development of the referees certification program in order to ensure a high level of officiating in Ontario.</li> <li>• To promote the development of the National and International Referees program to ensure that Canadian referees are represented at national and international events and other competitions.</li> <li>• To assist the regions to educate, train, and certify referees at the local, provincial and regional levels.</li> <li>• To work with the regions (or other volleyball stakeholders), to assist in the development and recruitment of referees</li> </ul>



	<ul style="list-style-type: none"><li>• To work with the regions (or other volleyball partners) in delivering the Referee Development Plan to the volleyball community.</li><li>• To promote effective communication amongst the referees and the volleyball community.</li><li>• To promote the development of a beach referee program, both domestic and internationally.</li><li>• To ensure that documentation for referees is available and up to date.</li><li>• To ensure that the volleyball rules and referee guidelines for Ontario are being delivered consistently across the province.</li><li>• Perform such additional tasks as may be assigned to the committee by the Executive Director, the Operations Lead or the Board of Directors.</li></ul>
APPROVAL DATE	March 17, 2021.