



Sport Environment Assessment Advisory Group Terms of Reference

I. INTRODUCTION AND PURPOSE

According to its mandate, the Office of the Sport Integrity Commissioner (“OSIC”) has the authority to initiate Sport Environment Assessments of applicable sport environments. A Sport Environment Assessment addresses systemic issues related to the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (“UCCMS”) to improve the sport environment for both current and future participants (“Assessment”).

The Sport Environment Assessment Advisory Group (the “Advisory Group”) will serve as an advisory group to the OSIC regarding certain Assessments as contemplated in the OSIC Guidelines regarding Sport Environment Assessments and regarding Assessment principles and approach of the OSIC, as further outlined in these Terms of Reference.

II. AUTHORITY AND REPORTING

The Advisory Group is created by the OSIC for purposes of making recommendations in connection with Assessments as set forth in the [OSIC Guidelines regarding Sport Environment Assessments](#) and in connection with the principles and the approach of the OSIC regarding Assessments to the Sport Integrity Commissioner of the OSIC (and/or their delegate) (“Commissioner”), reporting to the Sport Integrity Advisory Group of the SDRCC Board.

III. COMPOSITION AND OPERATIONS

- a. The Advisory Group shall be comprised of no more than seven (7) standing members;
 - i. A maximum of (2) member(s) appointed by the Athlete Advisory Committee of the SDRCC;
 - ii. A maximum of three (3) members appointed by the Commissioner, with combined subject-matter expertise in human rights, intersectionality, safety for youth, cultural assessment and/or mental performance;
 - iii. A maximum of two (2) member(s) to be recommended by the other Advisory Group members (excluding the Commissioner); and
 - iv. The Commissioner, acting as *ex officio*.
- b. A member appointed under III.a.ii. and III.a.iii. cannot concurrently serve on the Advisory Group and as an administrator of a national sport organization or multisport organization, or be a *Participant* (as defined under the UCCMS).
- c. In addition to the standing members of the Advisory Group outlined in III.a. above, Advisory Group members (excluding the Commissioner) may recommend up to two (2) additional members to join the Advisory Group for purposes of a specific Assessment in order to provide specific subject-matter expertise as the circumstances require. Once appointed, such ad hoc Advisory Group members shall have the same duties and responsibilities as

standing members of the Advisory Group in accordance with the present Terms of Reference, but only with respect to the specific Assessment.

- d. Advisory Group members' mandates will expire on March 31, 2023, with an option to renew a mandate for a period of no longer than two (2) years.
- e. A majority of voting members shall constitute the Advisory Group's quorum.
- f. Advisory Group members are not remunerated for their participation on the Advisory Group.
- g. The Advisory Group shall meet as often as necessary to perform their duties and responsibilities as outlined in these Terms of Reference, which meetings can be conducted primarily by teleconference, but also by email or other appropriate means.
- h. The Advisory Group shall meet within 10 days or less following a request of the Commissioner, considering the applicable circumstances of any specific Assessment on a case-by-case basis.
- i. Each member shall make all reasonable efforts to prepare for, attend, and actively participate in all meetings. Being absent without proper notice or valid excuse, as determined by the Advisory Group, from three successive scheduled meetings of the Advisory Group shall be cause for removal.
- j. The Advisory Group will work in consultation with other Advisory Groups, task forces, and management of the OSIC to ensure implementation of its mandate.

IV. DUTIES AND RESPONSIBILITIES REGARDING ASSESSMENT PRINCIPLES AND APPROACH

The Advisory Group provides general advice to the OSIC regarding its approach to Sport Environment Assessments so that it:

- Is centred around people, equity-based and addresses the pre-existing power imbalance between children/athletes and coaches/organizations;
- Reflects an understanding that the way Maltreatment, Discrimination and other Prohibited Behaviours as defined in the UCCMS may impact individuals is diverse and may depend on intergenerational, historical trauma and/or other past and/or present experience;
- Informs potential alignment opportunities with other programs or processes of the OSIC and of the Abuse-Free Sport program; and
- Contributes to advancing the overall safe sport culture in a manner consistent with the [OSIC Vision, Mission, Mandate and Values](#).

