

Terms of Reference
Canada Snowboard Officials Program (CSOP) & Canada Snowboard
Officials Working Group (CSOWG)

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I. INTRODUCTION

The Canada Snowboard Officials Program (CSOP) was established to address the vital need within the Canadian snowboarding community to achieve greater uniformity of the Canada Snowboard Officials pathway and technical content so that it is directly reflected within the execution of all snowboard competitions in Canada as described by the international / national competition regulations.

II. AUTHORITY

- A. The Canada Snowboard Officials Working Group (CSOWG) is established under the authority of the Events & Engagement Department of Canada Snowboard. The Canada Snowboard Events & Engagement Department will collaborate with the CSOWG and be responsible for managing and executing the delivery of the CSOP.
- B. The CSOWG is responsible for providing experience and insight into the Canada Snowboard Officials pathway, including but not limited to the development, implementation, and the support of all trained Canada Snowboard officials. The CSOWG represents a range of Provincial Territorial Snowboard Associations (PTSAs) to provide insight on the needs of all PTSAs while Canada Snowboard implements updates and changes to the Canada Snowboard National Officials Pathway.
- C. The CSOWG shall function as stipulated in these Terms of Reference (the TOR), and Canada Snowboard's General Bylaw, Governance and Management Policies.

III. PURPOSE AND MANDATE OF THE CSOWG

- A. The CSOWG is composed of dedicated stakeholders who are either in leadership positions with their respective PTSA, experienced officials, or both. These representatives were selected by the PTSA's and Canada Snowboard to ensure the

CSOWG encompasses a variety of experience and knowledge from different PTSAs across the country.

- B. The CSOWG offers insight, support, and guidance on the Officials Program pathway and curriculum to support the progression of CS/PTSA's officials.
- C. Furthermore, the creation of a standardized curriculum will directly impact the following specific areas of Canada Snowboard's Events & Engagement Department strategies:
 - 1. Support the PTSAs/ CS to ensure that all Canadian events are executed according to the established international / national competition regulations.
 - 2. Ensure a fair and optimized assignment process of officials for all levels of competitions in Canada.
 - 3. Ensure the representation of Canadian Officials on the international stage.
 - 4. Continue to professionalize all aspects of events operations.
 - 5. Improve communications with CS/PTSAs officials at all levels.
- D. Specifically, CS has oversight and is responsible for the following key elements directly related to CSOP and Officials Pathway and is considered the authority for making any recommendations to these specified elements. The CSOWG will provide recommendations and support on all elements and how to carry out each goal:
 - 1. Officials Program Curriculum development, policy updates, delivery, and management.
 - 2. Development of tools, resources, program design requirements, integration of Officials development with the LTD, type of events, and the training and certification of Officials Developers (that includes Learning Facilitators, Officials Evaluators and Master officials Developer)
 - 3. Recruitment of Officials Developers
 - 4. Support officials in their development pathway
 - 5. Support the Major Officials for all domestic events.
 - 6. Create opportunities for CS/PTSA officials to move through the development pathway. From level 1 trained to Major officials' certification and opportunities for international certification (FIS TD).

IV. COMPOSITION

- A. All members of the CSOWG must have a current membership with CS through their respective PTSA
- B. The CSOWG is formed of members that have been submitted by the PTSA's. These individuals have been appointed to the CSOWG by CS based on recommendations directly from PTSA's. In the event the PTSA does not have a senior official to submit as part of the CSOWG, the Executive Director or role most similar may submit themselves to be on the CSOWG.

V. DUTIES AND RESPONSIBILITIES

- A. The CSOWG will administratively support the CS Events & Engagement department for the creation of all documents, procedures and other administrative needs that will be required with the implementation of the Officials program restructure.
- B. The CSOWG shall assist CS with the creation of documents, selection criteria, and insight for CS to perform the following duties and responsibilities on an on-going basis:

- a) Preparing and editing the Canada Snowboard Officials Program.
- b) Creating, updating, and ensuring that educational materials and technical information are accurate and up to date.
- c) Answering all questions pertaining to officiating at CS sanctioned events.
- d) In partnership with the PTSAs, assigning major officials and Canadian National TD's for any sanctioned CS/ PTSAs domestic event (FIS National events, North American Cups, Canada Winter Games, Canadian National championships, PTSA Championships, World Cup, World Championships) as per the CSOP Events and Competitions Officials certification standards
- e) Providing officials rules recommendations to FIS through CS.
- f) CSOP monitoring, evaluation, and quality control.
- g) Ensuring recruitment, retention, and renewal of officials.
- h) To have a member of CS as a member of the FIS TD Advisory Group, the FIS Freestyle and Snowboard Rules Committee and the FIS Para Snowboard Rules Committee.

VI. ACCOUNTABILITY

The CSOWG is accountable to the Canada Snowboard Events & Engagement Department and only has the authority that is granted by the Events & Engagement Department that retains the sole power to grant that authority.

- A. With the assistance of the CSOWG, CS has the authority to develop and implement any policy, protocol or guideline needed that will directly support the restructure of the Canada Snowboard Officials Program and the Official's Pathway.
- B. All Governance and financial matters; policies, protocols and guideline will need to be ratified by the Events & Engagement Department before implementation