



## Skate Ontario Officials Development and Assignment Committee Terms of Reference

**Name:** Skate Ontario Officials Development and Assignment Committee (ODAC)

**Purpose:** The committee will work in collaboration with Skate Ontario staff to ensure that appropriate development and assignment opportunities are created for officials across Ontario.

### Specific Areas of Responsibility:

- To establish assignment parameters for officials at the Sectionals Series that:
  - Balance the needs of events with promotional and assignment needs of officials
  - Create meaningful opportunities for officials that are not on a promotion pathway
- To provide Provincial Series and STAR 1-4 Technical Representatives with the assignment parameters for officials.
- Oversee the official assignments process for the Sectionals Series, ensuring appropriate assignments based on pathways and promotion priorities, along with event needs. Liaise with event Technical Representatives as needed.
- Oversee Phase 2 On-Panel Assessment process for Technical Officials including selection of Assessors, coordination of event assignments with Technical Representatives and preparatory meetings.
- Evaluate Section promotion materials to determine the readiness of candidates.
- Approve Section promotions that meet established criteria.
- Recommend Ontario officials for out-of-section officials experience based on their suitability to the requests received.
- Recommend officials for developmental and assignment opportunities with Skate Ontario and/or Skate Canada, identifying those best suited to advance based on skills, experience, and organizational needs.
- Oversee the Challenge Official Exam application process including identification and selection of candidates, completion of references and support to Section officials throughout process.
- Identify and recommend educational and development opportunities to support the growth and development of current and future Ontario officials considering the short and long-term needs of the organization.
- Develop educational content as required.
  - Identify and oversee the delivery of seasonal technical updates as required.
- Provide input into Skate Ontario policies such as the Rate Card and Event Expense Policy.
- Identify and recommend tracking that support and monitor officials' activity as well as pathway and promotion progress.
- Review Officials Assignment and Promotion processes annually and provide input to identify efficiencies and improvements.

### Composition:

ODAC will be made up of a core group of 5-8 individuals including the chair.

The Chair shall serve a 2-year term, which may be renewed at the discretion of the Director, Event Systems. The Chair will be appointed by Skate Ontario. A Chair can be appointed for a maximum of 3 consecutive terms on the committee.

Committee members shall serve 2-year\* alternating terms, which may be renewed at the discretion of the Director, Events Systems. The term of 50% of the members will expire in even years, 50% will expire in odd



years. A committee member can be appointed for a maximum of two consecutive 2-year terms. \*For 2025-2026, 2-4 members will be appointed for a 1-year term.

Regular attendance and participation of each member during meetings is an important element in the functioning of this committee. If a member is unable to fulfil their obligation, the Director, Event Systems in consultation with the chair, may determine a replacement.

Committee members will be appointed by the Director, Event Systems with consultation with the committee chair.

**Meetings/Timeframe/Reporting/Deadline:**

- The Committee will meet as needed, but at a minimum of four (4) times a year, at the request of the Chair or Director, Event Systems.
- The Committee will report to the Director, Event Systems through the chair.
- Meeting notes and action items of the committee meetings will be recorded by Skate Ontario staff and circulated within ten (10) calendar days of the committee meeting.
- Tasks of the committee: One person from the committee will be responsible for ensuring the competition of the task and report to the committee.
- Committee anniversary date May 15, each year.