



Terms of Reference: Safe Sport Committee

1. **Mandate:** The Safe Sport Committee (the “Committee”) is a standing committee of the Board of Swim BC.
2. **Purpose:** To oversee all aspects of Swim BC safe sport strategy and advise the Board on matters related to maintaining a safe and equitable sport for all.
3. **Key Duties:** The Committee will address and consider all matters relating to Safe Sport and will specifically perform the following key duties:
 - a. Maintain and enforce Swim BC’s membership with True Sport and ongoing commitment to True Sport principals
 - b. Maintain and enforce Swim BC’s commitment to the Responsible Coaching Movement
 - c. Regularly review dispute resolution and disciplinary processes and results
 - d. Ensure the Swim BC’s policies and procedures are posted publicly on the Swim BC’s website and referenced on registration forms
 - e. Ensure Board and volunteer training and/or orientation sessions regarding the content of the Swim BC’s policies and procedures
 - f. Identify professional development training opportunities for the Board and for volunteers, and distribute resources and information
 - g. Advise the Board on the Swim BC’s risk management activities and programs
 - h. Provide expertise and resources to enhance the quality of Board discussion on risk management matters, and facilitate effective Board decision-making in this area
 - i. Ensure that appropriate/required education is being undertaken by Swim BC.
 - j. Maintain, oversee and review of all policies related to Safe Sport listed below, annually, or as developed from time to time. Policy revisions or improvements would be submitted to the Policy Committee for final review and submission for approval.
 - i. Code of Conduct & Ethics Policy
 - ii. Athlete Protection Policy
 - iii. Discipline and Complaints Policy
 - iv. Alternative Dispute Resolution Policy
 - v. Screening & CRC Policy
 - vi. Appeals Policy
 - vii. Social Media Policy
 - viii. Event Photography and Video Policy
 - ix. Reciprocation Policy
 - x. Concussion Policy
 - xi. Event Discipline Procedure
 - k. Assessing the Safe Sport landscape to ensure Swim BC is a leader in this area.
 - l. Interface with other committees such as the Policy Committee to ensure integration of Safe Sport practices into all areas of Swim BC.
 - m. Additional duties as may be delegated to the committee by the Board from time to time.
4. **Authority:** The Committee will exercise its authority in accordance with the Bylaws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board.
5. **Composition and Appointment:** The Committee will be comprised of 1 Board member (Chair), 1 Official, 1 Coach, 1 Club President, (staff assignments below).

Members of the Committee will serve terms of two years, which may be renewed by the Board. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that



vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.

6. **Staff Assignment:** The Executive Director and Club Services Manager are permanent members of the Committee.
7. **Meetings:** The Committee will meet by teleconference or in person as required. Meetings will be called by the Chair or as requested by any Committee member.

All Committee members must be in attendance to achieve quorum.

8. **Resources:** The Committee will receive the necessary resources from Swim BC to fulfill its mandate. The Committee may, from time to time, receive administrative support from Swim BC.
9. **Term:** The Committee is reappointed on an annual basis. Two members (Official and Board member) will be appointed for a two-year term; two members (Club President and Coach) will be appointed for a one-year term at the inception of the committee. Thereafter two members will be appointed for a two-year term on odd years, and two members will be appointed for a two-year term in even years.
10. **Evaluation:** The Board of Directors will evaluate the performance of the Committee against the accomplishment of the Committee's Purposes and Key Duties.
11. **Reporting:** The Committee will report its activities to the Board at the next scheduled Board meeting. The Committee will report to the Members at the Annual General Meeting, in the form of a written report.
12. **Review:** The Board of Directors will review these Terms of Reference every two (2) years.
13. **Approved by the Board:** January 19, 2023
14. **Next review:** January 2025