

Technical Committee Member Position Description

Position:	<u>Technical Committee Member</u>
Time commitment:	Approx. 40 hours per year
Term:	One year
Risk level:	Low

Accountability

Individual Technical Committee members collaborate with the larger Technical Committee on all decisions. The Technical Committee is mandated by the Board of Directors to provide impartial and unbiased support to resolve issues arising at all competitions sanctioned by Rope Skipping Alberta.

The Technical Committee reports to Rope Skipping Alberta's Board of Directors.

Authority

The Technical Committee reports to Rope Skipping Alberta's Board of Directors through the Officials Committee. The decisions of the Technical Committee during competitions are final.

Responsibility

Technical Committee members are responsible for ensuring fairness and impartiality in the execution of competitions. The decisions of the Technical Committee are governed by Rope Skipping Canada's Rulebook, and any provincial rules as approved by the Rope Skipping Alberta Board of Directors.

Any Technical Committee members who serve as athletes, coaches, club directors, or is involved in Rope Skipping in another capacity are expected to keep their roles separate, declaring a conflict of interest when a real or perceived conflict of interest exists. Technical Committee members are required to act in an unbiased manner to all competitors.

Primary Duties

Technical Committee members are expected to do the following in a collective manner:

- Participated in training sessions offered by Rope Skipping Alberta or Rope Skipping Canada.

- Be the ultimate decision-making authority for any rules-related issues arising at Rope Skipping Alberta sanctioned competitions.
- Manage and arrive at decisions for all appeals.
- Provide support to the Board of Directors as requested to resolve any team selection issues.
- Provide interpretations of the official rulebook being used to govern competitions based only on what is written within the rulebook and not verbal instructions, other verbal communications, or undocumented precedents that are not included within the rulebook.
- Ensure that the rules and competition format is followed by the Competition Committee.
- Refrain from participating in any decisions involving their respective clubs, or any other situation in which there is a conflict of interest.
- Provide a written debriefing to the Officials Committee following each competition.
- Contact the President of Rope Skipping Alberta immediately of any incident or concern that could negatively impact the safety of an athlete.

Qualifications

The following are considered key qualifications:

- Knowledge of Rope Skipping Canada's rules and organizing guidelines
- Commitment to Rope Skipping Alberta's mission, vision, and values
- Availability of commit to all accepted judging assignments
- Openness to learning

Evaluation

The performance of individual Technical Committee members will be evaluated by the Officials Committee. The Officials Committee may offer or require additional training to support the development of Technical Committee members.

Removal of a Technical Committee Member

A Technical Committee member may be removed at the discretion of the Board of Directors at any time, including during competitions.

Responsibilities and Authority

The Technical Committee is an adhoc committee of Rope Skipping Alberta. The Technical Committee is mandated by the Board of Directors to provide impartial and unbiased support to resolve issues arising at all competitions sanctioned by Rope Skipping Alberta.

Function

- All members of the Technical Committee must have participated in the training session offered by Rope Skipping Alberta or Rope Skipping Canada.
- Be the ultimate decision-making authority for any rules-related issues arising at Rope Skipping Alberta sanctioned competitions.
- Manage and arrive at decisions for all appeals.
- Provide support to the Team Selection Task Group as requested by the Task Group.
- Provide interpretations of the official rulebook being used to govern competitions based only on what is written within the rulebook and not verbal instructions, other verbal communications, or undocumented precedents that are not included within the rulebook.
- Ensure that the rules and competition format is followed by the Competition Committee.
- Refrain from participating in any decisions involving their respective clubs, or any other situation in which there is a conflict of interest.
- Provide a written debriefing to the Officials Committee following each competition.
- Contact the President of Rope Skipping Alberta immediately of any incident or concern that could negatively impact the safety of an athlete.

Screening Measures:

1. Detailed Position Description
2. Completion of Volunteer Application Form and RSA Membership Registration Form
3. Interview
4. Reference check
5. Orientation and training
6. Supervision and annual evaluations

ROPE SKIPPING ALBERTA
Volunteer Application Form

** Please list relevant information related to the volunteer position. All volunteers must be members of Rope Skipping Alberta.*

Legal Surname: _____ Legal First Name: _____

Preferred Surname: _____ Preferred First Name: _____

Position(s) Applying for: _____

Telephone: _____ Cell phone: _____

Email: _____

Occupation & Employer: _____

Relevant Professional Experience: _____

Relevant Volunteer Experience: _____

Interests, hobbies: _____

Special skills, languages: _____

Formal Certification (e.g. NCCP, First Aid, HIGH FIVE®): _____

Names and telephone numbers of three references:

Former adult athletes or parents: _____

Employment related: _____

Volunteer related: _____

Family &/or friend: _____

What are some of your future goals in the recreation or sport field? _____

Certification & Authorization for Collection of Personal Information

Please read carefully before signing. This Application is not valid unless signed by the applicant, or by the applicant and guardian if the applicant is under 18 years of age.

I, _____, certify that the information provided in this application and attachments/resume is true and complete. I understand that if any information in this application or attachments/resume is found to be untrue or incomplete, my application may be rejected or I may be dismissed in the event that I am the successful applicant; and I authorize Rope Skipping Alberta to collect personal information appropriate to the position applied for concerning my academic background, employment history, and verify the character references I have supplied.

I understand that the information obtained will be confidential but may be shared with relevant organizations in order to obtain an appropriate volunteer position.

Date: _____

Applicant's signature: _____

Parent/Guardian's signature (if under 18): _____