



**INTERNATIONAL  
NETBALL  
FEDERATION**

## **Officiating Advisory Panel (OAP) – Terms of Reference**

**The Officiating Advisory Panel (OAP)** is authorised by the INF Board of Directors to conduct its business in accordance with the Terms of Reference as set out below. The Board of Directors may review these at any time and, when appropriate, revise in accordance with the changing requirements of INF. The OAP will work in conjunction with the International Officiating Manager (IOM) to assist INF achieve its vision, values, and strategic goals as outlined in the Strategic Plan.

### **1. Composition and Membership:**

- 1.1. The OAP shall consist of sufficient persons as the INF Board deems necessary to achieve strategic and operational requirement, with a minimum of five (5), with the IOM always being a member.
- 1.2. The Board of Directors will appoint the Chair for a maximum of four (4) years and approve the membership of the Panel, based on a process established by the IOM.
- 1.3. The term of office for Panel members will be two (2) years, subject to an annual performance review by the Chair of the Panel who shall in turn report to the Board. Members may be reappointed for a further 2 years to a maximum term of 8 years in total on the panel.
- 1.4. The composition of the OAP will focus on experience and expertise in areas related to officiating; however, efforts will be made to ensure a wide netball stakeholder and Regional representation.
- 1.5. Applications for Membership of the Panel can be supported by Members, Regional Federations, and/or the Board. The World Class Officiating Programme Review (WCOPR) Group will initially form the OAP with a subsequent transition of membership being by application.
- 1.6. In appointing OAP Members, the following shall be considered:
  - a) understanding and application of the aims and objectives of INF
  - b) In depth knowledge and experience of international officiating and/or international netball in any capacity
  - c) strong administratively
  - d) ability to work collaboratively with others
  - e) effective communication skills, both written and oral

- f) willingness and ability to use current technology and work remotely
- g) ability to collaborate as part of a dispersed team
- h) ability to challenge and be challenged and work openly with a robust disposition.
- i) ability to meet deadlines
- j) commitment and time to fulfill the role
- k) ability to think strategically
- l) adheres to Project Management practices and can manage multiple projects

1.7. The Panel may request approval from the CEO to seek the assistance of individuals with relevant practical or professional expertise to fulfil its functions such as educators or technical providers.

## **2. Responsibilities**

2.1. The Panel is responsible for advising the CEO and Board, working with them to support the development and implementation of agreed priorities in the INF Strategic Plan, particularly in development and ratification of policies and supporting the development and implementation of agreed priorities for World Class Officiating (WCO) and outcomes of any WCO reviews.

2.2. In relation to International Netball the panel shall:

- a) Work in conjunction with other Panels (RAP and CAP) and Committees in the broader context of INF strategic development objectives to ensure alignment
- b) Advise the CEO and produce procedures relating to Umpiring
- c) Work in conjunction with INF Panels to facilitate the delivery of education/training workshops for match officials at International and Regional levels as appropriate

## **3. Operating & Reporting procedure**

3.1. Panel members must work within the framework, Regulations, Rules, Codes, Policies and Guidelines approved by INF, and comply at all times with the INF Codes of Conduct.

3.2. The Panel will be required to operate according to procedures that are agreed and documented by the Panel at the start of their term of office and approved by the Board of Directors.

3.3. Discussions and decisions taken by the Panel must be documented and happen in a transparent and efficient way via the appropriate means of communication, in accordance with any deadlines set by the IOM, CEO and/or Board.

3.4. The Panel shall report the outcome of any responses to queries or make recommendations through the IOM to the CEO and/or Board.

3.5. Any decisions circulated by email require at least a 70% majority support from all Panel Members with the Chair, where necessary, having the casting vote.

- 3.6. Non-response within the required timeframe to a request for a decision will be regarded as support for the decision.
- 3.7. Any decisions at Panel meetings will require at least a 70% majority from all those Panel Members present with the Chair, where necessary, having the casting vote.

#### **4. Meetings**

- 4.1. The Panel will meet by an on-line tool or conference call. The Panel may hold as many meetings as it decides are necessary to fulfil its duties.
- 4.2. The CEO or a representative of the Secretariat may be present at any meetings.
- 4.3. Any minutes will be taken by the Chair or a nominated person from the Panel members attending the meeting.
- 4.4. A quorum of a minimum of 50% of the Panel shall be required for all meetings.
- 4.5. In the absence of the Chair, he/she will appoint a Deputy.
- 4.6. Panel members should have 80% attendance of any meetings over a 12 month period.

#### **5. Budget and spending authority**

- 5.1. Meeting expenses will be covered in accordance with INF's expenses policy.
- 5.2. Any other expenses must be approved through the CEO in accordance with INF's financial policy and budgets.