



## TERMS OF REFERENCE

Name	Safety First Task Force (SFTF)
Mandate	<p>Stemming from the release of the “Report Concerning Independent Review of Coaching Culture for WCL” or “Report”, the WCL BOD committed to striking a “Safety First Task Force” to assess and evaluate the recommendations and to develop an action plan, prioritizing and implementing the most critical initiatives in order to advance safe sport at WCL.</p> <p>Primary consideration will be given to an implementation plan at the NSO level. Additional consideration may be given to implementation at the PTSO and club level.</p>
Key Duties / Responsibilities	<p>The task force will be focused primarily on the recommendations arising from the “Report”. In developing an action plan, the task force’s objectives are to:</p> <ul style="list-style-type: none"> <li>– Examine, establish and provide feedback on priorities among the recommendations</li> <li>– Recommend implementation of recommendations to appropriate parties (eg. legal counsel, system experts, athletes, etc.)</li> <li>– Liaise directly with the Athlete Council and broader athlete community</li> <li>– Be Champions of Safe Sport</li> <li>– The BOD may extend the mandate and duties of the task force</li> </ul> <p>Duties of the Chair:</p> <ul style="list-style-type: none"> <li>– Has ultimate accountability</li> <li>– Responsible for management of task force, including scheduling meetings, preparing the agenda (in consultation with the Executive Director) and presiding over meetings</li> <li>– Ensures that the views of all participating members are considered</li> <li>– Supports an open, transparent and inclusive communication through the project</li> <li>– Renders decisions taken (consensus basis)</li> <li>– Conveys task force recommendations and advice to the BOD through written reports</li> <li>– Provides reports and updates at each task force meeting and will bring forward any issues requiring resolution or decision.</li> </ul>



<p>Authority</p>	<p>The SFTF is a collaborative group, which will produce final recommendations to the BOD.</p> <p>May from time to time invite to its meetings such other individuals as it deems can contribute to the work of the council (eg. consultants).</p> <p>Can schedule meetings and other activities to facilitate consensus on recommendations.</p>
<p>Composition &amp; Decision-Making</p>	<p>The SFTF shall be comprised of no less than five and up to seven members:</p> <p>CHAIR: The role of Chair will be determined by the WCL Management Team, following an open call for interest of qualified individuals.</p> <p>MEMBERS*:</p> <ul style="list-style-type: none"> <li>- 2 Athlete representatives (appointed by the Athlete Council); 1 male and 1 female. If there are no applications by athletes of either gender then an additional athlete can be added regardless of gender.</li> <li>- 2 Coach representatives (open call); 1 male and 1 female. If there are no applications by coaches of either gender then an additional athlete can be added regardless of gender.</li> <li>-</li> <li>- 1 official representative (appointed by CAWO)</li> <li>- Up to 2 representatives (appointed by the BOD), one of which is the Chair (appointed by the MT); 1 male and 1 female. If there are no applications by coaches of either gender then an additional athlete can be added regardless of gender.</li> <li>- 1 Wrestling Canada Lutte (WCL) staff member (appointed by WCL Management Team)</li> </ul> <p>*Gender balance will be a key consideration.</p> <p>The following criteria were used to identify individuals as potential task force members:</p>



	<ul style="list-style-type: none"> <li>- Expert knowledge (facilitation, change management, policy &amp; program development, relationship management, problem solving, strategic planning, etc.)</li> <li>- Knowledge of the organization’s key stakeholders</li> <li>- Good communication skills</li> <li>- Ability to be impartial and maintain confidentiality</li> <li>- Availability and willingness to serve</li> <li>- Ability to work with team members</li> <li>- Gender diversity</li> </ul> <p>VOTING:</p> <ul style="list-style-type: none"> <li>- Decision-making is by majority vote. Quorum shall be the majority of members.</li> <li>- Each member will have one (1) vote. There are no proxy votes.</li> </ul>
Meetings	<p>The task force will meet, at a minimum, on a monthly basis, starting in April 2019 or until such time as the task force has tabled its final report. A draft report is to be presented to the BOD by end of June 2019.</p> <p>The demands of the project may require more frequent meetings as decided by the task force and approved by the chair.</p> <p>Meetings will be held by teleconference and videoconference wherever feasible.</p>
Reporting	<p>Reporting through the Chair as follows:</p> <ul style="list-style-type: none"> <li>- Meeting minutes and notes will be maintained</li> <li>- Updates provided for BOD meetings</li> <li>- The Task Force will report to the Members at the Annual Meeting of Members in the form of a written report</li> </ul>
Approval	<p>Terms of Reference were approved by the Management Team on December 18, 2018. They were updated in June 2019 by the Safety First National Task Force Members following their inaugural meeting in April 2019.</p>