

Inter-School Sports Safety Review Panel

Terms of Reference

(July 18, 2019)

1. Purpose

The purpose of this Terms of Reference is to outline the responsibilities, expectations, and requirements of the Inter-School Sports Review Panel (SRP).

2. Accountability

The SRP provides advice to the Minister of Education. The SRP is supported by the staff of the Department of Education and Early Childhood Development (EECD).

3. Context

The fundamental purpose of extra curricular sports within the Nova Scotia education system is to provide a safe and inclusive experience to a wide range of interschool sports. Through these opportunities students participate in physical activity, learn the value of sportsmanship, represent their schools, engage with peers and others in a positive and culturally responsive manner. Sports can provide lifelong pursuits and contribute to healthy active lifestyles.

4. Mandate

The mandate of the SRP is to provide advice to the Department of Education and Early Childhood Development. By August 31, 2019, the Review Panel is asked to focus on reviewing the highest possible safety standards in inter-school sport while also maximizing the conditions that would allow students to participate and access these opportunities.

5. Goals

- Review current practices and policies in coaching, training and protocols related to head and injury prevention, including the social norms around inter-school sport and safety/injury prevention, incident reporting and the physical environment
- Review legislation, policies and practices from other jurisdictions with respect to head and other injuries, including concussions
- Advise on how to prevent, mitigate and create awareness about head and other injuries in inter-school sport in Nova Scotia
- Make other suggestions that are advisable with respect to head or other injury prevention or treatment, including awareness and communications strategies
- The Review Panel will hold meetings and provide advice by August 31, 2019 in a report to the Department of Education and Early Childhood Development.

6. Membership

The SRP Members have been recommended to and have the approval of the Minister, and all have subject matter experience or expertise.

7. Roles and Responsibilities

Co-Chairs

- Working through Communications Nova Scotia, act as leaders and main spokespersons for the SRP.
- Reports to and maintains regular communication with the Deputy Minister of Education and Early Childhood Development.
- Sets agenda, presides at meetings, and verifies that meeting minutes are accurately recorded.
- Acts as a mediator and facilitator, encouraging the open, balanced and strategic analysis and discussion of all relevant issues from a variety of perspectives.
- Monitors the work of the SRP to ensure it aligns with the mandate and goals and is on track to meet deadlines and requirements as outlined in this Terms of Reference.
- Records in writing any declared conflict of interest.

All Members

- Contribute to the fulfillment of the SRP mandate and commitments, and all requirements outlined in this Terms of Reference.
- Engage in the work of the SRP through the Respectful Decision Making model.
- Review meeting materials and research and prepare for and actively participate in all meetings.
- Ask relevant and probing questions and respect the views and expertise of fellow members.
- Present both individual views and interests, and the views and interests of the sector or organization which they represent, if applicable.
- Consider the advice from the presenters, if applicable, and input received through any consultation.
- Work collaboratively with other SRP members to give advice based on the best evidence available.

8. Meetings

Unless otherwise stated, the SRP will meet in Halifax. Members may be expected to conduct work outside of the meetings.

Members may participate remotely, subject to the Co-Chair's discretion.

Members are expected to attend all SRP meetings. Alternates may not attend in place of members. It is recognized that members may be unable to attend some meetings due to conflicts with other

commitments or unforeseen circumstances. It is the responsibility of members to notify the EECD support person (Steve Machat) if they will be absent from a meeting.

Minutes will be recorded for each meeting, shared among members for approval, and provided to the Minister. A summary of meeting discussions and advice will be provided to the Minister and may be made publicly available.

9. Respectful Decision Making

SRP decisions will be made based on consensus, whenever possible. If consensus cannot be achieved, the Co-Chairs may choose to put matters to a majority vote. All committee members will be voting members.

To hold a meeting and vote, 60% of SRP members must be present to constitute a quorum.

