

TERMS OF REFERENCE – SAFE SPORT WORKING GROUP

Mandate

Volleyball BC believes that all participants deserve equitable opportunities to develop and realize their potential through sport. Ensuring sport experiences are positive requires participants are safe in sport. Sport experiences must be free from physical, emotional, and mental harm. During 2021, the Safe Sport Working Group oversaw the development of a Safe Sport Action Plan to create a strategic pathway and uphold our values in this area. This Action Plan was formally approved by the VBC Board on March 10, 2022.

The Safe Sport Working Group will work from a broad definition of Safe Sport that encompasses:

1. Abuse and maltreatment
2. Injury prevention
3. Concussion management
4. Mental health

The role of the Safe Sport Working Group is to support Volleyball BC's Strategic Plan in the following area:

GOAL 1. TO FOSTER A SAFE ENVIRONMENT

"There are leading standards and practices to protect the physical, mental and emotional wellbeing of all involved"

KEY INITIATIVE: TO BECOME A LEADER IN SAFE SPORT PRACTICES AND IMPLEMENTATION

Key Duties

The Working Group will oversee the delivery of the Safe Sport Action Plan and provide input to staff to reflect the needs of the volleyball community. To this end, the key duties of the group are:

1. Complete a review of progress towards the deliverables of the Safe Sport Action Plan every 3-6 months.
2. Identify and highlight current/emerging safety issues within the volleyball system and community in BC.
3. Provide input to support and guide deliverables within the Safe Sport Action Plan as required.
4. Be active, visible champions for safe sport within the broader volleyball community.

Authority

The Safe Sport Working Group is an advisory group, providing recommendations and support to the CEO and Board. The Working Group has no authority to bind the Board or Volleyball BC.

The Working Group can make budget requests for consideration in the normal course of business but does not have authority to spend money without Board approval.

Composition

The Working Group will comprise of 6-8 individuals who can bring understanding and experience of safety in volleyball through one or more of the following criteria:

- Interest, experience and passion for safety and physical, mental, and emotional well-being in volleyball.
- Understanding of the different components of the volleyball sport system and how each of them present different challenges and opportunities for safety improvements.
- Experience and insight into safety considerations from a player, parent, coach, referee, or club administrator perspective.

A member of the Board, the CEO, and/or a designated staff member will form part of the group.

Members will be appointed for 1 year and approved by the HR and Governance Committee. The Committee may bring in other subject matter experts as required.

The attached Appendix outlining the Working Group's recruitment, evaluation and skills matrix provides further detail.

Meetings

The Working Group will meet not less than two (2) times during the year.

Meetings will be scheduled by the Chair or CEO. Quorum will be four (4) individuals.

Resources

The Working Group should not require any significant resources, other than minor disbursements, and may not incur expenses without the approval of the CEO.

Reporting

The CEO or Board representative will report progress of the Working Group to the Board at regular Board meetings, and may present written reports and recommendations.

Revised: September 2023

APPENDIX A: SAFE SPORT WORKING GROUP – RECRUITMENT, EVALUATION, AND SKILLS MATRIX

Outlined below is the optimal process of recruiting and selecting individuals to the Safe Sport Working Group. We recognize that there may be circumstances in which we have to adapt; however wherever possible we will respect the process outlined below.

The following sections describe the desirable characteristics and experience of an ideal individual member of the Safe Sport Working Group:

1.1 PERSONAL ATTRIBUTES OF SAFE SPORT WORKING GROUP MEMBERS

- **A Committee member should have a broad range of experiences in volleyball or sport safety.** Experience as an athlete, coach, official, parent/spectator, administrator and ideally, in more than one role.
- **Big-picture thinker** –a potential member should be able to understand the breadth of the volleyball community and the different ways that all forms of physical, psychological, and social safety should be considered and addressed.
- An individual should demonstrate **engagement and integrity**. They are committed to and passionate about VBC’s vision, mission and values. They uphold high ethical standards and integrity in professional and personal details.
- A very desirable characteristic of a member is **strong interpersonal skills** – articulate, comfortable with diversity of people, good listener. Members will need to be able to work effectively with diverse personalities.
- A member needs to be a **team player**. Consensus decision making is ideal, along with the ability to commit to a common way of working and speaking with one voice.
- **Time** to commit. Members must come to meetings fully prepared and on time, engaged, listen, speak up respectfully and work to resolve issues

1.2 EXPERIENCE AND SKILLS

The Safe Sport Working Group should, as a whole, possess the following skills and experience, while individual Members must possess more than one.

