



## PROVINCIAL REFEREES' COMMITTEE

### 1.0 Purpose

The Provincial Referees' Committee ("PRC") is an operational committee of the Ontario Volleyball Association ("OVA").

The role of the PRC is to provide leadership and direction to all OVA referee programs: indoor, beach, and sitting volleyball, and to act as an advisory body to the OVA.

The mission statement of the OVA Referees is:

- To set the standard in the "art of officiating" for volleyball in the province and the country.
- To be a fully self-sufficient body working with the OVA for the betterment of all volleyball referees within the province of Ontario.
- To promote equality amongst all referees through a standardized set of guidelines.
- To recruit, retain and promote qualified volleyball referees.
- To promote the development of female referees within the sport of volleyball.

### 2.0 Composition

#### 2.1 Membership and Selection Processes

The committee is comprised of the following members:

- (a) Ontario Regional Referees Chair ("ORRC"), who is the *ex officio* PRC Chair
- (b) Beach Referees' Chair ("BRC")
- (c) One Region 1 Referees' Chair\*
- (d) Region 2 Referees' Chair
- (e) One Region 3 Referees' Chair
- (f) Region 4 Referees' Chair
- (g) Region 5 Referees' Chair
- (h) Region 6 Referees' Chair
- (i) Programs Chair
- (j) Quality Assurance Chair
- (k) Operations Chair

\* Regions 1 elects two Chairs; only one sits on the PRC.

The BRC and Regional Referees Chair ("RRC") positions – (b)-(h) above – are each filled through an election, with voting from registered referees of the OVA, while the positions described in (i)-(k) are

appointed following an application process. Details on the election and application processes are provided in Appendix A.

## 2.2 Term and Service Limits

Each election or appointment is for a term of three years.

Service limits will be phased in over the next three years, as follows:

- For the 2025, 2026, and 2027 annual meetings, members may serve a maximum of
  - twelve years in total; or
  - if they will have ten or more years of service as of August 31 of the election year, one additional three-year term.
- Beginning in 2028, members may serve a maximum of twelve years.
  - Consequently, any candidate with more than nine years of total service as of August 31 will be disqualified to stand for election or appointment.
- Exceptions:
  - if no other eligible candidate applies for the role, and they are the sole eligible applicant, they can serve one additional term, to a maximum of 15 years total.
  - A candidate who has already served 12 years may run for an additional three-year term only if elected or appointed to a leadership position on the committee, such as Chair or one of the designated appointed roles. In this case, their total service may not exceed 15 years.

## 3.0 **Duties**

The committee will perform the following key duties:

- To provide leadership for indoor and outdoor referees in Ontario.
- To be the voice that represents the needs of referees in Ontario.
- To implement consistent operational guidelines and policies for referee operations, program development and financial practices.
- To ensure referee policies are clear, transparent and accessible.
- To establish consistent procedures and common goals for referee development.
- To adopt and sustain a quality assurance program.
- To promote gender balance.
- To promote the development of the referees' certification program in order to ensure a high level of officiating in Ontario.
- 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.
- To assist the regions to educate, train, and certify referees at the local, provincial and regional levels.
- To work with the regions (or other volleyball stakeholders), to assist in the development and recruitment of referees

## 4.0 **Meetings**

#### 4.1 Frequency

The PRC is to meet at least twice per year to conduct the business of the OVA referee committee; the kickoff meeting typically takes place each September. There will be at least one additional PRC meeting, generally in May of each season.

In addition, the ORRC may call a meeting at any time with the executive to discuss issues as need be and may assign work to sub-committees of the PRC to work on creating new programming, developing referee recruitment and retention plans, etc., and will call meetings as required for subcommittee work throughout the year.

#### 4.2 Meeting Dates and Location

The ORRC, in consultation with the PRC, is to set the date and location of the RRC meeting. The ORRC is to send out a notice of the scheduled meeting to all participants a minimum of two weeks prior to the meeting.

#### 4.3 Agendas

The ORRC, in consultation with OVA staff, will prepare meeting agendas. Each agenda is to be distributed to the participants via email prior to the meeting. Committee members are requested to provide written reports to be included in the meeting documents. Additions to the meeting agenda may be made at the start of the meeting; this includes items for discussion tabled from any OVA referee through their respective RRC.

