



TERMS OF REFERENCE – NATIONAL REFEREE COMMITTEE

Name: National Referee Committee

Mandate: The National Referee Committee is a program committee of the Canadian Fencing Federation (CFF). Its role is to provide leadership and direction to CFF's Referee programs.

Key Duties: The Committee will perform the following key duties:

- To promote the development of the National Certification program in order to ensure a high level of officiating in Canada.
- To promote the development of the International Referees program to ensure that Canadian Referees are represented at FIE and other competitions.
- To assist the Provinces to educate, train, and certify Referees at the local, provincial and regional levels.
- To work with the Provinces to assist in the development and recruitment of officials.
- To work with the Provinces in delivering the Referee Development Plan to the fencing community.
- To promote effective communication amongst the CFF registered Referees and the fencing community.
- To ensure that documentation for referees is available.
- To ensure that the Fencing rules and Referee Guidelines for Canada are consistent with those developed by the FIE.
- Perform such additional tasks as may be assigned to the Committee by the Executive Director.

Authority: The Committee will make recommendations for input from the membership and approval of the Executive Director.

The committee can form sub-committees whenever necessary to facilitate the committee's work.

The committee's plans (annual, quadrennial, etc.) and the annual budget must be approved by the Executive Director.

Composition: The Referees Committee will be composed of:

- 3 representatives – one each from Provincial Referee Committees in each Region of the country (West, Central and East)
- Chairs of sub-committees and task teams as deemed necessary by the Chair of the Referee Committee.
- Other members will be added with expertise deemed required by the Chair and/or Executive Director.
- The CFF Technical Director is an ex-officio member of the committee.



Appointment: With the exception of staff, the Board of Directors shall appoint the chairperson and the chairperson shall nominate all other committee members to be approved by the Executive Director. Members of the Committee will serve terms of one year, and such terms may be renewed to a maximum of six consecutive terms.

Nominations from the community, including P/T Associations should be solicited.

When approving the committee membership, the Executive Director will consider the ability and experience of the candidate as well as the diverse nature of the CFF's membership, including language, gender and geographic location as weighting for approval.

Meetings: The Committee will meet by telephone, by electronic means, or in person, as required. Meetings will be at the call of the Chair or at the call of the Executive Director.

Resources: The Committee will receive the necessary resources from CFF to fulfill its mandate. The Executive Director has final authority on all staffing.

Reporting: The Committee will report through the Executive Director to the Board of Directors. The Committee will report to the membership, in writing, at the Annual General Meeting. The Chair of the Committee will attend the Annual General Meeting and will also participate in all CFF strategic planning meetings.

Approval: These Terms of Reference were approved by the CFF Board of Directors on December 9, 2013.

Review: The Board of Directors will review these terms of reference periodically and will make changes, if warranted.