



**National Officials Committee  
Terms of Reference  
Approved August 14, 2023**

Name	National Officials Committee (NOC)
Type	Management
Reports to:	Chief Executive Officer
Purpose	The Committee's purpose is to direct, oversee and develop officials for SFC.
Duties & Responsibilities	<p>The Committee will perform the following duties</p> <ul style="list-style-type: none"> <li>• Name appropriately qualified officials for SFC Nationals and assist in recruiting officials for other SFC events</li> <li>• Ensure there are sufficient officials available to run Nationals, High Performance Team Trials and other SFC events</li> <li>• Submit names of qualified officials to the ISSF for consideration for international tournaments</li> <li>• Assist in running officials' clinics</li> <li>• Provide tools for officials to maintain and upgrade their levels</li> <li>• Develop, maintain, and publish a Canadian Officials List, including:             <ul style="list-style-type: none"> <li>○ Current active ISSF officials in Canada</li> <li>○ Current National Officials by discipline, including those "In-Training"</li> <li>○ Electronic Target Operators</li> <li>○ AWAD Classifiers</li> <li>○ AWAD Officials</li> </ul> </li> <li>• Establish and oversee the Officials Development Pathway</li> <li>• Review and approve recommendations for officials' advancement</li> <li>• Oversee the annual submission of officials Records of Experience process</li> <li>• Ensure there are sufficient officials available in each province to support SFC programming and in support of growing the overall number of trained and engaged officials across Canada</li> <li>• Oversee and manage Equipment Control &amp; Testing Equipment</li> <li>• Annually review the officials' resources on sfc-ftc.ca</li> <li>• Keep members notified of rule changes</li> <li>• Review and make recommendations to revise terms of reference.</li> </ul> <p>Committee Members are required to:</p> <ul style="list-style-type: none"> <li>• Attend meetings</li> <li>• Come prepared to meetings</li> <li>• Engage respectfully</li> </ul> <p>Duties of the Chair:</p> <ul style="list-style-type: none"> <li>• Develop the agenda for committee meetings in consultation with committee members</li> <li>• Chair the meeting and ensure that the committee makes recommendations within its mandate and SFC policies and plans</li> <li>• Stay informed on relevant organizational policies</li> <li>• Ensure that committee members are informed of all critical matters</li> </ul>
Composition	<p>The Committee shall be comprised of up to:</p> <ul style="list-style-type: none"> <li>• 2 members from each Sport discipline (Rifle, Pistol, Shotgun)             <ul style="list-style-type: none"> <li>○ at least one from each Sport discipline to be at least a B ISSF Official; and preferably:                 <ul style="list-style-type: none"> <li>- from 2 different provinces</li> <li>- 1 of each gender</li> </ul> </li> </ul> </li> <li>• 4 at large members may be added to the committee</li> </ul> <p>Standing Members of the Committee are:</p> <ul style="list-style-type: none"> <li>• SFC CEO or their designate (ex officio)</li> </ul>
Committee Chair Position	<ul style="list-style-type: none"> <li>• The Chair position is appointed by the Committee</li> <li>• The Chair position will be appointed biannually in the Fall (2-year term – maximum of 3 consecutive terms)</li> <li>• The Chair of the Committee does not vote but may cast a vote in the event of a tie</li> </ul>



**National Officials Committee  
Terms of Reference  
Approved August 14, 2023**

	<ul style="list-style-type: none"><li>The Chair has the authority to invite non-voting individuals to attend committee meetings and consult with the NOC.</li></ul>
Committee Term	<ul style="list-style-type: none"><li>All members of the Committee will serve terms of two years</li></ul>
Meetings	<ul style="list-style-type: none"><li>The Committee will ideally meet monthly for the first year and then at minimum quarterly thereafter.</li><li>Meetings will be held virtually.</li><li>The Committee will endeavor to host an annual Town Hall Meeting with its constituents.</li><li>Meetings of the Committee will be at the call of the Chair or SFC CEO.</li><li>Meeting expenses are part of the Committee budget.</li></ul>
Quorum	<ul style="list-style-type: none"><li>Quorum for the Committee meeting will be a simple majority (50% + 1)</li></ul>
Voting	<ul style="list-style-type: none"><li>Each Committee member will be entitled to one (1) vote. At all meetings of Committee every motion will be determined by an Ordinary Resolution (50% +1) of the votes cast.</li></ul>
Reporting	<ul style="list-style-type: none"><li>The Committee reports to the SFC CEO</li><li>The Committee will minute all meetings</li><li>Recording person to be chosen at the start of each meeting</li><li>The Committee will provide reports at SFC Town Hall Meetings; and as required / requested by SFC.</li></ul>
Resources	<ul style="list-style-type: none"><li>The Committee will receive resources from SFC to fulfill its mandate as determined by the SFC Board of Directors. The Committee may, from time to time, request and receive administrative support from SFC.</li></ul>
Conflict of Interest	<ul style="list-style-type: none"><li>Each Committee member will be required to complete a Conflict of Interest declaration when appointed to the Committee</li><li>A Conflict of Interest declaration spreadsheet will be reviewed and updated at each meeting as a best practice to ensure effective and transparent decision making</li></ul>
SFC Veto	<p>Notwithstanding the authority of the Committee to engage in their prescribed duties, SFC retains a veto over such matters if, in the opinion of SFC:</p> <ul style="list-style-type: none"><li>they present an unacceptable safety risk</li><li>they threaten the image and reputation of SFC or the sport, or</li><li>they impose financial costs that have not been accommodated in Council-approved budgets.</li></ul> <p>This veto power will only be exercised in extenuating circumstances and in a reasonable fashion.</p>
Approval and Review	<p>These Terms of Reference were approved by the SFC Board on August 14, 2023. This document will be reviewed annually by the Committee and updates will be provided to the SFC Board as needed.</p>

**Acknowledgement**

I, \_\_\_\_\_, hereby acknowledge that I understand, accept and agree to comply with the information contained in the National Officials Committee Terms of Reference.

Name (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_