- **Understanding and Knowledge of Volleyball or Sport** – understanding of the different components of the volleyball sport system and how each of them present challenges and opportunities for safety; experience and insight into safety considerations from different sport roles.
- **Communications** – experience in developing and/or using different forms of communications and marketing to convey key
- **Interest and passion for safety** – Interest, experience and passion for safety and physical, mental, and emotional well-being in volleyball.
- **Risk Management and Policy Development** – experience in developing policies and procedures that identify and deal with safety issues; practical experience of implementing policies and procedures.

messages and communicate to different audiences/member groups.

1.3 DIVERSITY AND REPRESENTATION

Volleyball BC is committed to encouraging diversity, inclusion, equity and access in its administration and governance. Part of this is encouraging equitable representation on the Board and Committees. This includes:

- Representation from small and large membership regions.
- Representation that reflects the gender, ethnic and social diversity of British Columbia.
- Representation from a diverse variety of volleyball experiences, skill sets, and backgrounds.

Any assessment or review of diversity will be conducted by self-disclosure only and will not be mandatory for individuals to participate. This information will be collected by anonymous survey and shared at a high level.

2. EVALUATION AND RECRUITMENT PROCESS

Working Group members are appointed for a one-year term that commences on September 1 each year:

- a) The Safe Sport Working Group shall be composed of a Chair and 5-7 additional members. A member of the Board, the CEO and/or a designated staff member will form part of the group.
- b) Other members will be added with expertise deemed required by the Chair and/or CEO. Members will be approved by the HR and Governance Committee. The Committee may bring in other subject matter experts as required.
- c) Committee members will hold 1-year terms. Terms may be renewed to a maximum of six consecutive years but this requirement may be waived at the discretion of the CEO and Chairperson. The CEO and Lead Staff person will hold an ongoing term.

It is the responsibility of Working Group members to help the Chair and CEO to identify and recruit candidates for the members with the following considerations:

- Results from skills matrix to identify strengths, weaknesses, development opportunities, and gaps
- Consideration of current and long-term strategy and goals of Working Group , and the skills required to achieve them
- Intentional succession-planning to identify new individuals by the current members
- Open promotion of recruitment to all members.

This is an annual, evolutionary process, aimed at continuously improving the understanding of the Working Group's needs and identifying existing and future skills, experiences and attributes. In order to identify the desired skills and experience, the Chair, CEO, and/or Lead Staff Person will develop and analyze a Skills Matrix (attached below) to determine:

- the optimal attributes desired for the Working Group as a whole and whether the categories should be changed or updated;
- the skills, background and experience of continuing members;
- the “priority needs” (i.e., those attributes that should be added and/or strengthened on the Working Group) to be filled in the appointment of new members.

The key steps and timeline of the process is outlined below:

March	Chair, CEO, and/or Lead Person review and update the Skills Matrix as necessary
April-May	Current members complete the skill matrix as a self-assessment. Chair meets with each member to review self-assessment and determine intentions for continuing involvement. Chair collates results and provides a high level summary of current composition with emphasis on skills gaps and over-indexed skills.
April-May (with AGM call for nominations)	Call for nominations using VBC communications methods. Chair, CEO, and Lead Staff Person review any nominations against Skill Matrix and determine selection of individuals.
June-July	HR and Governance Cttee approve recommended appointments.
Sept 1	New and returning Committee members commence their term

2022-23 SKILLS MATRIX AND SELF-ASSESSMENT

MEMBER NAME	1. KNOWLEDGE & EXPERIENCE*					2. PERSONAL ATTRIBUTES**						3.ADDITIONAL INFO***		
	INTEREST AND PASSION FOR SAFETY	UNDERSTANDING & KNOWLEDGE OF VOLLEYBALL	RISK MANAGEMENT AND POLICY DEVELOPMENT	COMMUNICATIONS	OTHER	BROAD RANGE OF EXPERIENCE IN VOLLEYBALL	BIG PICTURE THINKER	STRONG INTERPERSONAL SKILLS	TEAM PLAYER	ENGAGEMENT AND INTEGRITY	TIME	GEOGRAPHIC REGION OF RESIDENCE	ROLES AND RELATIONSHIPS IN THE VOLLEYBALL COMMUNITY	DIVERSITY

* Each Member should rank their areas of knowledge and experience from 1 to 9 (1= highest knowledge and experience, 9 = least knowledge and experience). For full details and examples of each, see Section 1.2.

** Each Member should rank each personal attribute on a scale of 1-5 (1= very strong/high, 5 = very weak/low). For full details and examples of each, see section 1.1

*** This information can be collected through conversation or individual completion. Any assessment or review of diversity will be conducted by self-disclosure only and will not be mandatory for individuals to participate.