



ROWONTARIO SANCTIONS COMMITTEE Terms of Reference

TYPE	<i>Operational Committee</i>
PURPOSE	To provide an effective 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.
COMPOSITION	<p>The Committee shall be chaired by the ROWONTARIO Sanctions Officer and shall be composed of six (6) members, and the Sport Development Manager (ex-officio) or delegate. Ideally, there will be one member from each of the four regions in the province (Central, East, North and West), but this is not required.</p> <p>Four (4) members of the committee will each meet the following criteria:</p> <ul style="list-style-type: none"> • Registered umpire in good standing with ROWONTARIO • 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 regattas per year for each of the past five (5) years <p>Two (2) members of the committee will each meet the following criteria:</p> <ul style="list-style-type: none"> • Minimum two (2) years' experience as a Regatta Chair <p>All terms will be two (2) year terms; however, in 2019, three (3) members will be appointed for a one (1) year term so not all terms of office conclude at the same time. Terms will commence April 1 and end March 31.</p>
CHAIR	The Chair shall be the ROWONTARIO Sanctions Officer, a position appointed by the Executive Director. The Chair, along with the Executive Director, appoints the committee members.
DECISION-MAKING PROCESS	Decisions on what recommendations shall be presented by the committee to the Board or Executive Director shall be made by majority vote through motions at the meeting.
AUTHORITY DELEGATED	<p>The committee shall make recommendations based on the RCA Rules of Racing and the RCA Sanction Policy and Procedures.</p> <p>Neither the Sanctions Officer nor staff report to the committee, and the committee, through the Sanctions Officer, reports to the Executive Director.</p>
TIMEFRAME/ REPORTING/ DEADLINE	Event sanction applications will ideally be reviewed in two business days. On other matters, the committee will follow the procedures outlined by ROWONTARIO staff.
SPECIFIC AREAS OF RESPONSIBILITY	<p>Sanctions Committee as a whole:</p> <ul style="list-style-type: none"> • Provide advice to the ROWONTARIO 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. • Establish and implement standardized event sanctioning guidelines for all Ontario sanctioned events hosted by ROWONTARIO Member Clubs and Associations <p>At a minimum, the ROWONTARIO Sanction Officer and a combination of two members of the committee (rotating) will review all event sanction applications and provide suggestions to the Sanctions Officer before sanction is granted. The Sanctions Officer is ultimately responsible for approving or not approving a sanction application. In the situation where there is a conflict of interest between the Sanctions Officer and the event requesting sanction, the sanction application will be reviewed by three (3) members of the Committee and the final decision will be communicated through consensus, via the Sport Development Manager.</p>
MEETINGS	The Committee as a whole will meet at least twice a year. Additional meetings may be called as required and will be called by the Chair, in consultation with the Sport Development Manager or delegate.
STAFF SUPPORT	The Sanctions Committee will receive the necessary financial and staff resources from ROWONTARIO to fulfill their mandate.