V. DUTIES AND RESPONSIBILITIES REGARDING CERTAIN ASSESSMENTS

- a. The Advisory Group acts in an advisory capacity and exercises its duties and responsibilities further described below in a manner consistent with the terms set forth in the [OSIC Guidelines regarding Sport Environment Assessments](#). Its role is to support the OSIC by identifying and bringing forward the knowledge, interests, and concerns of primary stakeholders or subject matter expertise with respect to the sport environment characterized by the Prohibited Behaviour as defined under the UCCMS (“Prohibited Environment”).
- b. The Commissioner, may consult with the Advisory Group prior to making a decision not to proceed with an Assessment. Following a decision of the OSIC not to proceed with an Assessment, the Advisory Group may recommend other options that could be offered to the requester by the OSIC, such as connecting them with relevant resources, supports/ mediation/ culture experts, etc.
- c. Subject to IV. a. and upon request by the OSIC, the Advisory Group is to work collaboratively to establish a recommendation to the OSIC with respect to the scope to be explored during an applicable Assessment. The scope may include areas of exploration that are broader than those outlined in the UCCMS but only to the extent that these areas impact, contribute to, permit, or maintain a Prohibited Environment.
- d. While the members of the Advisory Group are expected to bring their own representative perspective to their functions, their role is to serve the higher purpose of the Advisory Group, by adopting a rigorous and consistent process and by making recommendations based on objective criteria.
- e. The Advisory Group is to recommend a scope of Assessment that aids the OSIC and the Assessor in illuminating and understanding:
 - The sport environment;
 - The interactive areas of authority and influence, or any other factors, that may be impacting, contributing to, permitting, or maintaining the Prohibited Environment, following an equity-based approach that addresses the pre-existing power imbalance between children/athletes and other participants/organizations.; and
 - The stakeholders and individuals who may have relevant information or insight into factors that may be impacting, contributing to, permitting, or maintaining the Prohibited Environment.
- f. The Advisory Group may suggest to the OSIC particular expertise it views as necessary for an Assessor to possess in a particular Assessment, however the selection of the Assessor remains at the OSIC’s sole discretion. The Advisory Group may also recommend experts with whom the Assessor might partner with, when the Assessor lacks the particular expertise.
- g. Where it is determined not useful or feasible by the Assessor to interview all members of a pool of stakeholders and individuals, the Advisory Group may be called upon recommend specific individuals or categories of individuals to interview within the pool who may be able

to provide a representative view or a particularly important or unique view about the factors influencing the Prohibited Environment or suggestions for solutions thereto.

- h. The recommended scope of an Assessment should be sufficiently broad to capture the relevant dynamics outlined above, but not overly broad such that irrelevant or unnecessary issues or areas are considered by the Assessor.
- i. The OSIC retains the discretion to modify the scope of an Assessment at any point prior to the completion of the Assessment should they determine it is necessary. The Advisory Group will be relieved by the OSIC after providing the recommendations on scope to the OSIC, unless otherwise indicated by the Commissioner.

VI. APPLICABLE POLICIES

- a. All matters of the Advisory Group shall be confidential and only disclosed to members of the Advisory Group. Advisory Group members shall maintain the confidentiality of any records, materials, or discussions, and guard against improper access.
- b. Advisory Group members, including ad hoc members, will be required to complete a declaration of conflict of interest and a confidentiality agreement before discussing the proposed Assessment.
- c. At all times, the Advisory Group shall conduct its business in full compliance with:
 - i. The confidentiality terms of the [OSIC Guidelines regarding Sport Environment Assessments](#) and other confidentiality terms of the OSIC;
 - ii. [Conflict of Interest Policy of the SDRCC, as it applies to the OSIC](#);
 - iii. The UCCMS; and
 - iv. Any other policies, procedures and/or requirements that may be established from time to time as part of the OSIC's mandate.

Document published on August 1st, 2022

Version updated August 31, 2022