



Umpires Committee Terms of Reference

1.0 Purpose

The **Umpires Committee** (UC) shall be a duly constituted committee and shall operate at the pleasure of the Rowing Canada Aviron (RCA) Board of Directors under the CARA By-Laws Section 15, Committees, and more specifically under the RCA Governance Policy (November 2014) section 'D' Committees. As such, the Umpires Committee is a "Technical Committee" of RCA that provides technical and program advice to the Board of Directors and CEO.

2.0 Mandate

The mandate of the Umpires Committee is to ensure that there is a robust cadre of Canadian umpires with the appropriate education and development to ensure safety and fairness at all rowing competitions in Canada, and to represent Canada at international rowing competitions governed by FISA.

Working with the Director of Partnerships and Sport Development, the UC works to standardize and improve the quality of umpiring in general, and in particular at Canadian National Regattas, and to monitor the qualifications of Canadian umpires at all levels.

3.0 Objectives

The UC shall:

- Promote umpiring throughout Canada through the recruitment of umpires;
- Enhance the image of umpires within the rowing community and with the general public;
- Implement and maintain, with the co-operation and assistance of the Provincial Rowing Associations, a system to ensure that all licensed umpires meet the requirements to maintain their licence;
- Standardize umpiring through umpire education, evaluation and development that prescribes criteria as to how umpires can be licensed and have a licence suspended or revoked;

- Improve the consistency and attain a high quality of umpiring at regattas in Canada;
- Positively promote and educate members regarding the RCA Rules of Racing and participate in Rules of Racing reviews by designating representatives to the Rules of Racing Working Group as established by RCA from time to time; and
- Ensure that juries are selected for national regattas by developing, maintaining and publicizing, in conjunction with the Provincial Rowing Associations, selection criteria for Juries at Canadian National Regattas, including:
 - Advising the Organizing Committees of National Regattas on the appointment of chief umpires and deputy chief umpires,
 - Co-ordinating the selection of nationally supported Juries for National Regattas, and
 - Ensuring that Canada has a sufficient number of FISA umpires for international regattas by identifying and developing potential candidates and maintaining and publicizing the selection criteria for and managing a system for nomination of RCA FISA umpires to FISA events juries.

4.0 Structure

The UC membership shall consist of up to six members selected for their knowledge of umpiring, capacity in policy development, and capability and willingness to undertake committee work. A minimum of one member of the UC shall be a licensed FISA umpire.

Umpire Committee members, including the Chair, will be selected through a structured application process. Members of the UC and the Chair of the UC are recommended to the CEO for approval.

Regular attendance and full participation in UC meetings are important elements in the functioning of this committee. If a member is unable to fulfill their commitment, the Committee Chair, in consultation with the CEO, may undertake a process to find a replacement.

The UC will have three sub-committees to assist the UC in fulfilling its objectives:

4.1 Umpire Education and Development Sub-Committee:

4.1.1 The mandate of the Umpire Education and Development Sub-Committee (UEDSC) is to develop, review and revise, as necessary, the program of education and continuing development for all umpires in Canada to ensure a:

4.1.1.1 Consistent understanding and application of the RCA Rules of Racing;

4.1.1.2 Development path for umpires to prepare them for licensing, for leadership roles and, if interested, for FISA umpire candidacy;

- 4.1.2 The UEDSC shall comprise four members who are Level 4 RCA Umpires (clinicians), appointed by the Chair of the RCA UC. At least one of the members of the UEDSC shall be a member of the RCA UC, and at least one shall be a FISA umpire;
- 4.1.3 The UEDSC Chair shall be chosen from amongst the members of the UC.

4.2 National Jury Sub-Committee:

- 4.2.1 The mandate of the National Jury Selection Sub-Committee (NJSC) is to establish and apply clear and consistent criteria for the nomination and selection of umpires to National Juries;
- 4.2.2 The NJSC shall have six members comprised as follows:
- i. A member of the RCA UC to act as Chair, and
 - ii. 1 representative from British Columbia
 - iii. 1 representative from the three Prairie Provinces (Alberta, Saskatchewan and Manitoba)
 - iv. 1 representative from Ontario
 - v. 1 representative from Quebec
 - vi. 1 representative from the four Atlantic Provinces
- 4.2.3 The intention of regional representation is to ensure knowledge and ability to comment on the umpiring skills of candidates residing in a region/ province, so that recommendations made for National Jury participation are sound.
- 4.2.4 The Chair of the FISA Matters Sub-Committee shall be ex-officio and a voting member of the NJSC.

4.3 FISA Matters Sub-Committee:

- 4.3.1 The mandate of the FISA Matters Sub-Committee (FMSC) is to be a resource to the cadre of Canadian FISA umpires and to establish and apply clear and consistent criteria for:
- 4.3.1.1 Identification, selection, preparation and nomination of candidates for FISA umpire licence examinations;
 - 4.3.1.2 Nomination of Canadian FISA umpires for all FISA and International regattas.
- 4.3.2 The FMSC will also:
- 4.3.2.1 Ensure Canadian FISA umpires are being nominated for appropriate FISA events based on their previous international regatta experiences and by applying, if appropriate, any published FISA jury selection principles;
 - 4.3.2.2 Ensure that Canadian FISA umpires are aware of FISA umpire seminars and advise the UC Chair and the CEO of those who plan to attend;

4.3.2.3 Maintain a record of RCA's FISA umpires international jury appointments.

4.3.3 The FMSC shall have up to four members comprised as follows:

4.3.3.1 Three regular members who are retired or about to become retired Canadian FISA umpires. A fourth member may be selected, by the regular FMSC members, for a one-year term, from among any RCA FISA umpires who declare that they will not apply to be named to a FISA jury for the year in question.

4.3.3.2 The RCA UC Chair will appoint one of the three regular members as the Chair of the FMSC.

5.0 Other structural matters

The UC , when necessary, may form other sub-committees, working groups or task forces to undertake the work of UC as needed. The UC may also bring advisors in as needed in order to facilitate/support the work of the Committee.

The UC shall consult with the Provincial Rowing Associations on policies and program matters as required through the Provincial Advisory Council (PAC) or through provincial umpiring representatives, as directed by the CEO.

6.0 Terms of Office

The Chair of the UC will serve a term of four years and may be renewed for a further four years, as determined by the CEO. The members of the committee will serve one or two-year terms, alternating, as approved by the CEO.

7.0 Level of Authority

The UC has the authority to establish and implement programs and services within the strategic direction and budget approved by the Board of Directors, and the operational parameters established by the CEO. The Committee's plans (annual and quadrennial, etc.) and its annual budget must be approved by the CEO.

8.0 Reporting

The UC will report to the Board of Directors through the CEO. Matters requiring Board input or approval will be taken to the Board through the CEO.

The UC shall prepare and provide to the CEO:

- The umpiring component of the RCA Operational Plan;
- An annual budget and work plan; and
- The minutes of each UC meeting.

9.0 Meetings

The UC shall meet at least quarterly, within the budget parameters approved by the CEO. It is anticipated the UC will hold at least one in-person meeting per year. Other meetings will be through regular conference calls and electronic means.

Approved November 10, 2019