

COMMITTEE TERMS OF REFERENCE

CANADIAN GYMNASTICS FEDERATION (GYMCAN)

ADMIN – BOARD OF DIRECTORS

VERSION 1 – JULY 6, 2026

COMMITTEE: SAFE SPORT

PURPOSE:

The **Safe Sport Committee** (the “Committee”) is established by the Board of Directors of the Canadian Gymnastics Federation (“GymCan”) to assist the Board in reviewing, making recommendations, and providing strategic governance oversight on matters relating to Safe Sport.

The Committee operates at a governance and strategic level and does not play an operational or case-management role.

RESPONSIBILITIES:

The Safe Sport Committee is responsible at the governance level for advising and assisting the Board on Safe Sport through:

- Embedding Safe Sport and safeguarding principles into GymCan’s culture, governance, and decision-making.
- Providing strategic oversight of GymCan’s Safe Sport and safeguarding strategy, including compliance across the organization and its effectiveness in fostering a safe, inclusive, and respectful sport environment.
- Overseeing the adequacy, continued relevance, and effectiveness of GymCan’s Safe Sport and safeguarding policies, procedures, and standards, including alignment with national and international practices and trends.
- Monitoring adherence to approved Safe Sport and safeguarding policies and procedures by GymCan staff.
- Identifying and escalating to the Board, as appropriate, significant Safe Sport issues and active Safe Sport cases, including those not managed through the CCES third-party system. The Committee shall receive a status update on such cases at each meeting.

- Promoting awareness and understanding of Safe Sport and safeguarding across GymCan through education, communication, and leadership.
- Advising the Board on enhancements to governance structures, systems, and processes that support effective safeguarding within GymCan's statutory and regulatory roles.

AUTHORITY:

The Committee acts in an advisory capacity. All recommendations and decisions arising from the Committee's work are subject to approval by the Board of Directors.

MEMBERSHIP:

The Committee shall have a chair and at least one other director appointed by the Board. Members from outside the board may be appointed by the Committee chair.

Members should collectively possess knowledge and experience relevant to Safe Sport, governance, and athlete well-being.

MEETING & QUORUM:

The Committee shall meet at least three (3) times a year, with a quorum of at least 2 members who are directors. Meetings may be in person or electronic.

CONFIDENTIALITY & CONFLICT OF INTEREST:

Committee members shall maintain strict confidentiality regarding all discussion and decisions. Any conflict of interest must be disclosed and appropriately managed in accordance with the organization's governance policies.

REVIEW:

These Terms of Reference shall be reviewed annually by the Safe Sport Committee, and any proposed changes shall be submitted to the Board for final approval.