

## SOCCER NS - OPERATIONAL COMMITTEE TERMS OF REFERENCE

	<b>Referee Development Committee</b>
Mandate	The Referee Development Committee is an operational advisory committee of Soccer Nova Scotia. It is responsible to provide input and advice in relation to Referee Programs and all referee matters to Soccer NS.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Recommend, review and update policies, standards, and guidelines for the Referee Programs across the province in the context of the SNS and Canada Soccer regulations</li> <li>• Provide feedback and advice regarding the organization and execution of all Referee Programs</li> <li>• Annually review reports from Assessment and Instruction programs and other sub-committees and provide advice regarding the operation of these programs</li> <li>• Review and approve recommendations to promote Referees, Assessors, and Instructors, as provided by the Provincial Assessment and Instruction Programs</li> <li>• Provide support and advice to the Referee Development Officer on the appointment of operational support roles</li> </ul>
Authority	<p>The Committee will provide input and advise to the SNS Referee Development Officer.</p> <p>The Committee, with approval from the SNS Executive Director, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Referee Development Committee.</p>
Composition	<p>The Committee will be composed of a minimum of six (6) individuals and four (4) Operational Support roles, in addition to the Chair.</p> <p>The Committee will have the SNS Referee Development Officer as Chair.</p> <p>Members of the Committee will serve terms of two years, which may be renewed by the SNS Executive Director.</p> <p>The Operational Support roles are the Chief Assessor, Chief Instructor, Judiciary Committee Chair. These roles will be appointed by the SNS Referee Development Officer with advice from the Referee Development Committee.</p> <p>The SNS Executive Director will appoint the Past SNS Referee Development Officer for a term of two years as the additional Operational Support Role.</p>
Meetings	<p>The Committee will meet by Video Conference or in person, as required. Meetings will be at the call of the Chair.</p> <p>The Committee will meet a minimum of 4 times per year.</p>

Resources	<p>The Committee will receive the necessary resources from the SNS Referee Development Officer and Soccer NS to fulfill its mandate. The Committee may, from time to time, receive additional administrative support from Soccer NS Staff.</p> <p>The appropriate staff member(s) will review relevant budget items with the Committee</p>
Reporting	<p>The Committee operates under SNS Operations. The Chair will provide minutes of the meetings to the SNS Executive Director within 7 days of the meeting. The SNS Executive Director will ensure the minutes are circulated to the SNS membership.</p>
Approval and Review	<p>The SNS Executive Director will review these Terms of Reference annually, with input from the Committee Chair as required.</p>