

**Terms of Reference  
Biathlon Canada  
OFFICIALS COMMITTEE**

September 24, 2014

**Responsible to:** The Board of Directors

**Reporting through:** Domestic Programs Manager (DPM)

**Primary Responsibilities:** The Officials Committee is charged with maintaining the strategic direction of officials development within Biathlon Canada to support the association's goals of fair play and technical expertise. The committee is directly responsible for the following:

1. Defining officials development pathways leading to international recognition of Biathlon Canada officials;
2. Maintaining and enhancing National Hosting policies and the North American hosting policy in conjunction with the USBA.
3. Supporting the development of the sport within Canada through the provision of technical expertise across the spectrum of facility development.

**Committee Structure:** The Committee will be structured to include a chairperson and such numbers of members as deemed required to fulfill the mandate on an annual basis.

**Appointment to Office:** The Chair of this Operational Committee shall be a Registered Participant of Biathlon Canada and shall be appointed by the Board of Directors.

**Committee Members:** Shall be registered members of Biathlon Canada, holding a minimum of Canadian Technical Delegate certification, and are selected by the Committee Chairperson.

**Term:** One year with no limit on repetitions

**Duties of the Chairperson:**

1. Preside as the Chair of the Officials Committee and call meetings as necessary.
2. Select and recruit the members of the Committee.
3. Upon invitation, participate in meetings of the Board of Directors.
4. Maintain a current knowledge of competition rules, facilities requirements and the organization of competitions, and provide advice in those areas.
5. Present committee input into the development of the Quadrennial Plan.
6. Present the committee's annual National Officials Training Plan to include: budget; courses to be held with dates, locations, instructors and candidates to ensure ongoing development of officials

trained at the Advanced, Leader, Technical Delegate, and Instructor levels. The plan shall include the identification of opportunities for the experiential development of officials.

7. Working in conjunction with the DPM, review and select, from amongst the divisional nominations, the students and experiential opportunity attendees for higher level officials courses and learning opportunities.

8. Submit an annual written report on Officials Committee activities to the Board through the DPM

### **Tasks of the Committee:**

1. Develop and revise as necessary the Biathlon Canada Officials Training Program.

2. Liaise with the Divisions and the National Office Staff to promote and coordinate officials training, and to enhance facilities development.

3. Advise the National Office Staff on requirements for officials training packages, officials qualification badges, officials license books and rule books.

4. Provide technical direction and clarification to the National Office Staff with respect to Officials and biathlon facilities.

5. Recruit, assess applications, and appoint officials as Technical Delegates and National/International Referees for domestic and Biathlon North America competitions.

6. Solicit candidates and recommend to the Board, through the DPM, appointments for officials for the Canada Winter Games.

7. Solicit candidates and recommend, through the DPM for Board endorsement, Canadian biathlon officials for consideration by the IBU for eventual certification as International Referees and IBU Technical Delegates.

8. Assist the DPM in the maintenance of a national official's data-base. The database must include names, residence information, qualification records, officiating experience records and instructional experience records, including the dates that the qualifications or certifications were achieved.