



## TERMS OF REFERENCE – OFFICIALS COMMITTEE

**Name:** **Officials Committee**

**Mandate:**

The purpose of the Officials Committee is to develop, coordinate, and evaluate programs to train and improve the performance of fencing officials as well as nominate officials for national and designated international competitions.

**Key Duties:**

The Committee will, under the authority delegated to it by Canadian Fencing Federation (CFF) staff oversee all officials' matters and will specifically:

- Develop a national training and certification program for the following categories of officials:
  - Referee
  - Secretariat
  - Armoury
- Ensure that training and certification documentation for all officials is available in both official languages.
- Provide formal and informal training and mentorship opportunities for national level officials and candidates
- Review, evaluate and monitor existing officials' programs
- Provide guidance to the Provinces/Territories regarding the education, training, and certification of officials at the local, provincial and regional levels.
- Ensure adequate numbers of qualified officials to meet CFF needs
- Promote and support CFF officials interested in officiating at international events
- Ensure that the fencing rules and referee guidelines for Canada are consistent with those developed by the FIE where applicable.
- Perform such additional duties as may be delegated to the Committee by the Executive Director

**Authority:**

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board and staff.

**Composition:**

The Officials Committee will be composed of:

- Chair of the Officials Committee
- One representative of the Referee Sub-Committee
- One representative of the Secretariat Sub-Committee
- One representative of the Armoury Sub-Committee
- Other members will be added with expertise deemed required by the Chair and/or Executive Director
- One representative from the CFF Board of Directors



### **Sub-Committees:**

The following sub-committees will be established, each comprised of a minimum of 3 representatives. Regional representation and gender equity shall be considered when nominating Committee and sub-committee members. No region or gender should account for more than 2/3 of any sub-committee. Each sub-committee will be responsible for overseeing the training and certification program for their category of official as well as the selection of officials for national and designated international competitions.

- Referee Sub-Committee
- Secretariat Sub-Committee
- Armoury Sub-Committee

**Note:** To avoid any conflicts of interest, the Chair of each Sub-Committee shall not be eligible for selection for international competitions.

### **Appointment:**

The Board of Directors shall appoint the Chair, and the Chair shall nominate all committee and sub-committee members, to be approved by the Board of Directors. Each sub-committees will nominate their respective representative to the Officials Committee. There are no term limits for the members of the Committee or sub-committees.

### **Meetings:**

The Committee will meet virtually or in person, as required. Meetings will be at the call of the Chair.

### **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 February 8, 2026. The Board of Directors will review these terms of reference on a regular basis with input from the Committee as required.