



## **SAFETY AND EVENTS COMMITTEE TERMS OF REFERENCE**

### **1.0 Name**

The Safety and Events Committee ("SEC") shall be a duly constituted committee and shall operate at the pleasure of the Board of Rowing Canada Aviron ("RCA").

### **2.0 Mandate**

The mandate of the Safety and Events Committee is to ensure that the RCA Board of Directors and the Members receive ongoing advice and direction in all areas of rowing safety and in the staging of rowing events. The Committee has specific responsibilities with Canadian National regattas and with the RCA Sanction policy and procedures. The SEC is to respond to requests regarding safety and events from the Board or the Members where the committee possesses appropriate expertise.

The Safety and Events Committee is supported by the Domestic Development Officer – Sport Technical.

### **3.0 Objectives**

The SEC shall:

- Through the RCA office, advise the rowing community in matters pertaining to the safe operation of rowing regattas and of the sport of rowing in its various forms;
- Through the RCA office, advise the rowing community in matters pertaining to the technical installation of rowing regattas and rowing facilities;
- Review on an annual basis, the RCA regatta sanction policy and advise and recommend any changes that may be needed to the policy to the Chief Executive Officer (CEO);
- Provide the RCA Board, through the CEO, with regular evaluations of the operation of Canadian National regattas and other such events as may be determined by the Board;
- Provide the RCA Board, through the CEO, with regular safety reviews of the RCA national training centre operations after reviewing the findings with the RCA lead staff at the respective centres;
- Promote rowing safety at all levels through the offices of RCA and the provincial and territorial rowing associations;
- For Canadian National regattas, advise, review and approve the technical, organization and safety components, and provide, in conjunction with PRA sanction, RCA regatta sanction, upon receipt of adequate regatta sanction applications;
- Develop and maintain a regatta manual;

- Advise RCA Member clubs, when requested through the RCA office, on matters pertaining to technical aspects of developing and/or improving regatta facilities and courses;
- Advise the Chief Executive Officer, when and where the SEC is informed, on a formal basis, of issues of safety, or where members of the rowing community are placed at risk;
- Maintain close liaison with the RCA Umpires Committee, the Organizing Committees of Canadian National regattas, and such other bodies as determined by the Chief Executive Officer, from time to time.
- Provide recommendations to the RCA Board, through the CEO, on any proposed bidding for International regattas or Canadian National regattas and the evaluation of any bids submitted.

#### **4.0 Structure**

The SEC membership shall consist of up to five members, including its chair, drawn from the Canadian rowing community, based on competency.

The SEC membership shall possess a broad knowledge of issues pertaining to the safe operation of rowing regattas and other rowing related events, by virtue of experience or specific training. This should include but is not limited to, indoor rowing races, touring, and coastal rowing.

The RCA Board shall appoint the chair of the SEC, in consultation with SEC members and the CEO.

The members of the SEC shall be nominated by the Chair of the committee for the approval of the CEO.

#### **5.0 Level of Authority**

The SEC Committee has the authority to establish and implement programs and services within the strategic direction and budget approved by the Board of Directors, and the operational parameters established by the CEO. The Committee's annual plans (in relation to the RCA Operational and Strategic Plans), and its annual budget, must be submitted to the CEO for approval.

On behalf of RCA, the SEC serves as the sanction approval body for all Canadian National regattas after sanction has been approved by the respective Provincial Rowing Association

The SEC shall have the authority to recommend to the CEO, that RCA engage, on an interim basis, with consultants or others who are able to provide particular experience and/or perspective as may be required.

#### **6.0 Reporting**

The Safety and Events Committee shall report through the Chief Executive Officer to the RCA Board of Directors.

The SEC shall communicate with the provincial and territorial rowing associations through the Chief Executive Officer and the office of RCA.

The SEC shall prepare and provide the following to the Chief Executive Officer:

- an annual budget and work plan;
- the minutes of each SEC meeting;
- Reports, as requested by the CEO.

The SEC shall make the SEC meeting minutes available to the RCA Members.

The SEC shall operate in a manner that is consistent with the standards of conduct outlined in the RCA Code of Conduct.

## **7.0 Meetings**

The SEC shall meet or hold conference calls a minimum of at least quarterly in the fiscal year to provide effective reporting and recommendations to the RCA Board.

The chair of the SEC shall attend the RCA Semi-Annual Meeting.