



APPENDIX 25-30
TERMS OF REFERENCE - OFFICIALS COMMITTEE

Name	Officials Committee
Mandate	The Officials Committee is an operating committee of Lacrosse Canada (LC). It is responsible for the guidance and direction of the National Officiating Certification Program (NOCP), which is a comprehensive system of theoretical, technical, and practical information that is intended to provide the basic skills and proficiencies to officiate lacrosse in Canada.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none">• Use the NOCP to educate and upgrade officials through instruction, observation, and evaluation.• Maintain the goals of the NOCP which are:<ul style="list-style-type: none">• Recruit new officials• Develop the abilities of existing officials• Standardize the methods and techniques of officiating• Offer recognition for achievements• Advise on NOCP budget submissions, program planning, and development of technical manuals.• Monitor and maintain the NOCP database.• Set priorities on tasks identified in conjunction with the Sectors.• Communicate with referees-in-chief and umpires-in-chief of Member Associations.• Assist Member Associations with program delivery of the NOCP.• Submit recommendations to the Sectors related to officiating development, certification, rules changes, and program delivery.• Generate funds through specific projects to support the activities of the NOCP.• Recognize excellence in officiating through and Officials Recognition Program.
Authority	<p>The Committee is an advisor to the Sectors and the LC Board on matters related to officiating. The Committee, with approval from the Board, may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee's suggested rules and technical changes must be submitted to the appropriate Sector(s) for input and approval.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none">• Officials Chair (appointed by the LC Board)• LC's Director Domestic Development• LC's Program Coordinator• Representative from each MA• Other individuals appointed by the LC Board, as appropriate
Meetings	<p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>

Resources	The Committee will receive the necessary resources from the LC to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National Office.
Reporting	<p>The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as “approved”. A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the LC Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC’s Bylaws and Regulations as they relate to the Operating Committees will also apply.