



GHANA BADMINTON – NATIONAL TECHNICAL OFFICIALS COMMITTEE (GBA TOC)

TERMS OF REFERENCE (TOR)

Effective Date: May 2026

Review Date: May 2028 or as amended by the GBA Board

1. NAME AND ESTABLISHMENT

1.1 This document establishes the Terms of Reference for the National Technical Officials Committee of Ghana Badminton (hereinafter referred to as GBATOC).

1.2 The GBATOC is a standing committee of Ghana Badminton, reporting directly to the GBA Board of Directors.

2. OBJECTIVES

The primary focus of the GBATOC is the development, governance, and administration of all Ghanaian technical officials – including umpires, line judges, and referees – at domestic, continental, and international badminton and para-badminton events.

The specific objectives of the GBA TOC are to:

- a) Support and encourage the ongoing development of new and existing technical officials;
- b) Strengthen bonds and communication among officials across all regions of Ghana;
- c) Organise, conduct, train, and present officials of world-class standards for domestic and international events in Ghana and abroad;
- d) Ensure an appropriate quantity of officials, with the correct skill levels, are assigned to all GBA-sanctioned national and international events;
- e) Operate financially responsibly and transparently within GBA budgets; and
- f) Uphold these objectives while balancing the needs of officials, athletes, and the broader badminton community.



3. RESPONSIBILITIES

The GBA TOC has oversight of all matters relating to Ghanaian technical officials, both domestically and internationally.

3.1 General Responsibilities

- a) Maintain and improve officiating standards in all competitions under GBA jurisdiction;
- b) Drive continuous development of officials from regional to BWF levels;
- c) Provide leadership and support to Regional Badminton Associations in developing new officials;
- d) Resolve conflicts, discipline matters, and appeals pertaining to officials;
- e) Liaise with Badminton Confederation of Africa (BCA) and Badminton World Federation (BWF) on all official-related matters;
- f) Ensure all officials comply with the highest ethical standards and GBA Code of Conduct.

3.2 Specific Responsibilities

- a) Maintain and update the **GBA Technical Officials Policy**;
- b) Collect annual Record of Work from all national-level officials;
- c) Assign officials to competitions under GBA jurisdiction;
- d) Recommend annual per diem rates for officials to the GBA Board;
- e) Assess Regional officials for National Official status;
- f) Conduct ongoing evaluation of all National Officials;
- g) Recommend candidates for BCA or BWF certification to the GBA Board for endorsement;
- h) Recommend to the GBA Board the formulation, adoption, or amendment of guidelines for qualification and certification of officials; and
- i) Recommend decertification of officials due to prolonged inactivity or inappropriate conduct.

4. MEMBERSHIP COMPOSITION

The GBATOC shall consist of a maximum of seven (7) voting members, structured as follows:

Committee Members:

Role	Position
Chair	as appointed
Secretary	as appointed
Board Representative	1 Executive Board Member
Veterans Representative	Masters/Veterans Coordinator
Umpire Coordinator	Head of Umpiring
Regional Representative	Zonal Appointee

4.1 Membership requirements:

- Must be a registered member of Ghana Badminton in good standing.
- Must hold at minimum National Certificated Umpire or National Certificated Referee status, unless serving as Board Representative.
- Regional Representatives must reside in the region they represent.

4.2 **Term of office:** Two (2) years, renewable once consecutively. After two consecutive terms, a minimum one-term break applies.

5. CHAIRPERSON

5.1 Appointment

- The Chairperson is appointed by the GBA Board of Directors.
- The Chairperson should not be a current member of another GBA standing committee.
- Term: Two (2) years, renewable for a maximum of three (3) consecutive terms.

d) The Chairperson must have significant experience as a technical official (minimum Certified status preferred) and demonstrated leadership qualities.

5.2 Responsibilities

- a) Lead the general oversight, coordination, and execution of all GBA TOC policies and activities.
- b) Recommend to the GBA Board the appointment or removal of Regional Representatives who fail to meet duties.
- c) Assign sub-committees to address specific tasks as needed.
- d) Report formally to the GBA Board at each quarterly meeting and as otherwise requested.
- e) Appoint non-voting advisors with specific expertise when vacancies arise or additional input is required.

6. REGIONAL REPRESENTATIVES

6.1 Appointment

- a) Regional Badminton Associations may recommend individuals, but final appointment is made by the GBA Board on the recommendation of the GBA TOC Chair.
- b) Term: Two (2) years, renewable for a maximum of two (2) consecutive terms.
- c) A Regional Representative must reside in the region they represent.
- d) No two Regional Representatives shall come from the same region.

6.2 Responsibilities

- a) Undertake activities as directed by the Chairperson.
- b) Act independently of their Regional Association – their position does not represent the official stance of any region.
- c) Serve as the primary liaison for technical officials in their geographic region, answering questions and bringing regional concerns to the GBA TOC.
- d) Prioritise the interests of the GBA TOC while balancing regional needs.



