



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 principles, as listed below:
 - i. **Go For It:** Rise to the challenge – always strive for excellence. Be persistent and discover how good you can be.
 - ii. **Play Fair:** Understand, respect, and follow the rules. Play with integrity – competition is only meaningful when it is fair.
 - iii. **Respect Others:** Show respect for everyone involved in creating your sporting experience, both on and off the field of play. Win with dignity and lose with grace.
 - iv. **Keep It Fun:** Find the joy in sport and share it with others. Remember what you love about sport and why you play.
 - v. **Stay Healthy:** Always respect and care for your mind and body. Advocate for the health and safety of yourself and those around you.
 - vi. **Include Everyone:** Recognize and celebrate strength in diversity. Invite and welcome others into sport.
 - vii. **Give Back:** Say thanks and show gratitude. Encourage your sport group to make a difference in the community.
 - 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 distribution of the Swim BC’s policies and procedures directly to volunteers, athletes, coaches, officials, and parents and guardians.
 - e. Ensure the Swim BC’s policies and procedures are posted publicly on the Swim BC’s website and referenced on registration forms.
 - f. Ensure Board and volunteer training and/or orientation sessions regarding the content of the Swim BC’s policies and procedures.
 - g. Identify professional development training opportunities for the Board and for volunteers, and distribute resources and information.
 - h. Advise the Board on the Swim BC’s risk management activities and programs.
 - i. Provide expertise and resources to enhance the quality of Board discussion on risk management matters, and facilitate effective Board decision-making in this area.
 - j. Ensure that appropriate/required education is being undertaken by Swim BC.
 - k. Maintain, oversee, and review 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 & Criminal Record Check (CRC) Policy
 - vi. Appeals Policy
 - vii. Social Media Policy
 - viii. Event Photography and Video Policy



- ix. Reciprocity Policy
 - x. Concussion Policy
 - xi. Event Discipline Procedure
 - l. Assessing the Safe Sport landscape to ensure Swim BC is a leader in this area.
 - m. Interface with other committees such as the Policy Committee to ensure integration of Safe Sport practices into all areas of Swim BC.
 - n. Additional duties as may be delegated to the committee by the Board from time to time.
- 4. Appointee Roles and Responsibilities:** The Committee will ensure that:
- a. Each member would provide their expertise and insight from the perspective of their respective stakeholder group to help identify and address safe sport issues.
 - b. Each member attends regular meetings of the Safe Sport Committee and provide updates on any relevant related issues or concerns for their respective area.
 - c. Each member serves as a resource for their respective area who have questions or concerns about safe sport issues and provide guidance on how to address these issues in a professional and ethical manner.
- 5. Authority:** The Committee will act in an advisory capacity to the Board, exercising the authority delegated to it in accordance with the bylaws and these Terms of Reference.
- 6. Composition and Appointment:** The Committee will be comprised of:
- 1 Swim BC Board member (Chair)
 - Executive Director, Swim BC
 - Manager, Member Services, Swim BC
 - 1 Official (level 3, 4 or 5 - who has officiated in the last two seasons)
 - 1 Head Coach (Currently Coaching a Swim BC club, that is in good standing)
 - 1 Club Representative (One member who holds a current or has held a position on the board of a Swim BC club in good standing within the last two years. This person should be able to provide the perspective of club leadership and management, ensuring the committee's decisions are practical and implementable at the club level.)
 - 1 Athlete Representative (Current or former athlete, within the last two years of a Swim BC or BC Varsity club in good standing. The preferred candidates would be 18-30 years of age at the time of their appointment.)
- Members of the Committee, excluding the Committee Chair, and Swim BC staff, 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.
- 7. Meetings:** The Committee shall hold regular meetings three times per year, with one meeting scheduled each fall, winter, and spring. These meetings can be conducted via telephone, video conference, or in person, at the discretion of the Chair. In addition to the scheduled meetings, the Chair may call ad hoc meetings as necessary to address urgent matters or emergencies that require timely attention and a response from the Committee.
- 8. Quorum:** A quorum for meetings of the Safe Sport Committee shall consist of a majority of the members of the Committee, present either via telephone, video conference, or in person. No official business or decisions shall be conducted without a quorum. In the event that a quorum is not present, the Chair may call the meeting to order for purposes of discussion only, but no votes or binding actions may be taken.
- 9. 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.



- 10. Term:** The Committee is reappointed on an annual basis. Two members (Official and Board member) will be appointed for a two-year term; three members (Club Representative, Athlete Representative and Head Coach) will be appointed for a one- year term at the inception of the committee. Thereafter three 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.
- 11. Evaluation:** The Board of Directors will evaluate the performance of the Committee against the accomplishment of the Committee’s Purposes and Key Duties.
- 12. 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.
- 13. Review:** The Board of Directors will review these Terms of Reference every two (2) years.
- 14. Approved by the Board:** August 24, 2025
- 15. Next review:** August 2027



Appendix:

True Sport Principles

TRUE SPORT

True Sport Principles

Go For It

Rise to the challenge – always strive for excellence.
Be persistent and discover how good you can be.

Play Fair

Understand, respect, and follow the rules.
Play with integrity – competition is only meaningful when it is fair.

Respect Others

Show respect for everyone involved in creating your
sporting experience, both on and off the field of play.
Win with dignity and lose with grace.

Keep It Fun

Find the joy in sport and share it with others.
Remember what you love about sport and why you play.

Stay Healthy

Always respect and care for your mind and body.
Advocate for the health and safety of yourself and those around you.

Include Everyone

Recognize and celebrate strength in diversity.
Invite and welcome others into sport.

Give Back

Say thanks and show gratitude.
Encourage your sport group to make a difference in the community.

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