



## **GENDER-EQUITY-INCLUSION-DIVERSITY-RECONCILIATION WORKING GROUP**

### **WHEELCHAIR RUGBY CANADA**

Terms of Reference

September 22, 2023

#### **Statement of Purpose**

The purpose of the WRC GEID Group is to bring together members of the community with diverse perspectives and lived experience to ensure a safe and equitable environment for all. We will lead in a professional manner by actively listening, growing from our experiences, and promoting spaces free of barriers and discrimination.

#### **Scope & Objectives**

The Working Group will focus on strategy, and support in implementation where appropriate and when requested by WRC CEO and/or WRC staff. The work in which the Working Group may undertake is broad in nature, which means that the Working Group may provide recommendations and feedback to Wheelchair Rugby Canada on the courses of action or strategies to take on matters related to GEIDR.

The following objectives are within the scope of the Working Group (listed in no particular order of priority):

- To recommend, provide feedback on, and/or assist in the development of Wheelchair Rugby Canada policies, education and training related to the promotion of equity, diversity, and/or inclusion, including media and communications and its official publications.
  - To promote the development of a Wheelchair Rugby Canada GEIDR Policy
- To provide advice, resources, and connect subject matter experts, where possible, with staff, provinces, board members, etc. as requested and where appropriate.
- To review and assess existing policies, procedures, processes, activities, and organizational culture, where appropriate, of Wheelchair Rugby Canada through an inclusion, reconciliation, diversity, equity, and accessibility lens for the purposes of fostering and maintaining a welcoming, inclusive, and diverse environment.
- To provide resources and connect subject matter experts, where possible, with staff, provinces, board members, etc. as requested and where appropriate.
- To learn from, promote, and act on the Truth and Reconciliation Commission's Calls to Action, specifically [Calls to Action 87 to 91](#), with emphasis on reconciliation within parasport and wheelchair rugby:
  - Call to Action 87 – lead by example in educating ourselves in the history of Indigenous involvement in sport, specifically wheelchair rugby and parasport, and share this education and training with relevant parties.
  - Call to Action 88 – explore avenues to promote Aboriginal athlete development and growth, from grassroots to high performance.
  - Call to Action 89 – reduce barriers to sports participation and build capacity within WRC to ensure that programming is inclusive of Aboriginal peoples. Work with WRC partners to explore avenues for Indigenous inclusivity and involvement at the club and provincial level if requested.
  - Call to Action 90 – ensure that WRC policies, initiatives, and programs are inclusive of Aboriginal peoples, including but not limited to establishing:

- Anti-racism awareness and training programs for all WRC Staff, Board Members, and athletes.
  - Programs for coaches, trainers, and officials that are culturally relevant to Aboriginal peoples.
  - An athlete development program for Aboriginal athletes.
- To perform an annual working group evaluation to further improve ongoing work, procedures, effectiveness, and impact that the Working Group has conducted.
  - To craft an annual update that will be included in the Wheelchair Rugby Canada Annual Report each year.
  - To review the GEIDR TOR as and when necessary
  - To develop and/or support training by inviting participation and/or collaboration with GEIDR-experts on best practices for staff, athletes, Board Members, and related organizations on GEIDR initiatives.
  - To advocate for sport free of abuse and provide support in the creation of tools and communication on Wheelchair Rugby Canada's stance against violence, hate, and discrimination as it relates to GEID.
  - To review and ensure outreach objectives for equity-deserving communities are included in Wheelchair Rugby Canada's operations.
  - To engage with members of the Wheelchair Rugby community across Canada for the purposes of consultation, information gathering, and informing the Working Group's strategies and activities.
  - To provide a safe space by which an equity-deserving group can provide feedback to Wheelchair Rugby Canada on topics related to GEID.
  - To lead the development, implementation, monitoring, and review of a 'Women in Coaching' program.
  - To lead on Wheelchair Rugby Canada's truth and reconciliation day activities and provide materials for WRC's communication platforms.

### **Composition & Membership**

The Working Group is committed to broad representation from equity-deserving groups and a diverse membership. The Working Group is to consist of members from the Senior National Teams and Wheelchair Rugby Canada staff and may also include additional members of the rugby community diverse in experience, geographic location, level or type of competition, and/or their role within the sport (ex. athlete, coach, staff, official, senior administration).

Where possible the Working Group will include:

- Individual that uses an everyday chair and/or mobility aid.
- French-Canadian representation with French as their preferred language.
- Gender representation.
- Self-identified individuals of the BIPOC community.

There is no fixed number set for membership but should ideally be composed of 7 to 12 members. At any point, open positions on the working group committee can be filled by an open call to the community or a recommendation for consideration by a current working group committee member. Committee members will serve two years, renewable. Members are expected to regularly participate in meetings as best they can with the understanding that the work of the Working Group is teamwork. Each member contributes their lived experience, skills, talents, and expertise to the group.

As of September 22, 2023, the current membership of the Working Group is:

1. Meg Ritcey, Co-Chair
2. Fannie Smith
3. Melanie Labelle
4. Travis Murao
5. Sally Hutt
6. Erika Schmutz

### **Meetings and Procedures**

The Working Group will meet no less than four times per year (ex. once every quarter). The Working Group may meet more frequently as determined.

The Working Group will be administered by one to two WRC Staff Representatives, whose role(s) is to ensure that the group remains active and productive through the year. Meetings themselves will be conducted by a rotating chair to encourage equity and leadership opportunities for all. Rotating chairs are encouraged to open each meeting with a Land Acknowledgement.

On matters which require a definitive decision, the intent is for the Working Group to make all decisions in a collaborative fashion and by consensus. If required, decisions will be made by majority vote of those in attendance at the meeting, with each member, including the chair(s), having a vote. A tie vote fails. In cases where any given member is unable to attend a meeting in which an important decision is to be made, effort should be made to include that member's position/vote when deliberating and making the decision.

#### *Meeting Notes and Reporting Responsibility*

A meeting agenda will be distributed ahead of each Working Group meeting. However, formal minutes are not required. A notetaker should record key deliverables and timelines that are discussed at each meeting and then distribute to the group in a timely manner.

A community bulletin will be incorporated into the WRC Annual Report. The purpose of the community bulletin is to keep the community aware of ongoing initiatives and calls to action.

Annually, an End of Year Report will be published to the WRC website and shared on our communication channels. The purpose of the report is to publicly acknowledge where we met our objectives, areas of improvement, and the Working Group's goals for the following calendar year.

### **Respect for Privacy**

Working Group members will respect the privacy of personal and/or sensitive information which comes to their attention during their meetings.

## **Wheelchair Rugby Canada Ad-Hoc Working Groups**

Wheelchair Rugby Canada and/or the Working Group may decide, at any given time and for a specific purpose, to convene a smaller sub-group within the Working Group and/or additional groups to focus on specific discrete issue areas or tasks, as needs arise, to support the Working Group in its work. Any Ad-Hoc Working Groups must be approved by the WRC CEO. Participants of any ad-hoc working groups can consist of non-WRC GEID working group members.

Such sub-groups may address areas, such as:

- Indigeneity
- Anti-Racism
- Gender Equity and Inclusion
- Accessibility
- Development and Community Outreach
- Education
- Policy
- Media and Communication