

Board Committee Terms of Reference

Tournament Officials Committee

1. Purpose

The purpose of the Tournament Officials Committee (hereafter, the Committee) is to assist the Board in discharging its responsibilities with respect to hosting and supporting events nationwide that comply with Archery NZ, World Archery Oceania, and World Archery Rules, as well as support the equipment, systems, and rule sets used to run those events.

2. Membership

- a. The Committee shall be appointed by the Board from among the accredited officials and shall consist of up to 5 members.
- b. If there are any vacancies on the Committee, the Board will request a membership recommendation from a meeting of accredited officials, which must include the majority of currently accredited National-level officials.
- c. The chair of the Committee shall be appointed by the Board.
- d. The Committee shall include members with knowledge and experience in the key areas of tournament officiating: judging, DoS-ing, and administration.
- e. A quorum shall be 3 members, one of whom shall be the chair.
- f. Committee members shall express their intention to continue or step down each year at the first Committee meeting following the organisation's AGM.

3. Operating Principles

- a. The Committee may have in attendance such members of management and such other persons as it deems necessary to provide appropriate information and explanations.
- b. The Committee shall have the right to go 'in committee' as required.
- c. The chair shall draw up an agenda to be circulated at least one week prior to each meeting. The agenda shall be distributed to the members of the Committee and other invitees.
- d. Meetings shall be held at least 4 times each year, or as and when necessary.
- e. The Committee shall report to the Board after each committee meeting, or as specified or requested by the Board. Committee meetings shall be minuted,

with a copy to be tabled at the following Board meeting. Additionally, the Committee shall submit an annual report to the Board summarising the Committee's activities during the year and the related significant results and findings.

f. The Committee shall annually assess its effectiveness and the contribution of individual Committee members. Changes in personnel, roles or responsibilities shall be determined by the Board, which shall seek a recommendation from a meeting of accredited officials, which must include the majority of currently accredited National-level officials.

4. Responsibilities

- a. To develop, implement, and maintain a National Officials Program, which includes development pathways for
 - National Judges,
 - National Directors of Shooting,
 - National Administrators, and
 - National Technical Delegates,as required by World Archery Rules: Book 1, Appendix 4, point 2.1.
- b. To support and submit recommendations for officials to be considered for Continental or Youth Judge Status as per World Archery Rules: Book 1, Appendix 4, points 3.1.3, 9.1, and 9.2.2.
- c. To accredit Officials from all pathways and maintain an up-to-date register of all Officials and their current status within those pathways.
- d. To facilitate the allocation of officials to Archery NZ registered events.
- e. To oversee officiating standards in New Zealand and propose and implement standards at the national level.
- f. To advise on the purchase, and then allocate and maintain, any equipment deemed necessary/beneficial for running tournaments in NZ.
- g. To develop, implement, and maintain mechanisms to allow clubs to host Nationally recognised events and to allow members to claim awards and records within the organisation's rules and regulations.
- h. Report to the General Manager (or, in lieu of the GM, the Board) at least annually on:
 - The number of officials in each part of the country;
 - The number of events being held in each reporting period;
 - The number of applicants/promotions/resignations of all types of officials;
 - Any instances of complaints or issues within the reporting period;
 - The current state of any equipment/materials owned by ArcheryNZ and any plans/needs for repairs/purchases/maintenance.

In addition, the Committee shall examine any other matters referred to it by the Board.

5. Budget

Budget requests can be made to the Finance and Risk Committee, which once approved by the Board, will be allocated to the Committee.

6. Authority

- a. The Committee is authorised by the Board to investigate any activity covered by its functions and responsibilities. It is authorised to seek any information it requires from the General Manager (or the Board in the absence of a GM) who shall cooperate with any reasonable request made by the Committee.
- b. The Committee shall have no executive powers regarding its recommendations other than those bestowed by the Board.

Document Control

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