



Terms of Reference National Referee Committee

Overview

1. These Terms of Reference describe the authority, mandate, and responsibilities of Volleyball Canada's National Referee Committee. These Terms of Reference outline clear and specific information on how the Committee is organized, what it is trying to achieve, its decision-making authority and deliverables, who the members are, and when they meet.

Authority and Mandate

2. The National Referee Committee is an operations committee of Volleyball Canada.
3. The Committee is to provide leadership and direction to Volleyball Canada on referee development, education, and guidelines.
4. The Committee serves in an advisory capacity to the Board and/or operations staff.
5. The Committee will make recommendations for input from the membership and approval of the Board of Directors as necessary.
6. The Committee may form sub-committees whenever necessary to facilitate the Committee's work.
7. Members of the Committee will act honestly and in good faith.

Membership

8. The Committee shall be composed of at least 5 and not more than 9 members, including a Chairperson.
9. The Chair of the Board shall appoint the Chair of the Committee. The Chair of the Board shall solicit nominations from Volleyball Canada's Active Members as necessary.
10. The Vice-Chair of the Committee shall be Volleyball Canada's Referee Development Manager.
10. The Chairperson shall solicit nominations from Volleyball Canada's Active Members as necessary.
11. Committee members will be appointed for a term of two year, unless otherwise decided by the Chairperson. A member may serve up to three consecutive terms or six consecutive years.

Conflict of Interest

12. Any member with a potential conflict of interest shall declare such conflict when they are appointed to the Committee and at the start of any meeting at which they may be conflicted on a topic for discussion. An individual will recuse themselves from any discussion when they are in conflict.
13. Conflict of Interest will remain a standing item on the agenda for all committee meetings.

Diversity, Equity, and Inclusion

14. Volleyball Canada is committed to encouraging diversity, inclusion, equity and access in its administration, policies, programs, and activities. Per its Diversity, Equity and Inclusion Policy, Volleyball Canada will work to provide Under-Represented Groups with an equitable range of opportunities to participate on this committee.

Approved by Board of Directors
April 28, 2021



Duties and Responsibilities

15. The Committee will:
- a. Review and adhere to the Terms of Reference.
 - b. Promote the development of the national referee certification program to ensure a high level of officiating in Canada.
 - c. Promote the development of the International Referees Program to ensure Canadian referees are represented at the FIVB, and the competitions.
 - d. Assist the regions to educate, train, and certify referees at the local, provincial, and regional levels.
 - e. Work with the regions (or other volleyball stakeholders), to assist in the development and recruitment of referees.
 - f. Work with the regions (or other volleyball stakeholders), in delivering the Referee Development Plan to the volleyball community.
 - g. Promote effective communication amongst the Volleyball Canada registered referee and volleyball community.
 - h. Promote the development of a beach referee program, both domestic and international.
 - i. Ensure that the documentation for referees is available.
 - j. Ensure that the rules and referee guidelines for Canada are consistent with those developed by the FIVB.
 - k. Perform such additional tasks as may be assigned to the Committee by the CEO and/or Board of Directors.

Procedures

16. The Committee shall keep minutes of the discussion that will be included with its findings and recommendations.
17. The Committee shall meet as necessary at the discretion of the Chairperson via conference call/web conference or in-person.
18. The Chairperson is required to call a meeting of the committee if requested to do so by:
- a. Any committee member
 - b. The Chair of the Board of Directors
 - c. The Chief Executive Officer
19. The Chairperson, or designate, shall distribute the agenda to committee members at least 24 hours in advance of a scheduled meeting. The agenda shall include the following items:
- a. Approval of the agenda
 - b. Approval of the minutes from the previous meeting
 - c. Declaration of Conflict of Interest
 - d. Ongoing business
20. Quorum will be a majority of the committee members.

Resources

21. The Committee shall have access to resources (annual, quadrennial, etc....) from Volleyball Canada to fulfill its duties as approved by the Chief Executive Officer.

Reporting

22. The Committee will submit regular reports to the Board through the President and Chief Executive Officer.
23. The Committee will report annually to the active members through Volleyball Canada's Annual Report.

Approved by Board of Directors
April 28, 2021



24. The Chairperson shall be invited to Volleyball Canada's Annual General Meeting to report to the active members. A designate may be selected as necessary.
25. When the Board requires the Committee to decide or take a position on a matter, the Committee will make its decision or determine its position by majority vote of the Committee's members.

Review

26. The Board of Directors shall review the Terms of Reference every four years, or as required.

Approval

27. These Terms of Reference were approved by the Board of Directors on April 28, 2021.

Approved by Board of Directors
April 28, 2021