Officiating Advisory Group Terms of Reference

A sample terms of reference is provided below for Peak Sporting Bodies(PSB) who are investigating implementing an Officiating Advisory Group.

*SAMPLE*

**Purpose**

The purpose of the Officiating Advisory Group is to provide strategic and policy oversight of the officiating development program/structure to the PSB Board.

The Advisory Group is not involved directly with umpire selection at Member Association level which is an Association staff /Coordinator/Officiating Coach responsibility.

**Appointments**

PSB will facilitate and notify the wider *“sport”* community when applications for membership is required. People interested in applying for membership of the Official Advisory Group will be asked to complete an application form.

The advisory board is made of up to “insert number” persons nominated in accordance with PSB requirements.

A PSB Board member elected by the PSB Board will be on the Advisory Group.

The length of appointment to the Advisory Group is one/two/three years.

Casual and unfilled vacancies may be filled by interested parties completing a nomination form and submitting to the Advisory Board. The Advisory Board shall send their endorsed names to the PSB Board for ratification.

The term of appointment can be less than 1/2/3 years if a member:

* Resigns
* Misses more than 3 consecutive meetings
* Departs interstate.

If an Official Advisory Group member resigns, a replacement will be conducted through the process for recruitment. The Advisory Board shall elect a chair, whose name shall be submitted to the PSB Board for ratification. The CEO may nominate a staff member to act as the Staff liaison to the Advisory Group and act as Secretary. The Advisory Group shall meet bi-monthly/quarterly/bi-annually and at other times as often as shall be necessary.

**Responsibilities**

The Advisory Board is responsible for:

1. Annually review the rules of play, recommend any suggested rule changes, distribute to Member Associations and monitor their application uniformly
2. Appointment and assessment of Umpires for all required *“Sport”* PSB events
3. Developing and reviewing policies, guidelines and procedures relating to umpiring issues, appointments and official development and where appropriate make recommendations to the PSB CEO
4. Liaising with other PSB Advisory Groups/advisory boards on overlapping issues
5. Suggesting/recommending improvements to officiating pathway programs and strategy
6. Monitor the training, coordination and development in all its forms of umpiring throughout the NT
7. Support the continued growth and development of officials in NT by engaging with Member Associations on issues and opportunities relating directly to officials
8. To engage with the NSO Official educator and keep abreast of current issues.
9. Promote officiating
10. Encourage and foster the highest standards of officiating amongst *“sport”* officials on and off the field
11. Assist the Member Associations officials’ Coordinator or committees appointed by the Member Associations for the purpose of providing or supporting their officiating programs;

**Administration**

1. PSB will oversee the administration for the Official Advisory Group
2. PSB Staff member (minute taker) will prepare the agenda for the meetings and will be sent out to members of the Advisory Group/Advisory Board, with all supporting documentation prior to the scheduled meeting.
3. PSB Staff member will take the minutes of the meetings to allow members to concentrate fully on issues at hand. Minutes of the meeting will be ratified by the Chair of the Advisory Group/Advisory Board prior to the forwarding to the PSB CEO/Board.
4. Minutes of the meetings to be forwarded to the PSB CEO and members of the Advisory Board within 1 week
5. Meet minimum twice a year. Expected to be a 2-4 hour meeting at the “venue”.

**Key Responsibilities of members**

Official Advisory Group members are expected to:

* Sign the Code of Ethics and Confidentiality Policy of the “sport”
* Attend and actively participate in meetings
* Provide relevant *“sport”* information to their networks eg. Member Associations, Official community by social media, newsletters, emails.
* Bring *“sport”* officiating issues and opportunities to the Officials Advisory Group
* Support PSB decisions and maintain a positive solution focussed approach
* Advocate for and on behalf of all “*sport*” Officials and support opportunities for Officials to participate in *“sport”.*
* Advise and input into Officials programs run by PSB.
* Provide advice to PSB on matters of coaching, mentoring, selection and management of all officials
* Advise on matters relating to policy and strategic development in creating more opportunities for officials to participate in *“sport”* (e.g. retention, coaching, training and development, growth, communication, pathways, appointments, etc.)
* It is expected that members pre-read the materials ahead of the meeting and come prepared to contribute.
* Members of the Advisory Board are required to acknowledge that they have been selected to represent the interest of *“sport”* generally and not as a delegate of their club.