#### 4.4 Rules of Order

Unless otherwise stated, the business of the RRC meeting will be conducted in accordance with normally accepted rules of order (e.g. *Perry's Call To Order*). The ORRC presides over the meeting as chairperson.

#### 4.5 Quorum

Quorum for a PRC meeting is seven members.

## **5.0 Decision-making Process**

### **5.1 Voting**

Voting at the RRC meeting will be based on one vote for each PRC member (subject to the exception below). There will be no proxy votes. Motions tabled will be decided by a simple majority.

(Exception: voting for the position of ORRC will be conducted by all committee members other than the ORRC.)

Online voting on matters can be conducted via email. Votes are to be emailed to the OVA Operations Manager, who will collect and tally the votes as well as keep them private and confidential. For a vote to pass, it must receive a simple majority of votes in favour of the resolution.

### **5.2 Motions**

All motions approved at the RRC meeting that only affect Ontario referees are in effect immediately and need no further ratification.

Motions approved at the RRC meeting that impact user groups (e.g. rate changes for college and university matches, OVA competitions), are submitted to the various affected user groups via the OVA staff member and form the basis of negotiation for services.

Any changes to fee structures for OVA competitions must be approved annually by the OVA Board of Directors.

## **6.0 Delegated Authority**

The committee is responsible for leading the development, management, and ongoing administration of the OVA Referees' Handbook.

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. Plans and annual budget should be submitted to the Executive Director no later than July 31<sup>st</sup> of each year.

## **7.0 Staff Support**

The OVA Operations Manager will provide information, coordinate research for the committee, and organize meeting logistics and minute-taking, and may identify and designate OVA staff to carry out these functions.

## **8.0 Communication with Board**

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 Annual General Meeting.

The ORRC will produce a program update for all Board of Directors meetings (approximately four per year) and will assist the Operations Manager in submitting a monthly update report to the Board of Directors.

## **9.0 Communication with Executive Director**

The Operations Manager will keep the Executive Director up to date with referees' committee and program updates.

## **10.0 Reporting**

Minutes summarizing the RRC meetings will be prepared and circulated to all PRC members. These summaries will be available to other referees upon request.

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.

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 Canada's National Officials meeting, rule changes for the upcoming season, protocol changes, etc.

Quality Assurance Chair will provide updates on issues that are occurring with Ontario referees that need to be addressed.

Operations Chair will provide an update on the online assigning software and any recommended changes to be made.

Programs Chair will update on all upgrade programs, mentorship programs, key milestones and proposed changes for the upcoming season.

## **11.0 Effective Date**

These Terms of Reference are effective as of September 30, 2025.

## APPENDIX A: COMMITTEE ELECTIONS AND APPOINTMENTS

### A1.0 Referee Nominations Committee

The Referee Nominations Committee shall be responsible for overseeing all referee committee applications and selection processes, including those related to elected roles, appointed positions, and mid-term vacancies.

The Referee Nominations Committee shall be composed of:

- The OVA Operations Manager (Chair);
- One current member of the Provincial Referees Committee (PRC);
- One additional individual who may be either an OVA staff member or a current or past PRC member.

Members of the Referee Nominations Committee are appointed annually by the PRC at its September meeting and shall serve for a one-year term.

The Committee is responsible for:

- Issuing the call for applications for open positions, including job descriptions and eligibility criteria;
- Reviewing and validating all applications based on the eligibility requirements outlined in the call;
- Confirming receipt of all required documentation;
- Determining whether applicants meet the criteria for the position sought;
- Communicating validated nominations to the appropriate voters or committee;
- Recommending appointment candidates, where applicable, to the PRC for approval.

If no eligible applications are received by the stated deadline, the Referee Nominations Committee may extend the deadline and re-issue the call for applications.

### A2.0 Nomination and Selection Process

The following process applies to all elected and appointed positions on the Provincial Referee Committee:

- A formal call for applications will be issued by the Referee Nominations Committee, specifying the deadline, eligibility criteria, required documentation, and selection process.
- Applicants must submit all required documents by the deadline, including confirmation of eligibility and a statement of interest.
- The Referee Nominations Committee will review and validate applications in accordance with the eligibility criteria posted in the call for applications.
- If **only one** eligible application is received:
  - For elected positions: the candidate shall be acclaimed and approved by the PRC.
  - For appointed positions: the candidate shall be recommended by the Nominations Committee for PRC approval.
- If **multiple** eligible applications are received:
  - For elected positions: an election will be held in accordance with Section A3.0.

