



Bowls Alberta



OFFICIATING COMMITTEE

Objective

The Officiating Committee is a standing committee of Bowls Alberta (BA). It exists to develop, support and schedule officials to oversee our sport in accordance with the association's mission, vision, and values.

Committee Composition

The BA Board of Directors shall annually appointment a Head Umpire, who shall be the named designate nominated by the Provincial Umpires. The designate will be picked and nominated prior to the annual AGM. The Head Umpire will be chair of the Committee.

Committee Members:

1. The membership of the committee shall be comprised of a minimum of 2 members, one of which is the Chairperson.
2. Committee members must be certified Umpires and shall be appointed for a period of 1 year.

Duties and responsibilities of the Chairperson:

1. Solicit a minimum of one other individual to sit on the Provincial Committee, preferably from a different Zone than the Chairperson.
2. To call and chair the meetings of the Committee particularly in the planning and pre 'season'.
3. Make regular reports to the Board.
4. To be the AB representative that receives updates from the Bowls Canada Boulingrin Officiating Committee.
5. Prepare an annual report and present it to the membership at the AGM.

Governance

1. The committee is directly responsible to the BA Board of Directors who oversees and approves the work of the committee.
2. Committee meeting minutes/notes should be kept and reported on to the board. The minutes should be kept on file at the office.
3. Committee members are expected to attend at least 75% of the meetings; if a member misses two scheduled meetings without prior notification their position will be relinquished.

Compliance

Committee members are subject to the BA policies regarding code of conduct and conflict of interest. It is essential that committee members make decisions for the full Alberta lawn bowling community and not allow personal or their own club interests dictate their input and decision making. They are required to complete and submit a completed Conflict of Interest Form to the office at the start of their appointment. They are also obligated to disclose any real or perceived conflict of interest and refrain from the discussion of and voting on any such conflicted item at committee meetings.

Responsibilities and Deliverables:

1. Schedule and host Umpire Training and Accreditation sessions for new umpires and training and/or retesting for current officials using the BCB Official Course material.

2. Maintain a current list of umpires in the province, their levels, their training, and their retesting dates and ensure the office has a current copy.
3. Schedule and host training sessions for markers as required to assist with provincial championships.
4. Schedule umpires for all provincial tournaments and ensure the drawmasters understand their role in scheduling markers as required for Singles Championships.
5. Prepare an annual proposed budget, with assistance from the Executive Director, and submit the budget to the Executive Director prior to January 30th. This budget will be reviewed by the Finance committee and the full budget will be approved by the Board of Directors.
6. Ensure current fully equipped umpire kits are available on site for all provincial championships.
7. Communicate with the Bowling Program Committee to ensure all changes to the Laws of the Game are incorporated into the Conditions of Play as required and announced at the start of each provincial competition.
8. Annually review and make recommendations for updates to the 'Officials' page on the BA website.

Long Term Strategic goals

1. Work towards the goal of having a minimum of one certified umpire at every member club.
2. Evaluate and make recommendations regarding the use and ordering of stickers for use in competitions.
3. Work with the Awards and Recognition Committee to ensure officials of the game are recognized for long term service.

Communications

Meetings and communications shall typically be video or telephone conference calls (set up with assistance from the BA office), face to face meetings, email, and other electronic communication platforms as called by the Chair of the Committee.

Approval

The Terms of Reference were updated by the Board of Directors of Bowls AB on Jan. 5, 2022.
