**FC Officials Advisory Group (OAG)**

**Terms of Reference**

**June 1, 2017**

**OAG Mission**

The Officials Advisory Group ensures that FC has a sufficient number of trained and qualified freestyle ski officials from grassroots level to the World Cup level.

**FC OAG Mandate**

OAG is a critical partner in the alignment of the FC competition system to the Can Freestyle LongTerm Athlete Development pathway.

See [www.freestylecanda.ski](http://www.freestylecanda.ski)

The primary responsibility of OAG is to work with Freestyle Canada staff to ensure the on-going development, education, reporting, licensing, assignment and evaluation of officials, (other than Judges) across Canada. This includes:

* To provide leadership in the overall area of officials education and development
* To help develop and uphold FC officials standards, policies and procedures including an Freestyle Canada & officials’ code of conduct
* To provide advice and oversee the development of working groups and projects
* To review and put forward all working group recommendations to FC
* To manage the National database, ensure that all officials information is accurate and up to date
* To assign Technical Delegates to Canada Cup events
* To provide officials recommendations to FIS through FC
* To connect and promote the interests of FC and its officials with its FIS, USSA, and T/PSO partners.
* Support PSOs in implementing education

**Composition**

OAG is composed of experts in all disciplines and officials skills sets, who are qualified and who have demonstrated initiative, commitment, and leadership in the on-going implementation and maintenance of the FC officials program.

**Qualifications/Skills of Members**

Members are selected for their skills/expertise in the following areas:

* Adult educational program development
* Facilitation
* Positive communication and interpersonal skills
* Strong technical understanding of the impact of event structure and operations on athlete development
* Experience leading officials and event delivery in the field
* Current understanding of FC technical standards and priorities for athlete development
* Officiating experience, experts in their skill set
* Open minded and forward thinking
* Share a love of Freestyle Skiing and concern for the safety and well-being of the participants
* Invested in FC’s vision of excellence through Can Freestyle long term athlete development
* Members in good standing with FC.

**OAG Executive Committee**

The OAG Executive shall lead all activities of the OAG and comprise the following members:

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| --- | --- | --- |
| **OAG POSITION** | **APPOINTMENT** | **TERM\*** |
| OAG Chairperson | Nominated by OAG executive, appointed by FC | 3 years Feb 1 |
| Chair Education Team | Nominated by Ed. Team and approved by FC and OAG exec. | 3 years Apr 1 |
| Chair Licensing Group | Nominated by OAG and FIS and appointed by FC | 2 years Apr 1 |
| Chair Scoring | Nominated by OAG and appointed by FC | 2 Years Apr 1 |
| Chair TD Performance Group | Nominated by OAG and FC to FIS, Appointed by FC | 2 years – Apr 1 |
| FC representative | Appointed by FC | As needed |

**Composition of the OAG Executive Committee**

The OAG Executive Committee must include at least one east, one west, one French as a first language, and one English as a first language member(s). An OAG member at large may be added to the group to meet this objective. Representation should be as diverse as possible geographically and by discipline.

There will be a minimum of 6 and maximum of 9 core members; some individuals may act as experts in different working groups. Working groups will execute most of the groundwork required for education, assignments, and licensing and will support staff or be supported by FC staff/contractors on a per project basis.

**Terms**

After each term there will be full review starting in January prior to the nominations, and a full nomination process put in place for the next term. The executive has the ability to have consecutive terms if this is determined to be in the best interest for the progression of officials in Canada.

**Complaints**

Any complaints regarding the conduct of an official should be made directly to the OAG Chair and the FC CEO.

A FC and OAG **disciplinary review committee** will be struck containing a minimum of 3 persons able to make a ruling without conflict of interest

**Termination of Member**

OAG members may be replaced or requested to leave OAG or the working groups at any time for failing to contribute productively to that group. If a member or members of the any group feel the progress is being hindered or obstructed by an individual or individuals they can inform the OAG chair in writing who will review the issue with the OAG executive. A formal review will take place and an interview with the individual or individuals involved. When the review is completed the OAG chair will consult with the FC CEO and a decision will be rendered. If it’s the OAG chair that is being requested for are view the FC staff will review with the OAG executive.

