



Sanctions Committee

Term of Reference

Committee Type:	Operating Committee
Purpose:	The purpose of the Sanctions Committee is to provide an event sanctioning service to member clubs and associations that is timely, adheres to the RCA Rules of Racing and Sanction Policy, and offers support to members to enhance the safety and fairness of regattas held in Ontario.
Timeline:	As an Operating Committee, the existence of the committee will be determined by the CEO based on need.
Composition:	<p>The Committee shall be composed of</p> <ul style="list-style-type: none">○ A Chairperson○ Six [6] Member at Large positions, of which<ul style="list-style-type: none">○ A minimum of four [4] each must meet the following criteria<ul style="list-style-type: none">▪ Registered umpire in good standing with Row Ontario▪ Licensed umpire for a minimum of five [5] years▪ Certified Chief Umpire for a minimum of three [3] years▪ Actively umpired at a minimum of two [2] regattas per year for each of the past five [5] years○ The additional two [2] must possess in-depth knowledge and understanding of the Rules of Racing, but are not required to have specific background as an official.○ The CEO (or delegate) whom is a non-voting ex-officio member.
Term:	All terms will be two (2) year terms, staggered so not all terms of office conclude at the same time. Terms will commence April 1 and end March 31, 24 months later. Members of the Committee may be re-appointed for successive terms.
Chairperson:	The Chairperson shall be the Row Ontario Sanctions officer appointed by the CEO.
Committee positions:	The committee positions are appointed by the Chairperson and the CEO, through an open Expression of Interest process.
Quorum:	Shall be a majority of the committee members present.
Decision Making Progress:	Decisions or recommendations from the committee shall be made by majority vote.
Authority Delegated:	The committee shall make recommendations to the Sanctioning Officer /Chair based on the RCA Rules of Racing and the RCA Sanction Policy and Procedures.
Reporting:	The Chairperson will report to the CEO by forwarding minutes of its meetings, through the CEO's delegate on the committee.
Meetings:	The Committee will meet by telephone or by other electronic means, as frequently as required. Meetings will be at the call of the Chairperson or at the call of the Ex-officio staff member.



Staff support:	The Committee will receive the necessary resources and administrative support from Row Ontario to fulfill its mandate.
Specific Areas of Responsibility:	<p>The Committee as a whole will perform the following key duties:</p> <ul style="list-style-type: none">• Review Sanction applications as submitted through the RCA WRS and recommend whether or not an event should be sanctioned, including recommendations to the Sanction Officer to improve the quality of the sanctioning submissions.• Provide advice to the Row Ontario Board via the staff on policies and procedures related to regatta sanctioning and event management• Advise Member Clubs and Associations to help standardize and improve the quality of events hosted in Ontario.• In consultation with RCA, establish and implement standardized event sanctioning guidelines for all Ontario sanctioned events hosted by Row Ontario Member Clubs and Associations.

Board approved last: May 3, 2023