

Umpire Committee Terms of Reference

The purpose of these Terms of Reference is to provide guidance to the Rowing BC Umpire Committee as to how the Committee will function and operate.

Authority

The Umpire Committee is authorized by the Rowing BC By-Laws to conduct their business in accordance with the Terms of Reference set out below. These Terms of Reference may be reviewed by the Board at any time and, when appropriate, revised in accord with the changing requirements of Rowing BC.

The Umpire Committee has the authority to organize initiatives aligned with those listed under Responsibilities.

Responsibilities

The Umpire Committee is responsible for developing and implementing plans and programs in support of the education and development of Umpires in British Columbia. The overall goal of the Umpire Committee is to ensure that Rowing BC and its member clubs have access to a pool of qualified and educated umpires of all levels, and those individuals in British Columbia who want to become Umpires or to improve their skills as Umpires have access to the training and development opportunities they require.

Specific responsibilities include:

- Promotion of umpiring in British Columbia;
- Monitor qualifications of all Umpires in British Columbia;
- Evaluate all Associate and Licensed Umpires in British Columbia as required by Rowing Canada Aviron;
- Deliver seminars for training and recertification of Umpires in British Columbia;
- Arrange examinations for certification of Umpires in British Columbia;
- Solicit and coordinate the selection of juries for regional and provincial regattas;
- Determine the size of juries and confirm suitable Chief and Assistant Chief Umpires
- Solicit and select British Columbia candidates to participate as jury members for national and international regattas;
- Evaluate and endorse individuals who decide to pursue a FISA license;
- Monitor performance of juries at regional and provincial regattas;
- Coordinate umpiring equipment and appropriate maintenance as necessary to host regattas in British Columbia;
- Recommend changes to these Terms of Reference; and
- Communicate with the National Umpire Committee.

Composition

The Umpire Committee will be elected by those Licensed Umpires in British Columbia in attendance at the Annual Umpire Recertification Seminar. The Umpire Committee shall consist of between four (4) to seven (7) individuals as follows:

- Up to six (6) Licensed Umpire Representatives
- One (1) President of Rowing BC

Term-lengths and number of elected Umpire Representatives each year will be established so as to allow for turnover of half of the Umpire Committee on an annual basis. Generally, term-lengths will be 2 years. Following their term, Umpire Representatives may stand for re-election.

The Umpire Committee can appoint a Licensed Umpire to fill a vacancy.

Election

No later than thirty (30) days prior to the Annual Umpire Recertification Seminar, Rowing BC shall issue an open call to Licensed Umpires for positions on the Umpire Committee. Voting will take place during the Annual Umpire Recertification Seminar.

The Chairperson of the Umpire Committee will be elected by the Umpire Committee during the first meeting following the Annual Umpire Recertification Seminar.

Meetings

Umpire Committee meetings will be held as necessary to execute the Umpire Committee's Responsibilities as listed.

Reporting Structure

The Umpire Committee shall report to the Executive Director via the Chairperson. The Umpire Committee will provide:

- An annual report to the Executive Director; and
- Quarterly updates as required to the Executive Director

Budget

The Umpire Committee assists the Executive Director in the development of an annual budget that covers umpire travel, seminars, and umpire uniforms and equipment. Quarterly reviews of YTD expenses against budget will be undertaken with the Executive Director. Modifications of expenditures from the original budget can be developed and presented to the Rowing BC Board for approval.

Final authority for any expenditure will rest with the Executive Director working on direction from the Board.

Staff Support: Executive Director