



Build Belonging Legacy Committee Terms of Reference

Authority

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

Purpose

- The Build Belonging Legacy Committee is an Operational Committee of Rugby Ontario. The Committee is responsible in assisting the Chief Executive Officer by providing counsel and recommendations related to the development and review of provincial policies, practices, and programs from a lens of inclusion, diversity, equity, and accessibility (IDEA) to help foster an environment of belonging and safety for all past, present, and future members of Rugby Ontario across all roles.
- Note: All operational committees of Rugby Ontario must ensure that the Men's and Women's game and specific gender needs, as well as other strategic priorities around diversity, equity and inclusion are considered in all topics for discussion and deliberation

Membership

This is an Operational Committee of Rugby Ontario. Representatives from each Branch will join selected officials with relevant experience, and senior managers of the RO staff (non-voting), to form a diverse committee. Given the overlap with other RO committees, representatives from those committees may also be included or consulted where necessary. Senior Rugby Operations staff from the RO office will act as the resource for the committee.

The Committee shall have the following composition:

- No fewer than five but no more than twelve members.
- One member appointed by the CEO as Chairperson.
- One member from each of the Branches.
- Up to two Rugby Ontario professional staff representatives, appointed by the CEO.
- Up to six other members who are subject matter experts through academic or lived experience within grassroots and community sport related to development and programming; inclusion, diversity, equity, and accessibility; community- and values-based initiatives; and policy development.

The Committee may, from time to time, seek advice and guidance from other people for specific projects and who are invited to meetings but will not have a vote on decision-making issues.

Profile

The committee is required to have representatives with a range of intersecting roles within the rugby community (e.g., player, parent, coach, match official, club administrator) whether current or former, as well as a range of intersecting socio-demographics (e.g., BIPOC, newcomers, people with disabilities, 2SLGBTQ+ persons, women, youth, or other recognized key stakeholder groups) to provide a blend of experience with the needs and challenges of diverse stakeholders at every level. The committee is required to have a thorough understanding of the various IDEA challenges and reality within rugby or community sport in general, in all districts/ regions within Ontario.

The ability to think provincially and work strategically, collaboratively, and objectively is a key criterion for each committee member to make unbiased decisions that are best for all of Ontario. An understanding of grassroots and community sport development has also been identified as important to the committee.

Each Member shall have knowledge of the Terms of Reference for this Committee and of the Strategic Plan and acknowledge their understanding of their provisions on an annual basis.

Lines of Authority/Reporting Accountability

The Chief Executive Officer will present Committee recommendations for changes to Rugby Ontario Policies when warranted with a Notice of Motion for decision by the Board of Directors. Recommended changes to the Operational Procedures will follow the Change Request process and will be approved by the Chief Executive Officer.

Term of Office

The Chairperson is appointed by the Chief Executive Officer. The other selected Members will be appointed by the CEO in collaboration with the Committee Chair, Branches, and the senior staff members on the Committee. Should a vacancy occur on the Committee, for whatever reason, the Chairperson, in conjunction with the CEO and senior Staff members, shall appoint a qualified person to fill that vacancy. Terms shall be no longer than 3 years with staggered end dates.

Decision-Making/ Voting

It is expected that this committee will work in a consultative, collaborative manner and rely on consensus-building processes in making decisions and recommendations to the CEO. When voting is necessary, each member has one vote (with the exception that staff do not vote). Any votes are to be decided by a majority of those present. If there is a tie, the resolution is defeated.

Confidentiality

The Committee will at times be managing sensitive topics that could impact future Rugby Ontario membership. Outside of committee minutes that are approved by the Committee Chair and shared with the Rugby Ontario Board for information reasons only, all committee discussion via any form of communication channel and/or documents developed by this committee are considered **confidential** unless otherwise confirmed by the Chair.

Quorum

For a quorum, there must be a majority of voting members present at the meeting. If the Chair is absent, then those present may select a Chair from amongst them.

Frequency of Meetings

The Committee will meet by telephone or in person at least six (6) times each year, or more frequently as required by the call of the Chair. These meetings will occur throughout the year unless deemed necessary for consultation to occur via email in-season.

Notice of Meetings

At least seven (7) days notice is required unless waived unanimously by the members. The date is to be determined by the Chair. Meetings may be in person or via teleconference.

Agenda

Agenda items are to be forwarded to the Chair and/or the Staff Representative within three (3) days prior to the next meeting date. The agenda is to be forwarded to members within two (2) days of the next scheduled meeting.

Minutes/ Notes

Decisions and action items are to be recorded by the Secretary and approved by the committee at its next meeting. All approved minutes are to be maintained in the RO office with copies made available for Board members as requested.

Submissions to the CEO

Items which have implications requiring financial or programming vetting by the Board, or are beyond the committee's approved scope, will be submitted by the Chair to the CEO for direction.

Responsibilities of Committee Chair

- To set the agenda for each meeting
- Clarify and summarise what is happening throughout each meeting.
- Keep the meeting moving by putting time limits on each agenda item and keeping all meetings to time.
- Facilitate broad participation from members in discussion by calling on different people.
- End each meeting with a summary of decisions and actions.
- To ensure compliance with the Committee Terms of Reference.
- To comply with all approved budgeting, financial, and planning policies and procedures.
- To present any emerging issues to the CEO for decision/direction.
- To work in conjunction with RO staff in developing and reviewing/measuring effectiveness
- To submit proposed amendments to the Terms of Reference to the CEO for review and approval.

Responsibilities of Committee Members

- To represent the views of their constituents and/or communities at the meetings.
- To report Committee decisions and actions, once approved, to their constituents.
- To provide collaborative recommendations, advice, and oversight from an IDEA lens in the development of policies, practices, and programs consistent with the strategies in the Rugby Ontario Strategic Plan 2022-2025.

Responsibilities of Staff Representatives

- To act as a staff resource for the Build Belonging Legacy Committee.
- To ensure RO financial awareness and realities to the Committee

- To keep the CEO informed of Committee decisions and actions.
- To retain approved minutes/notes in the RO Office
- To ensure that the Committee's composition and key activities are posted to the RO website and/or social media as needed.
- To provide the Committee with data and other information generated or held by RO to assist them in their decision making.
- To lead the implementation of Rugby Ontario's Build Belonging Legacy Initiatives

Scope of the Committee

Consistent with Rugby Ontario's Strategic Priorities and, in fulfilling its mandate, the Committee will perform the following key responsibilities:

- Provide IDEA guidance and consultation to Rugby Ontario's Operational Staff.
 - Review new and existing Rugby Ontario policies, resources, programs, and initiatives through an IDEA lens.
 - Conduct needs assessments and/or data collection and provide recommendations for enhancements to player welfare, belonging, and IDEA.
 - Support the adaptation and implementation of Rugby Canada's SafeSport framework for rugby in Ontario.
- Identify, promote, and celebrate positive IDEA practices within the Rugby Ontario community.
- Support and facilitate community relationship building.
- Support the development and promotion of modified contact programs and other non-traditional programming and initiatives (e.g., flag, house-league, Mixed Ability Rugby, etc.).
- Establish ad hoc project working groups where required, subject to approval by the Committee Chair and Chief Executive Officer.
- Provide feedback and recommendations as required to other committees or staff.

Approval of Terms of Reference

Date approved by the CEO: March 27, 2025