

Terms of Reference: SafeSport Committee

1. Introduction and Purpose

Sovereign Lake Nordic Club is committed to creating a SafeSport environment that is also positive, respectful, and inclusive. The Sovereign Lake Nordic Club Board of Directors established the SafeSport Committee to assist in creating this environment.

2. Accountability

The SafeSport Committee reports to the Sovereign Lake Nordic Club SafeSport Officer.

3. Mandate

The SafeSport Committee will:

- a. oversee SafeSport policy compliance;
- b. act as a resource for club members;
- c. initiate engagement opportunities designed to teach club members to recognize, prevent, and address maltreatment; and
- d. contribute to a positive, inclusive, and respectful environment by leading the implementation of the [True Sport Principles](#).

4. Membership

- a. The Committee shall be composed of three to seven people, including the SafeSport Officer.
- b. The Board of Directors will appoint Committee members.
- c. The term of a Committee member appointment is two years and is renewable for up to two additional terms.

5. Chairperson

- a. The SafeSport Officer will be the chairperson.
- b. The Committee Chair is responsible for:
 - Providing leadership to the Committee (i.e.: convening meetings; developing agendas; assigning, supervising and coordinating the Committee work);
 - Documenting decisions; and
 - Representing the Committee in communication, including reporting to the Board of Directors.

6. Conflict of Interest

Managing conflicts of interest, be they potential, real, or perceived, will be difficult in a club environment. Where a decision must be made, members are required to declare conflicts of interest before the debate begins and immediately excuse themselves from the debate. The member must not vote where there is a perceived or real conflict. If a Committee member fails to declare an interest that is known to the chairperson, the chairperson will declare that interest.

7. Decision-Making

The Committee shall endeavour to make decisions by consensus. In case of disagreement, committee members shall cast votes. A majority vote is required to pass a motion.

8. Meetings

a. The Committee shall determine a meeting schedule that will facilitate the achievement of the Committee's objectives. Records that reflect all Committee decisions shall be kept and be available to the Board of Directors.

b. Quorum shall be the SafeSport Officer and 50% of the remainder of the Committee.

c. The Committee will provide a report to all Board meetings.