

Terms of Reference – National Gymnastics Safety Steering Committee

1. Background

The National Gymnastics Safety Steering Committee is established to guide and oversee the development of a comprehensive national safety and safeguarding strategy for the sport of gymnastics in Canada. This strategy aims to ensure the safety and wellbeing of gymnasts, enabling the creation of a safe environment for all sport participants from grassroots to high performance.

2. Purpose

The primary purpose of the Steering Committee is to provide strategic direction, oversight, and expertise in the development and implementation of the national gymnastics safety strategy. The committee will ensure that the strategy aligns with domestic and global best practices and meets regulatory requirements. In addition, the committee will ensure that the strategy and associated implementation plan addresses the recommendations made within the McLaren Report as synthesized in Gymnastics Canada's discussion paper: *Actioning McLaren Report 2023*.

3. Membership

The Gymnastics Canada CEO and Safe Sport Director will serve as the executive sponsors of the project, providing leadership and support for the development and implementation of the safety strategy. The CEO will facilitate the allocation of necessary resources to support design and implementation of the strategy. The Safe Sport Director will oversee the project's alignment with Canadian safe sport requirements and good practice.

The Steering Committee will comprise a focused group of 5 individuals with expertise in safeguarding, child protection, and relevant areas, specifically tailored to the gymnastics context. The composition will include the following members:

- An independent representative with an understanding of the sport system and sport management gained as a regulator, researcher, independent administrator, or other relevant professional
- A gymnastics expert with experience in coaching, judging, or athlete development
- An athlete representative
- A club owner, executive or administrator
- A stakeholder with current experience in recreational gymnastics
- A safety or safeguarding expert with both strategic and operational leadership experience

4. Roles and Responsibilities

Gymnastics Safety Strategy Project Manager (Coordinator): The Project Manager will serve as the coordinator of the Steering Committee and will have the following responsibilities:

- Schedule and facilitate Steering Committee meetings; prepare agendas and distribute meeting materials in advance.
- Ensure that a project charter and plan with appropriate timelines and milestones is established and meets the scope of requirements provided.
- Ensure timely communication and follow-up on action items, including regular reporting of progress and status to the broader gymnastics community.
- Serve as a point of contact for committee members and community stakeholders.
- Progress key work streams articulated in the strategy, building partnerships and engaging internal and external stakeholders as required.



- Monitor the overall progress of the strategy's development and implementation within gymnastics programs.
 - Advocate for the importance of safeguarding gymnasts within the gymnastics community, including clubs, coaches, and athletes.
 - Report regularly to the Steering Committee on project status, emphasizing the impact on gymnastics participants. Report progress bi-weekly to the Director of Safe Sport.
- 4.1. **Provide Strategic Guidance:** The Steering Committee will provide strategic guidance and direction for the development and implementation of the national gymnastics safety and safeguarding strategy.
 - 4.2. **Review and Recommend:** The committee will review and advise on key documents, including the draft gymnastics safety strategy, policies, procedures, and guidelines.
 - 4.3. **Monitor Progress:** Regularly monitor the progress of the strategy's implementation, including evaluating the effectiveness of safeguarding measures in gymnastics settings.
 - 4.4. **Risk Assessment & Management:** Oversee risk assessments related to safety and safeguarding in gymnastics and provide recommendations for mitigating risks.
 - 4.5. **Engagement with Gymnastics Stakeholders:** Ensure that the input of gymnastics stakeholders, including athletes, survivors, parents, gymnastics clubs, coaches and officials is appropriately considered in the strategy's development and associated implementation plans.

5. Meetings and Reporting

- 5.1. Frequency: The Steering Committee will meet regularly, with the frequency determined by the stage of strategy development and implementation. At inception, it is anticipated that the Committee will meet monthly for 1-2 hours.
- 5.2. Reporting: The committee will provide regular progress reports (minimum quarterly) that are shared publicly and highlight the impact on gymnastics programs and athletes. The committee through its coordinator will work closely with Gymnastics Canada's Communications Manager to ensure ongoing reporting of recommendations, implementation progress, and overall project monitoring is done publicly and transparently.

6. Duration

The Steering Committee will exist for the duration of the gymnastics safety strategy development and implementation phase, aligning with gymnastics program cycles. A specific end date will be determined based on project-specific milestones and timelines.

7. Decision-Making

Decisions within the Steering Committee will be made by consensus. In the event that consensus cannot be reached, a formal voting procedure may be employed, with a simple majority determining the outcome.

8. Confidentiality

Members of the Steering Committee must maintain strict confidentiality regarding all discussions and documents related to the gymnastics safety strategy, with particular emphasis on protecting participant and stakeholder privacy.



9. Review and Amendment

These Terms of Reference may be reviewed and amended as necessary with the agreement of the Steering Committee and final approval by the Executive Sponsors.

10. Acknowledgment

This document is agreed upon and adopted by the members of the National Gymnastics Safety Strategy Steering Committee on [Date].

