



OFFICIALS DEVELOPMENT COMMITTEE– TERMS OF REFERENCE	
NAME & TYPE	Officials Development Committee – Operational Committee
STAFF RESPONSIBLE	Operations Director and Coach & Officiating Development Coordinator, appointed under the authority of the Executive Director.
PURPOSE	The Officials Development Committee is an operational committee of the Organization and will support the Ringette Ontario Operations Director in the planning, implementation and co-ordination of programs, and resources for the development, updating and upgrading of officials and officiating in Ontario.
GUIDING PRINCIPLES	The Committee's operation, discussions and recommendations will reflect Ringette Ontario's values: • Dedication: We share a collective commitment and passion for the game. • Respect: We recognize everyone's contribution to our community. • Teamwork: We achieve our goals together. • Inclusion: We welcome all who want to join our safe sport community. • Integrity: We govern our sport with transparency and fairness. Working in a manner consistent with Ringette Canada's "I CARE" values: • Innovation – We invest wisely. We take chances and manage risks. We are stewards of the game • Collaboration – We are in this together. We include diverse perspectives to enrich our experience. We purposefully create a safe and welcoming work environment. • Accountability – When we live our values, we manage and lead with integrity. We operate with transparency and communicate proactively. We take responsibility for our actions and learn from our mistakes. • Respect – For the game. For the rules. For our heritage. For each other. • Excellence – We demand quality. We offer world leading programs and services. We bring our best to each situation. Always maintain the image of Ringette Ontario.

COMPOSITION	The Committee will be comprised of the following: • Ringette Ontario Operations Director • Appointed Chair – Provincial Director of Officials • Up to 5 additional appointed members who are active officiating Members of Ringette Ontario – either in an on-ice or off-ice role (or both).
CHAIR	The Chair shall be appointed for a two (2) year term by the Operations Director. RESPONSIBILITIES: • Work with the Ringette Ontario Operations Director, prepare an agenda for their committee meetings. • Follow the order of the agenda to cover each item during the meeting. • Recognize each member who wishes to speak on an item. • Bring members' concerns to the RO Office through recommendations. • Liaise with the RO office on a regular basis through the Operations Director. • Accept decisions made by the Operations Director and/or Executive Director. • Communicate RO Office decisions to committee members. • Assist the RO Office in creating communication tools. • Communicate the decisions or recommendations of the Committee, regardless of opinion. • Appoint an acting Chair should the Chair need to be absent from a meeting. • The Chair of the Committee votes only in the case of a tie.
ADDITIONAL MEMBERS	RESPONSIBILITIES: • To attend all committee meetings prepared to address agenda items, applying RO's By-Laws, Constitution and Policies where required. • To accept decisions made by the RO Office. • To ensure the impartiality of the Committee. • To include your Chair when communicating with the RO Office.

KEY DUTIES	The Committee will perform the following key duties: • Work with the RO Operations Director on the development of resources for RO Officials. • Work with the RO Operations Director in creation and communication of a clear evaluation process for RO officials. • Complete upgrades and downgrades of officials and supervisors • Work with the RO Operations Director in monitoring the training of officiating Instructors and Evaluators. • Host seminars for local Association Referees-in-Chief. • Assign a Referee-in-Chief to RO Events Championships • Work with the RO Operations Director on the selection process and ranking system for Officials for RO Events & Championships. • Schedule Officials for Provincial Championships, Challenge Cups, Ontario Winter Games and Eastern Canadian Championships. • Discuss new initiatives for development within the officiating program • Communicate effectively with the RO Team. • Maintain the integrity of Ringette Ontario.
AUTHORITY DELEGATED	Under the direction of the RO Operations Director, the Committee serves in an advisory role on matters relating to officiating development & recruitment in Ontario.
MEETINGS	The Operations Director and Chair Committee will propose a schedule for the committee to meet on a regular basis. Meetings are structured and timed to facilitate planning in alignment with RO strategic objectives and operational plans. All communication will be done via email as the preferred mode of communication.
RESOURCES	The Committee will receive the necessary resources from the Organization to fulfill its mandate. The Committee will also receive administrative support from the Organization via the Operations Director and/or the Membership Services Coordinator.

REPORTING	The Committee will report and post all documentation in a Ringette Ontario OneDrive folder and/or BaseCamp group including meeting minutes, recommendations, and any other relevant materials.
APPROVAL AND REVIEW	RO Operations Director will review these Terms of Reference on an annual basis, with input from the Committee as required.
TERM OF APPOINTMENT	Committee members are appointed for a 2-year terms for a maximum of 3 terms (6 years). Last review – June 2026