**OAG Working Groups**

1. OAG Performance TD Group
2. OAG Education Team
3. OAG Licensing Group
4. OAG Scoring Group

**Performance TD Group Structure**

**Mandate:**

The OAG TD Performance Group is responsible to:

-Provide input and support on all assignments for High Performance (World Cup) and all performance assignments (Junior Worlds, CWG’s/NorAm/ Nationals/Can Series/COT).

-Maintain an up to date database of TD’s assignments.

-Work with, FIS, USSA, FC, HPAD and PSO staff to evaluate the educational needs and licensing standards required at this level. \*

-Ensure that TD’s data including requirement for upgrades etc. are maintained annually

-Oversee recommendations for TD Mentoring

- Provide input on Canadian TD pathway and educational materials and mentorship process to the education group and FC staff and contractors as requested.

**Composition:**

There must be at least 1 FIS TD and 1 Canadian FIS TD Candidate representatives on the working group

The FIS TD Leader position is designed to ensure that Canadian TD’s are getting current information from FIS and that FC members are being properly prepared for FIS assignments. The invitation may be extended to a non-Canadian.

The composition of East and West will be as follows:

Minimum 1 West: YK, BC, AB, SK, MB

Minimum 1 East: ON, QC, NS, NB, NFLD, and PEI

Nominations for East and West representatives can be put forward by

OAG Executive Committee

FIS and AFP lead proctors

FC Staff

T/PSO Team members

Final recommendations will be made by the OAG Executive and approved by FC.

**Major Events:**

A FC designated member of the OAG performance working group will assist in the application process for Olympic Winter Games, World Championships, Universaide and World Cup Assignments. Selection for Major Event assignments are made by FIS.

**Conflict of Interest of Members:**

Members of the Performance Group must excuse themselves on any issues that are an apparent conflict of interest including but not limited to:

* Personal assignments
* Personal upgrades/evaluations

**2. OAG Education Team Structure**

**Mandate:**

The OAG Domestic Education Team is responsible to:

* Deliver/organize delivery of educational programs following the **FC Officials Education Pathway**
* Provide input on the development, dissemination, and evaluation of domestic officials training materials
* Represent region as lead official reporting to PSO’s for course deliveries
* Provide oversight and guidance for domestic officials education for club/regional and provincial and Canada Cup and NorAm level events
* Provide feedback for the FC Officials Education Pathway
* Lead working groups for updates and development of new modules

**Composition:**

Working with the T/PSO’s OAG designates its Provincial Official, every 2 years.

Note that some regions may wish to combine their Provincial Lead Officials.

This group will select an Education Chairperson who will sit on OAG executive and communicate to the group on a minimum monthly basis. The selection of the Chair must be approved by FC and the OAG executive. The OAG chair will manage this process annually – after OAG executive annual appointments are concluded. The chair will remain until the nomination of a new chair is in place.

The group will gather input from expert working groups or work with FC/contractors on materials development as needed.

**Provincial Lead Official Responsibilities:**

The Provincial lead Official is responsible for all of the following and must manage items 1 and 2. They may with PSO approval designate items 3,4,5 – but will need to ensure that these are being managed.

1. Working with FC/T/PSO Staff to organize officials clinics and regional assists
2. Report to Licensing Chair ensuring the regional data-base is up to date
3. Communicating the competition schedule and available assignment to their regional officials
4. Verifying assignments for Provincial/ Club Level events with T/PSO
5. Verifying that travel arrangements are in place with event LOC’s.

**Direction:**

OAG, and technical experts along with FC and PSOs, will drive the development of criteria that the OAG Domestic Education Team will help implement. Levels 1, 2, 3 for officials are products at FC and need to be facilitated and tracked by the Education Team.

**Support:**

FC and PSO staff where available will assist in the logistics of training, evaluating, tracking and event logistics for officials. Officials may be required to manage some or all of these functions where PSO staff support is not available.