- For appointed positions: an appointment will be made in accordance with Section A4.0

### **A3.0 Elections**

For elected positions with multiple valid nominations:

- Voting will be conducted among the eligible voters, as outlined in the relevant section (e.g., regional referees for RRC elections).
- The candidate receiving the greatest number of votes shall be declared the winner.
- In the case of a tie:
  - The nominee receiving the fewest votes will be removed and a second vote conducted.
  - This process shall repeat until only two nominees remain.
  - If a tie remains with two nominees, the position will be filled through the appointment process outlined in Section A4.0.

### **A4.0 Appointments**

For appointed positions with multiple eligible applicants:

- The Referee Nominations Committee will assess the applications based on the selection criteria.
- The Committee shall send all validated eligible applications to the PRC for a vote.
- The PRC shall vote for the candidate to be appointed. The candidate with the greatest number of votes shall be declared the winner.
- In case of a tie:
  - The nominee receiving the fewest votes will be removed and a second vote conducted.
  - This process shall repeat until only two nominees remain.
  - If a tie remains with two nominees, the Referee Nominations Committee will review the tied candidates and select the successful candidate. This decision is final.

### **A5.0 Vacancies**

In the event that a vacancy arises in any elected or appointed position prior to the end of a term, the following process shall apply and shall be initiated within 30 days:

- The committee member vacating a position can appoint an interim replacement to assume the position's responsibilities until the next person is elected or appointed during the next election cycle.
- The Referee Nominations Committee will issue a call for applications to fill the vacancy based on the nomination and election timelines listed for each position in Section A6.0.
- The standard nomination and selection process outlined in Sections A2.0–A4.0 shall apply.
- If no eligible applications are received by the deadline, the Nominations Committee may extend the deadline and re-issue the call for applications.
- The selected or elected individual shall serve the remainder of the original term and will be eligible to reapply or stand for election at the end of that term, as applicable.

### **A6.0 Position-Specific Provisions**

#### **A6.1 Ontario Referee Regional Chair (ORRC)**

- Type: Elected
- Term: 3 years, effective September 1
- Electorate: All Provincial Referees' Committee (PRC) members, both elected and appointed
- Nomination Window: By May 31 of the election year
- Election Date: By June 15

Desired qualifications for ORRC candidates:

- A National ranking (or higher) is recommended but not mandatory (looking for managerial skills).
- Good organizational skills.
- Strong understanding of the Ontario referees' programs.
- Understanding of the issues facing referees in each region.
- A minimum of five (5) years of experience involved with volleyball in Ontario.
- Previous membership on the Provincial Referee Committee

#### **A6.2 Regional Referee Chair (RRC)**

- Type: Elected
- Term: 3 years, effective September 1
- Electorate: All current OVA member referees in the region
- Nomination Window: By May 31 of the election year (self-nominations accepted)
- Election Date: By June 15

#### **A6.3 Beach Referee Chair (BRC)**

- Type: Elected
- Term: 3 years, effective September 1
- Electorate: All OVA Beach Referee members
- Nomination Window: By May 31 of the election year
- Election Date: By June 15

#### **A6.4 Appointed Chairs (Programs, Quality Assurance, Operations)**

- Type: Appointed
- Term: 3 years, effective September 1
- Nomination Window: By May 31 of the appointment year

#### **A8.0 Calendar**

The following table summarizes the election and appointment cycles for the PRC members.

<i>Year</i>	<i>ORRC</i>	<i>BRC</i>	<i>RRCs</i>	<i>Programs Chair</i>	<i>Quality Assurance Chair</i>	<i>Operations Chair</i>
<b>2025</b>	X	X				
<b>2026 <sup>1</sup></b>			<b>Regions 1, 3, 5</b>	X	X	X
<b>2027 <sup>2</sup></b>			<b>Regions 2, 4, 6</b>	X		

<b>2028</b> <sup>3</sup>	X	X			X	
<u><b>2029</b></u> <sup>4</sup>			<u><b>Regions 1, 3, 5</b></u>			X

- <sup>1</sup> And every third year thereafter (2029, 2032, 2035, ...)
- <sup>2</sup> And every third year thereafter (2030, 2033, 2036, ...)
- <sup>3</sup> And every third year thereafter (2031, 2034, 2037, ...)
- <sup>4</sup> And every third year thereafter (2032, 2035, 2038, ...)