7. SUB-COMMITTEES

The GBA TOC shall maintain four (4) standing sub-committees:

Sub-Committee	Responsibility
Evaluations Committee	Ongoing review of examination and practical assessment development
Development Committee	Creation of new policies, programs, and training materials
Referee Program	Oversight of referee training, mentoring, and advancement
Laws & Guidelines Committee	Review of badminton laws, GBA guidelines, and officiating procedures

7.1 Appointment of Sub-Committee Chairs

- Chairs are appointed by the GBA TOC Chair from among Regional Representatives.
- Term: Two (2) years, renewable.
- Geographic balance should be considered where possible.

8. MEETINGS

8.1 The GBA TOC shall meet every two calendar months (six times per year) by video conference or other electronic means.

8.2 The Chairperson is responsible for making all meeting arrangements.

8.3 There shall be at least one (1) face-to-face meeting per year (budget permitting).

8.4 Meeting minutes shall be recorded by the Executive Director or designate and distributed to the GBA TOC, the GBA Board, and all accredited national officials within 14 days.

8.5 The Chairperson may approve temporary substitutions for absent members.

8.6 **Quorum for GBA TOC meetings:** 75% of voting members.

8.7 **Quorum for sub-committee meetings:** 50% of voting sub-committee members.

9. QUALIFICATION & PROGRESSION PATHWAYS (SUMMARY)

The GBA TOC shall manage the following qualification levels in alignment with the GBA Technical Officials Policy:

Level	Approval Body	Status	Eligible Event Level
1	GBA	Accredited (Regional)	Regional & National Events
2	GBA	Certificated (National)	National Major Events
3	BCA	Accredited	BCA Circuit & Championships
4	BCA	Certificated	BCA Major Events
5	BWF	Accredited	BWF Major Events
6	BWF	Certificated	BWF World Level Events

9.1 Minimum Match Requirements for Progression

Status	Matches Required
GBA Accredited	50 matches (10 singles)

Status	Matches Required
GBA Certificated	150 matches (30 singles)
BCA Accredited	250 matches (50 singles)

9.2 Annual Record of Work (Active Status)

Role	Minimum Annual Requirement
Line Judge	10 matches
Umpire	15 matches
Referee	3 tournaments

Failure to meet annual requirements results in **inactive status**. Inactivity beyond 12 months requires refresher training and possible reassessment for reinstatement.

10. CODE OF CONDUCT & DISCIPLINE

10.1 All technical officials must sign and adhere to the **GBA Code of Conduct** (available at www.ghanabadminton.org).

10.2 The GBA TOC may recommend to the GBA Board:

- Written warnings
- Suspension from appointments (up to 12 months)
- Decertification (loss of accreditation)
- Removal from the national official's registry

10.3 Officials have the right to appeal any disciplinary decision through the **GBA Appeals Process** (outlined separately in GBA regulations).

11. UNIFORM & EQUIPMENT STANDARDS (SUMMARY)

11.1 All officials on duty must wear:

- Black trousers (formal – not jeans or sweatpants)
- Black shoes with black socks
- Official GBA polo shirt (black with national colours, embroidered GBA logo and "OFFICIAL" beneath)

11.2 Mobile phones are **prohibited on court**.

11.3 Required equipment per official:

- Scoresheet, two pens, coin, measuring tape
- Watch with stopwatch
- Clipboard
- Yellow/Red cards
- Umpire experience logbook

Full uniform and equipment policy available separately on the GBA website.

12. NOMINATION TO BCA & BWF

12.1 Ghana Badminton shall be the sole nominating authority for all Ghanaian technical officials to BCA and BWF courses, assessments, and appointments.

12.2 Nominations shall be based on:

- Performance evaluations

- Record of Work compliance
- Good standing status
- Physical fitness and availability
- English language proficiency (for international levels)

12.3 Regional Associations may recommend candidates, but final approval rests with the GBA TOC and GBA Board.

13. REPORTING & ACCOUNTABILITY

The GBA TOC shall submit to the GBA Board:

Report Type	Frequency
Programme of Work	Quarterly
Minutes of all TOC meetings	Within 14 days
Annual Record of Work summary	31 March annually
Budget requests	Annually (October)
End-of-year activity report	31 December

14. CONFLICT WITH HIGHER AUTHORITIES

Nothing in these Terms of Reference overrides the regulations of Ghana Badminton Association
 Where a conflict exists- Ghana Badminton will make the determination

15. REVIEW AND AMENDMENT

These Terms of Reference shall be reviewed every **two (2) years** by the GBA TOC and submitted to the GBA Board for approval. Amendments may be proposed at any time by:


- The GBA TOC Chair



- Any two voting members of the GBA TOC
- The GBA Board of Directors

All amendments require approval by the GBA Board.

Approved by the Ghana Badminton Board of Directors:

Role	Signature	Date
President & Board Chair, Ghana Badminton		06.05.26

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