**OAG Licensing Group Structure**

**Mandate:**

The Licensing Group is responsible to:

* Annually review and update the certification standards and process for all FC officials
* Review and support upgrade requests
* Develop competency assessment tools
* Set all recommendations for competency evaluation
* Work with the OAG Chair to ensure information is up to date and disseminated as needed
* Publish an annually updated certification chart and policy PDF to post on the website and share with all stakeholders with the support of FC staff by July 1 and update as needed
* Formulate and update a talent management – including a recruitment and assessment and recognition process with the support of FC staff/contractors and OAG members

**Composition:**

There must be at least 2 level 3 Officials or higher representatives on the working group.

The composition of East and West will be as follows:

West: YK, BC, AB, SK, MB

East: ON, QC, NS, NB, NFLD, and PEI

Nominations for East and West representatives can be put forward by

OAG Executive Committee

FIS and AFP lead proctors

FC Staff

T/PSO Team members

Final recommendations will be made by the OAG Executive and approved by FC

**Scoring Working groups:**

**Mandate:**

The Scoring and Event Management Groups are set up to be small working committees tasked to ensure that current high quality education and systems are in place to meet the current and projected needs of the Canadian competition system. Specifically:

Scoring Education: 1 Lead plus 2 each east and west experts will work with the Competition Manager at FC and PSO staff to implement the educate officials in the use of of FC’s scoring systems; WinFree & World Cup Lite & Competition Guidelines and update scroers on Freestyle rules: FIS, Canada Cup, Aussie Rules…

Scoring Assignments: Scoring working group also works with FC Competitions to assign themselves or other scorers to the Canada Cup Series , NorAms and Canadian National Championships.

Additionally this group will:

* Support the development of a pathway within the overall scorers and officials pathway,
* Provide the education working group with these tools.
* Represent the scoring community to the region and be a resource to the PSO for regional clinics and education.
* Set all recommendations for competency evaluation
* Annually present their recommendations to OAG and FC for approval
* Formulate and update a recruitment and assessment process with the intention to recruit future officials

**Composition:**

There must be 2 representations from the EAST and 2 from the WEST. Candidates will have sufficient experience with scoring in FC’s system regardless of the program. Candidates are available in their capacity to help train new scorers and help execute education pathway presented by FC.

West: YK, BC, AB, SK, MB

East: ON, QC, NS, NB, NFLD, and PEI

**Specific OAG Role Descriptions:**

**OAG Chairperson:**

* The OAG executive will have the opportunity to present their individual recommendations for OAG chair, as will the PSO Team up to January 15th in an appointment year. FC will appoint the incoming OAG Chair highly considering the input from OAG executive on Feb 1
* The chair will be an Official appointed by FC
* The primary liaison and communication link between OAG and FC,
* Sets an annual schedule and work plan with first draft for next year May 1 annually
* Oversees that the FIS and FC systems are functioning and reports concerns
* Responsible to check that communications including web and policy documents are up to date
* Responsible to ensure records are maintained and may assign a designated person to take on these tasks including meeting minutes, competition reports, important updates, database, assignment and assist requests.
* Helps manage the committee leads to stay within their timelines, and reports any gaps in completing tasks to FC
* Participates in PSO Team meetings, and is the OAG resource and liaison with T/PSO staff and the chairs of the OAG groups.

**FC OAG Representative:**

* Is a staff member of FC-liaises between OAG and FC. Works with the PSO’s and industry experts to develop domestic curriculum.
* Provides technical & priority direction to OAG
* Supports official education development where needed.
* Applies for project funding and oversees project contractors to support officials development as advised by OAG, the PSO Team, and FC staff
* Oversees that OAG is meeting the needs of the FC competition system
* Provides administrative support, technical reports/documents and resources
* Provides access to database to ensure current information re: officials contact information, licenses, Provincial Proctors, assignments.

**Reporting Structure:**

OAG reports to the FC through the FC representative. Ultimately all report to the FC CEO.

The OAG Chair will prepare a report at end of season which shall be presented to the CEO, FC staff and that will not be edited by staff by April 30.

The FC staff will also independently prepare a report to submit to OAG, FC CEO by April 30, which relates to the FC strategic plan.