



Cross Country BC

Terms of Reference Officials Development Committee

1. Introduction

The role of the Officials Development Program is to provide program-specific services and training that will ensure competent officiating at cross-country ski competitions held in British Columbia from the club level through to the international level.

The Officials Development Program is responsible for:

- Delivery of the Nordiq Canada (NC) Officials Certification Program including the development of participant/course conductor materials specific to British Columbia
- Recruiting and training of course conductors
- Scheduling of courses and the training of local course organizers
- Development and delivery of specialized officials courses as needed (i.e. Zone4 workshops)
- Enhanced training for provincial level Technical Delegates (coordinating their assignments and supporting the advancement of national and international Technical Delegates)
- Maintenance of a databank of active certified officials

2. Purpose

The Officials Development Committee (the “Committee”) provides overall guidance and direction in the development and successful operation of a program to facilitate the officiating of cross country ski competitions (at all levels) to an approved and consistent standard. The work of the Committee will be fully aligned with the goals of CCBC as identified from time to time in approved Strategic Plans.

3. Accountability

The Committee will be directed by the Officials Development Chairperson (“Chairperson”) and will provide advice and operational support to CCBC staff responsible for the officials development program area. The Committee is accountable to the Executive Director of CCBC.

4. Mandate

Guided by the Chairperson, the Committee will contribute expertise, human resource capacity, and regional perspectives to the development and successful operation of the CCBC officials development program area. In general, this will involve:

- Fulfilling objectives and tasks identified in the Officials Development section of the annual Operational Plan

- Contributing to operational plans and developing the policies which govern the operation of the Committee and guide it in carrying out its work
- Directing the technical aspects of CCBC operations in officials training and certification
- Contributing to an annual program evaluation to confirm that objectives are being met and are achieving the desired result
- Facilitating communication, cooperation and coordination between the different levels of the sport (i.e. NC, CCBC, clubs) and components of the officials development program
- Recruiting and training a pool of competent, qualified course conductors for Level 1 and 2 NC officials certification courses
- Advising on course conductor assignments for Level 1 and 2 NC officials certification courses
- Recruiting and training a pool of competent, qualified Technical Delegates (TDs) for provincial-level competitions
- Appointing TDs for provincially sanctioned events and facilitating the appointment of TDs for national and international events outside of British Columbia
- Recruiting and organizing volunteers to assist in the development of the officials programs and materials (i.e. Zone workshops, Level 1 & 2 NC Officials certification courses)

5. Committee Chairperson

The Chairperson will be appointed by the Executive Director. The Chairperson is responsible for:

- Providing leadership to the Committee (i.e. convening meetings, developing agendas, and assigning, supervising and coordinating the Committee work)
- Representing the Committee in communication with appropriate internal and external agencies on issues within the Committee mandate.

Minimum qualifications for the position of Chairperson are: (1) NC Level 3 Official or (2) NC Level 2 Course Conductor.

6. Membership

The Committee will be composed of:

- Executive Director (ex officio)
- Program Coordinator
- Other members at large that the committee determines to be qualified and beneficial, including:
 - A board representative (ex officio)
 - BC officials who meet the minimum mandatory qualifications: NC Level 3 Official or Level 1 Course Conductor

Note: regional representation will be considered.

7. Decision Making

The Committee will make decisions by consensus. In case of disagreement, committee members will cast votes. The Committee Chairperson will cast a vote in the case of a tie vote among the other Committee Members.

8. Meetings

The Committee will determine a meeting schedule that will facilitate achievement of the Committee's

work plan, and which will include at least three meetings per year. Minutes that reflect all significant decisions of the Committee shall be kept at all regular meetings. Minutes will be submitted to the Board of Directors

9. Review

These Terms of Reference shall be reviewed periodically by the Officials Development Committee to ensure continued alignment with CCBC's Strategic Plan, Operational Plan, and coach development priorities.

Approved April 25, 2015

Reviewed July 29, 2026