VOLLEYBALL NOVA SCOTIA REFEREES COMMITTEE TERMS OF REFERENCE	
PURPOSE	The Referees Committee is a program of Volleyball Nova Scotia, (VNS). The role of the Referees Committee is to provide leadership and direction to VNS Referee programs.
COMPOSITION	VNS Referees Committee shall be the committee charged with the administration of the affairs of the Volleyball Nova Scotia Referees appointed in accordance with this Terms of Reference. Committee members may hold more than one position, but only count as one vote when voting. Committee members shall be: a) Regional Referee Chairperson (RRC), b) Secretary, c) USport/CCAA Assigning Supervisor, d) Provincial Referee Evaluator, e) Referee Development Coordinator, f) Level 2 Referee Coordinator, g) Elite Chair/Level 3 Coordinator, h) VNS Assignor, i) The seven Area Representatives. Capital, South Shore, Valley, Northern, Yarmouth, Cape Breton, Highland j) Beach Coordinator, k) The immediately previous RRC shall be an honorary member of the Executive to serve in an advisory capacity with no power or vote, l) VNS Representative to the Committee, non-voting position.
APPOINTMENTS OF CHAIR AND COMMITTEE MEMBERS	The RRC is appointed by the Committee and approved by the VNS Board of Directors. The Committee has a post season meeting. Referees interested in assuming Committee positions can submit their name via a Committee member. New appointments will be conducted at the post season meeting of the Committee. Committee members are appointed in the years as noted below: a) RRC, USport/CCAA Assigning Supervisor, Area Reps – Even years (2026, 2028, et cetera) b) Secretary, Level 2 Coordinator, Provincial Referee Evaluator, Referee Developmental Coordinator, Elite Chair, VNS Assignor, Beach Coordinator – Odd years (2025, 2027, et cetera)

Appointments of Chair and Committee Members

The following process should be followed to ensure that every referee has a fair and transparent opportunity to volunteer to replace any current member of the committee.

1. Identify the Positions Available

- Confirm the current Chair and all committee members.
- Identify which positions are eligible for replacement or for which a new volunteer is being sought.
- Clearly communicate the responsibilities and expectations associated with each position.

2. Notify All Referees

- Provide notice to **all registered referees** that an opportunity is available to volunteer for a committee position.
- The notice should identify the position(s) available without suggesting or favouring any particular referee.
- Give every referee the same information and the same deadline for expressing their interest.

3. Invite Volunteers

- Ask referees who wish to be considered to submit their name by the established deadline.
- A referee may volunteer to replace any eligible committee member, including the Chair, if the rules permit.
- Volunteers should confirm that they understand the responsibilities of the position and are willing to serve if selected.

4. Establish the List of Candidates

- After the deadline, compile a list of all referees who volunteered.
- Confirm that each volunteer is eligible to serve under the applicable rules.
- If no referee volunteers for a particular position, the existing member may remain in the position unless another procedure applies.

5. Selection Process

- Where only one eligible referee volunteers for a position, that referee may be appointed, subject to the applicable rules.

	● Where more than one referee volunteers for the same position, use the established committee appointment or election procedure to determine who will serve. ● The process should be conducted impartially, with no preference given to an existing committee member or any particular volunteer. **6. Communicate the Result** ● Notify all referees of the outcome once the selection process is complete. ● Identify the newly appointed Chair or committee member(s), as applicable. ● Confirm the effective date of the appointments. **7. Maintain an Open and Fair Process** The fundamental principle should be that **every referee receives the same opportunity to volunteer**. No referee should be excluded from consideration, and no current committee member should be automatically protected from replacement if the governing rules allow a volunteer to seek that position. **Suggested Notice to Referees** **Appointments of Chair and Committee Members** Referees are advised that an opportunity is being provided for any eligible referee to volunteer for a position on the committee, including the position of Chair where applicable. Any referee wishing to be considered should submit their name for the position they wish to seek by the established deadline. All volunteers will be considered equally and in accordance with the applicable appointment or election process. If more than one referee volunteers for the same position, the position will be determined through the prescribed selection process. This process is intended to ensure that every referee has a fair and equal opportunity to participate in the committee and to seek any position that is available.
DECISION-MAKING PROCESS	The Committee will vote on any matters for decision. Voting may be done by those in attendance or those on a conference call and there must be quorum (50% plus one in attendance) to vote on any decision. There will be no proxy voting. Motions tabled will be decided by a simple majority. The RRC will only vote in the case of a tie.

