



### **Authority**

The authority for these Terms of Reference derives from Article VI of the By-laws.

### **Purpose**

To advise the Board of Directors and Chief Executive Officer on matters and strategies relating to registrant (players, coaches, match officials) safety and welfare.

### **Membership**

Membership will consist of the Committee Chair. There will not be any additional Committee members. Following an application process, the Chair of the Committee shall be appointed by the Chief Executive Officer of Rugby Ontario.

The Chair identifies industry experts as required to who have recognized expertise in areas relevant to managing the risks of participating in rugby in Ontario, including injury prevention, concussion management, child protection and welfare..

Ex-officio member is the Rugby Ontario Director of Administration & Member Services.

Advisors participate on an as-needed basis; there is no limitation on the length of their participation.

### **Lines of Authority/Reporting Accountability**

The Chair reports directly to the Rugby Ontario Chief Executive Officer.

### **Terms of office**

Two years .

### **Mode of Operation**

The Safety Committee deals only with issues referred to its Chair by the Board, Executive Committee, Chair of a Standing Committee or the Chief Executive Officer. Once received, the Chair refers the issue to relevant members of the Advisory Committee and seeks their input within five (5) working days, if possible. Based on this input, the Chair prepares a Safety Report within five (5) working days which is forwarded to the issue's originator, the member(s) of the Advisory Committee providing input, the Chief Executive Officer and other directors or Committee chairs who may be impacted by the advice. There is no obligation on the part of the referral body or other interested parties to accept or act upon the advice.

### **Retention of Safety Report**

All forms are to be maintained at the RO office and available to directors in the Dropbox.

**Scope of Committee:**

1. To identify safety & welfare goals where appropriate for inclusion in the RO Operational Plan;
2. To provide timely advice on issues referred to it;
3. To notify the CEO of potential liability exposure associated with areas of RO operations where there may be non-compliance with approved RO policies and procedures
4. To identify items to be posted on a Safety/Welfare page of the RO website
5. To submit amendments to the Terms of Reference to the Board for approval

**Responsibilities of Chair**

1. To comply with all approved budgeting, financial & planning policies and procedures
2. To report to the membership at the AGM on all safety actions occurring during the year and their implications
3. To liaise as required with other Rugby Ontario Committees on related issues that have implications for that portfolio
4. To raise any unresolved concerns about the application of the safety procedures with the Chief Executive Officer as required

**Approval of Terms of Reference**

Date Approved by the CEO: *February, 2017*