

Authority

The authority for these Terms of Reference derives from Article VI of the By-laws.

Purpose

To aid in the development and promotion of the game of rugby in Ontario by providing guidance to the Professional Staff, the Board and the Branch Unions regarding all matters relating to Referee Development.

Membership

Membership will consist of the Chair and up to six (6) committee members. Representation should include those knowledgeable in the area of Referee Development.

Ex-officio member is the Rugby Ontario Match Official Coordinator (non-voting)

Advisors participate on an as-needed basis.

Lines of Authority/Reporting Accountability

The Committee Chair reports directly to the Rugby Ontario Chief Executive Officer.

Terms of office

Two year terms.

Quorum

The majority of the voting members present forms a quorum. If the Chair is absent, then those present may select a Chair for that meeting from amongst themselves.

Decision-Making/Voting

Decisions shall be made by consensus with each member having one vote and in the case of a tie the Chair will cast a second vote.

Frequency of Meetings

Meetings shall be held a minimum of 2 times per year or more frequently at the call of the chair. Meetings may be in person or via teleconference.

Agenda

Agenda items shall be forwarded to the Chair and Ex-Officio member within seven (7) working days prior to the next meeting date. The Ex-Officio member of the committee shall forward the agenda to the committee members within five (5) working days of the next scheduled meeting.

Minutes

The minutes shall be taken by Ex-officio member and must be approved at the next Committee meeting. Board approval is not required.

Retention of Minutes

Approved minutes will be retained in the RO Office and posted to the RO Dropbox for the information of Board members. There is no requirement to post them on Rugby Ontario's website.

Scope of the Committee:

1. To develop and recommend updates and improvements to the Rugby Ontario Referees Policies
2. To work closely with Rugby Ontario professional staff to develop and implement referee development programs and recruitment strategies
3. To support the professional staff in the implementation of the referee system in Ontario (development, appointments, gradings etc)
4. To provide sound and timely advice to the RO Board on matters involving referee development and programming within the jurisdiction of Rugby Ontario

Responsibilities of the Chair:

1. To chair all meeting of the Committee
2. To ensure compliance with the Terms of Reference
3. To comply with all approved budgeting, financial & planning policies and procedures
4. To report to the membership at the AGM on all referee related matters occurring during the year and their implications
5. To liaise as required with other Rugby Ontario Committees on related issues that have implications for that portfolio
6. To raise any unresolved concerns about Rugby Ontario Refereeing with the Chief Executive Officer as required

Approval of Terms of Reference

Date Approved: *Approved by the CEO, February, 2017*