10. Staff Resources

Staff of the EECD will provide appropriate and timely support with respect to all aspects of the SRP work, including:

- Ensuring the SRP has all the necessary information to give informed advice on matters within its mandate
- Supporting all meetings and communications
- Recording meeting notes
- Distributing agendas, meetings and other material for member review
- Acting as the repository and manager of all SRP records
- Providing communication support.

At least one staff person will attend each meeting.

11. Remuneration and Expenses

SRP members who are not employed in the public service of the Province shall be paid for expenses related to travel from home/place of business to and from meeting location, accommodations (reservations will be made on your behalf for those who live 100 kilometres or more from the meeting site) and meals, as applicable as per government guidelines. Additional information on accepted expenses as part of your work with the Panel will be provided by EECD support staff.

12. Confidentiality

SRP members acknowledge that a working environment where all SRP members are able to respectfully, openly and honestly share their experience, expertise and advice will help the SRP group achieve high-quality recommendations.

SRP members agree not to publically disclose, verbally or in writing, any confidential information without first discussing with the group as a whole and the co-chairs either during or following their participation in the SRP group. Confidential information may include, but is not limited to:

- contents of SRP meeting discussions or votes;
- SRP group documentation, including agendas, minutes, presentations, or reports;
- any proprietary, technical, business, financial, legal shared with SRP members acquire through their participation in the SRP group;,,
- any other information that the SRP chooses to treat as confidential.

SRP members should never disclose or use confidential information gained by virtue of their association for personal gain or to benefit friends, relatives, or associates.

The SRP is required to conduct itself in accordance with the *Freedom of Information and Protection of Privacy Act, S.N.S. 1993, c. 5.* regarding the collection, use and disclosure of personal information, as defined in the Act.

13. Conduct and Conflict of Interest

SRP members must exercise care, diligence, and skill in carrying out their roles in a professional and competent manner. Members must avoid conflicts of interest and the perception of conflict of interest,

When an SRP member feels they are in a conflict of interest with respect to any matter before the panel, the member must immediately contact one of the Co-Chairs to discuss the issue and the potential conflict. If the Co-Chairs determine that the member is in a conflict of interest with respect to the issue, the Co-Chairs will ask the member to withdraw themselves from the discussion/ decision-making.

14. Guidelines for Preparing Final Report

When preparing the SRP final report the panel may consult others as deemed necessary. Respectful Decision Making also applies to the final report of the SRP.

When providing advice through the report, the SRP shall consider:

- The mandate and goals of the panel as set forth in this TOR
 - The measures, policies, practices and other requirements that the SRP believes should be considered including: How and by whom

When providing advice , the SRP shall consider:

- The nature of the barriers that the measures, policies, practices and other requirements are intended to identify, remove or prevent
- Any technical and economic considerations that may be associated with implementing any advice
- Any other matter requested by the Minister

15. Scope, Deliverables and Timelines

Scope

The SRP will develop advice for the consideration of the Minister to meet the goals and mandate of the work.

To develop this advice, members of the SRP are required to fulfill the mandate, commitments, and guidelines outlined in this Terms of Reference.

When developing their advice, the SRP must:

- Adhere to this Terms of Reference
- Ensure they are informed by member expertise, consultation, feedback, and research.
- Consider Nova Scotia legislative and regulatory frameworks, measures and supports that already exist and are related to sports safety and access.
- Consider existing and relevant standards, legislation, regulations, and leading and innovative practices in other provinces, and internationally.

The advice of the SRP must address goals as noted in section 4.

The SRP must work closely with the Department of Education and Early Childhood Development to ensure alignment with current and developing policies and regulations.

Key Deliverables and Timelines

1. Orientation to the work of the SRP

All SRP members will review member materials during the first committee meeting.

2. Meetings

The SRP will meet in-person on dates as indicated. Online options maybe available if required.

3. Work Plan

Following the first meeting, the SRP will develop a work plan, outlining deliverables and timelines.

4. Report from the SRP

By August 31, 2019, the SRP must deliver their advice for sports safety and access to the Minister.

5. Meeting Minutes and Progress Reports

The SRP will provide the Minister with a copy of meeting minutes following each meeting.