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AUTHORITY DELEGATED	The Referees Committee will make recommendations for matters that affect stakeholders for approval by Volleyball Nova Scotia, VNS. There may be Sub-Committees of the Referees Committee to assist with the stated goals and purposes of the organization. No member is to serve on any committee for a selection or issue involving him or herself. The RRC shall approve all substitutions. The RRC shall be an ex-officio, non-voting member of all standing committees to which he/she does not already belong to in an official capacity unless the issue or selection involves the RRC. These committees are as follows: **NATIONAL CHAMPIONSHIPS SELECTION SUB-COMMITTEE** The sub-committee shall consist of three (3) members; they shall be Provincial Evaluator (sub-committee chairperson), the RRC and the USport/CCAA Assigner. The sub-committee shall be responsible for recommending and implementing policy for the screening and selection of officials to participate in national tournaments. The sub-committee shall be responsible for selections to USport/CCAA Play-offs. The sub-committee shall be responsible for selections of potential members for the USport/CCAA league. **NATIONAL CANDIDATES SUB-COMMITTEE** The sub-committee shall consist of three (3) members; the RRC, Elite Chair and one Level 4. The sub-committee will screen all applications and make recommendation to the Executive for approval of National Candidates. **PROVINCIAL SSNS SELECTION SUB-COMMITTEE** The sub-committee shall consist of three (3) members; the RRC, the Provincial Evaluator and the Level 2 Coordinator. This sub-committee will develop policy to screen applicants and will ensure that there is a reasonable rotation of officials within these tournaments so that all officials have a chance at different levels and so that all levels receive the best possible overall standard of officiating.

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	AWARDS and HONOURS SUB-COMMITTEE The committee shall consist the Secretary and two (2) Members-at-Large The Secretary shall chair the sub-committee. This sub-committee shall recommend recognition for those who have demonstrated a long-term commitment to volleyball officiating and in so doing have brought distinction to the Association, and to the sport as a whole. Recognition may take the forms of Life Memberships, Plaques, Certificates and nominations for other awards such as the Support for Sport Awards, the Nova Scotia Sports Hall of Fame and Volleyball Canada. **NOMINATING SUB-COMMITTEE** The Secretary shall serve as chairman. This committee shall present a slate of officers for open positions at committee meetings and oversee the appointments. **LEVEL 3 CANDIDATE SELECTION SUB-COMMITTEE** The final approval of Level 3 candidates shall be made by the Level 3 Upgrade sub-committee, which shall consist of the RRC, the Level 3 Theory Course Conductor, and two other officials (Level 4 or Level 5 if available). The RRC does not have unilateral power to make selections for promotion other than what has been approved by the Level 3 Upgrade Committee. **PROFESSIONAL STANDARDS SUB-COMMITTED** To be determined.

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MEETINGS	The RRC shall call, and the Committee shall conduct a minimum of two meetings per year. The Committee shall meet at least twice a year. Special meetings of the Committee may be called at the discretion of the RRC, and shall be called by him/her at the written requests of three executive members in good standing. The Agenda for all General Meetings shall be: a. Call to Order and Welcome by the RRC b. Roll Call c. Approval minutes as circulated d. Business arising from the minutes e. Reports i. Referees Committee ii. Sub-Committees f. Appointments (when necessary) g. Review of Rates h. New Business i. Identification of next meeting and adjournment Any procedures not covered in this document shall follow the "Robert's Rules of Order".
STAFF SUPPORT	The Executive Director of Volleyball Nova Scotia will appoint a staff member to work with the RRC to provide the necessary information and assistance to the Committee.
COMMUNICATION WITH BOARD	The RRC will assist the Executive Director with providing reports to the Board of Directors. The RRC will submit update reports for Board Meetings and will submit a report for the Annual Report to the membership at the AGM.