



May 2022

Officials Development Committee Terms of Reference

The purpose of the Officials Development Committee (the “**ODC**”) is to promote the development of Biathlon Canada certified officials throughout the province.

Committee Structure

The ODC shall consist of three to five members appointed by the Board of Directors, one of which shall serve as Chair. The members must be certified at the Advanced Level or higher, and be registered with Biathlon BC. The members shall be appointed for a one-year term, which expires on November 30.

Responsibilities of the Committee

The ODC shall be responsible for the following:

- Maintaining a list of current active officials in the province and their certification level;
- Identifying candidates for Advanced, Leader, TD, Instructor certification;
- Organizing entry and advanced officials workshops;
- Organizing Leader, Technical Delegate and Instructor workshops with Biathlon Canada;
- Managing the financial administration of officials workshops through Biathlon BC’s accounts with Biathlon Canada and the instructor;
- Implementing an officials development subsidy program;
- Assigning Technical Delegates for Biathlon BC sanctioned events;
- Reporting to the Operations Manager on completed officials workshops;
- Keeping minutes of meetings;
- Reporting to the Board on officials development activities; and
- Other duties as assigned by the Board.