



VOLLEYBALL YUKON COACH & REFEREE DEVELOPMENT COMMITTEE TERMS OF REFERENCE

OVERVIEW

1. These Terms of Reference define the purpose, scope, and authority of Volleyball Yukon's Major Coach & Referee Development Committee. These Terms of Reference outline clear and specific information on how the Committee is organized, what it is trying to achieve, its decision-making authority and deliverables, who the members are, and when they meet.

AUTHORITY AND MANDATE

2. The Coach & Referee Development Committee assists the Board of Directors in overseeing the development of Volleyball Yukon's coaches and referees, working with our facilitators to ensure adequate educational opportunities. The committee serves in an advisory capacity to the Board and operational staff.

MEMBERSHIP

3. The Committee shall consist of at least three (3) and no more than five (5) members, including a Chairperson.
4. The Chairperson of the Committee, who must possess relevant expertise, is appointed by the Board. The Chairperson will serve a two-year term, renewable upon review.
5. Additional Committee members are appointed by the Chairperson, in consultation with the Board, for one-year terms, renewable upon review.
6. The Vice-Chair of the Committee will assist the Chair as necessary and will be a non-voting member designated from the organization's staff.
7. All Committee members must hold active memberships with Volleyball Yukon.
8. The Board may replace or remove any member of the Committee at its discretion.

CONFLICT OF INTEREST

9. Members with potential conflicts of interest must declare such conflicts upon appointment and at the start of any meeting where a conflict may exist. Members will recuse themselves from discussions where they have a conflict.

DUTIES AND RESPONSIBILITIES

10. The Committee is responsible for:
 - 10.1. Creating a yearly training plan for both Referee and Coach Development;
 - 10.2. Work with our facilitators to ensure regular workshops;
 - 10.3. Managing financial and logistical aspects of the program;
 - 10.4. Ensuring compliance with relevant policies and regulations;
 - 10.5. Monitoring and evaluating the program's performance; and,



10.6. Providing advice to operational staff and the Board as requested.

PROCEDURES

11. The Committee shall keep minutes of discussions and submit findings and recommendations to the Board.
12. The Committee meets at least twice a year or as necessary, and meetings are to be called by the Chairperson, the Vice-Chair or the Chair of the Board.

RESOURCES

13. The Committee shall have access to the necessary resources to fulfill its duties.

REPORTING

14. Regular reports will be submitted to the Board of Directors.
15. Decisions or positions on matters required by the Board will be made by a majority vote of the Committee members.

REVIEW

16. The Terms of Reference will be reviewed annually by the Board of Directors.

APPROVAL

17. These Terms of Reference are subject to approval by the Board of Directors and will be reviewed and revised as necessary to ensure effectiveness and compliance with organizational goals.