



## **Swimming Canada Officials Competitions and Rules Committee**

### **TERMS OF REFERENCE**

#### **Mandate:**

The Swimming Canada Officials, Competitions and Rules Committee (OCRC) is designated to perform the following critical tasks related to swimming officiating and competition in Canada:

1. Establish all competition rules and provide technical rule interpretations for all sanctioned competitions in Canada;
2. Establish rules, policies, and procedures for Swimming Canada national competitions;
3. Assume responsibility for the technical conduct and technical administration of Swimming Canada national competitions;
4. Oversee the technical development of National level officials with an eye on succession planning for officials, leadership officials and peer evaluators;
5. Develop and oversee all policies with respect to officials and officiating;
6. Develop the criteria for the education, certification, evaluation, recognition and awards of Canadian Officials;
7. Adjudication of National Records when required;
8. Assist with interpretations of rules, as required;
9. Within 14 calendar days of any meeting send out communique to all PSOs with a summary of any discussions or relevant details.

The OCRC is a working group of the CEO. The OCRC Vice-Chair, or when unavailable a member chosen by the OCRC, will attend, as a delegate, the Swimming Canada AGM. This position will hold one vote as per the by-laws of Swimming Canada.

#### **Composition:**

The working group shall comprise the following:

- Chairperson: Senior Manager (Associate Director), Sport Development – Swimming Canada;
- Vice-Chair: To be appointed by the CEO with the approval of respective Provincial Section (PSO);
- Master Official appointees (6): one appointee from Saskatchewan/Manitoba; one appointee from Atlantic Canada; one appointee from each of BC, Alberta, Ontario and Quebec. Appointees will be nominated/confirmed by their PSO as officials in good standing and active in their province;
- One delegate from PanAm Aquatics for each of Pool & OW, and delegate from World Aquatics if not currently appointed in any other position;
- Para Swimming appointee, if not currently appointed in any of the above positions;
- Swimming Canada National Events Manager as needed;
- The Chairperson may invite other experts and/or staff to assist on an as needed basis.



**Appointment:**

The CEO appoints members to the working group, in any event, no member(s) shall serve on the Committee for longer than six (6) consecutive years. Members shall serve from appointment until the re-striking of the working group where possible occurring within 30 days after the Swimming Canada AGM. The CEO may remove any member of the working group.

**Meetings:**

The working group shall meet by Teams/virtual platform or in person, every second month or as required. Working group members will also be expected to sit on sub-committees as required.

**Resources:**

The working group shall receive the necessary resources from Swimming Canada to fulfill its mandate.

**Responsibilities:**

1. Develop and recommend policies and procedures that optimize competitive opportunities for swimmers at Swimming Canada national meets;
2. Develop and recommend technical policies and procedures related to officiating for all sanctioned competitions in Canada;
3. Responsible for recommendations to Swimming Canada for the roles of National Meet Referees and Peer Evaluators to all Swimming Canada national meets;
4. Responsible for drafting amendments to the Canadian rulebook and rulebook updating, including recommendations and submission of identified changes or amendments to World Aquatics and/or World Para Swimming to ensure inclusion into Canadian rules and practice where applicable;
5. Responsible for the education, development and evaluation of all officials, including para-swimming officials and open water swimming officials;
6. Responsible to provide recommendations for the nomination of candidates for appointment to World Aquatics, PanAm Aquatics Officials lists & WPS Officials lists;
7. Responsible to provide recommendations for the assignment of officials to all International assignments, World Aquatics or otherwise;
8. Responsible to provide recommendations for internal and external Officiating recognition and awards programs;
9. Master Official representatives (6) are responsible to communicate and partner with their PSOs all relevant information coming from the OCRC.

**Authority:**

The working group is an active advisor and investigates or researches strategies for recommendation to the Swimming Canada CEO or via their designate. The Chairperson is representative of the CEO and may form other working groups to review officials related topics. The Chairperson may make decisions as required on behalf of the CEO. The CEO will be informed of any critical decisions within timely manner.



**Reporting:**

The working group will report to the CEO or via their designate.

**Evaluation and Review:**

- The CEO will evaluate the performance of the working group against the stated mandate.
- This review will take place immediately prior to the AGM.
- The CEO will review these terms of reference every two years.

<b>Date Approved:</b>	<b>May 14, 2015</b>
<b>Updated:</b>	<b>November 1, 2018; effective as of January 1, 2019</b>
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