



# **Ski Racing Australia Association Inc.**

## **Safety Committee Terms of Reference**

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# Safety Committee Terms of Reference

## 1. AUTHORITY

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- (a) Notwithstanding their description these terms of reference are expressly made as Regulations of Ski Racing Australia Association Inc. (**SRA**) under clause 23 (Delegation) and clause 24 (Regulations) of the SRA Constitution (**Constitution**).
- (b) This document:
  - (i) establishes a Safety Committee;
  - (ii) is subject to the Constitution;
  - (iii) is consistent with the Constitution; and
  - (iv) when in force, is binding on all Members and has the same effect as a provision in the Constitution.
- (c) The Interpretation of this document is solely the province of the SRA Board (**Board**).

## 2. PURPOSE

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- (a) The purpose of the SRA Safety Committee (**Committee**) is to:
  - (i) promote safe practices and environments in ski racing;
  - (ii) review safety practices and provide resolutions and recommendations to the Board;
  - (iii) engage with competitors to ensure safety issues are identified;
  - (iv) understand and report to the SRA board the opportunities for improvement in safety; and
  - (v) explore funding requirements and potential funding avenues.
- (b) The purpose of these Terms of Reference is to detail how the Committee is to operate. If the Committee consider that these terms are not sufficiently detailed for the Committee to be able to operate, the Committee is to refer all questions of clarification or amplification to the Board or Chair of the Committee

## 3. ROLE

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The role of the Committee is to undertake and perform includes as follows:

- (a) the development and implementation of a well-structured member based safety committee;
- (b) conduct a series of safety meetings with competitors of the sport to engage and obtain information;

- (c) periodically report back to the Board with key safety findings within the sport;
- (d) explore and advise on avenues available for funding of safety initiatives and improvements;
- (e) receive referred safety issues from the SRA board meetings for review and recommendation;
- (f) review of the current Ski Racing equipment, a review of other sports advancement in like equipment in the protection of head, neck and back injury at high speed falls;
- (g) review current racing formats and provide advice of safety issues relating to the current formats and recommendations for change in consultation with the Racing Committee;
- (h) create a pathways and development progression model for development in officials, driver and skier progression within the sport;
- (i) suggest rule book updates.

#### 4. COMPOSITION OF THE COMMITTEE

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- (a) The Committee shall consist of up to seven (7) members (including the chair), and must comprise at least:
  - (i) one (1) representative of the Board of SRA (appointed as Chair); and
  - (ii) one (1) representative of a Member of SRA and with such representative not being a Board member; The Committee may also comprise a relevant safety expert as approved by the SRA board from outside the sport of Ski Racing

who shall be appointed by the Board for such term as is determined appropriate by the Board and subject always to clause 4(d).
- (b) From time to time the Committee can invite a relevant external expert (with relevant industry expertise as required) to attend and assist the committee for such period of time as is required. Such invited external expert shall not be an appointed member of the Committee and shall have no voting rights on the Committee (unless and until they are subsequently or otherwise appointed to the Committee under clause 4(a) to the Committee). Such invited expert is to provide guidance to the Committee in their relevant area of expertise.
- (c) The Chief Executive Officer of SRA (or their delegate) is to be the Secretary of the Committee (Committee Secretary) and shall have no voting rights on the Committee.
- (d) A member of the Committee may serve a maximum of 5 consecutive years on the Committee (**Maximum Term**). Upon reaching the Maximum Term a Committee member shall not be eligible for re-appointment to the Committee for a period of two years (such time period commencing from the date of their reaching the Maximum Term).
- (e) The Chairman of the Committee shall be a board member of SRA and this will be determined by the Board from time to time. Should the Chairman of the

Committee be absent from a meeting, the members of that Committee present will appoint a Chairman for that particular meeting.

- (f) Only one Committee shall be appointed at any one time.
- (g) The quorum of the Committee is half plus one member.
- (h) If a committee member is absent for three consecutive meetings without notice or a justifiable reason, the Committee will review their membership. The Committee may request that the Board remove a committee member for failure to attend three consecutive meetings. The Board need not remove any member.

#### ***Interim Arrangements for the formation of Committee***

- (i) The Committee will be formed from nominations received through the SRA Website or as it deems appropriate;
- (j) The current committee in any given year are permitted to re-apply for their position. The Board's discretion to appoint candidates to the Committee is sole and absolute. The Board can appoint candidates from outside the call for nominations process.

## **5. AUTHORITIES AND LIMITATIONS**

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The Committee has the following authorities and limitations:

- (a) The Committee is charged by the Board to act in accordance with its role.
- (b) The Committee is authorised by the Board to investigate and pursue any activity covered by its functions and responsibilities.
- (c) All recommendations passed by the Committee are subject to review and ratification by the Board.
- (d) Positions on the Committee are honorary. The Committee is required to seek approval of the Board prior to incurring any expenses.
- (e) The Committee is not able to speak publicly as to its role or operation and is to refer all requests for public comment to the Board.
- (f) The Committee may, at the request of the Board, make recommendations on possible candidates for appointment to the Committee.
- (g) The Committee must, in the exercise of its powers or otherwise, at all times conform to any directions or regulations that may be prescribed by the Board. The Board may recall or revoke this power of delegation.

## **6. PROCEEDINGS**

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The proceedings of the Committee shall be as follows:

- (a) Convening a Committee Meeting:
  - (i) The Committee Chairperson, any Committee Member or the Committee Secretary may call a meeting of the Committee;

- (ii) The Committee shall meet initially every four weeks. Meetings shall then proceed as often as is required, but the Committee shall meet on at least five (5) occasions in each year.
- (b) The procedures for the Committee shall, with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under Rule 21 of the Constitution. For the avoidance of any doubt, meetings can take place either face to face or by teleconference. The location for each meeting is to be confirmed.
- (c) No business shall be transacted unless a quorum is present within half an hour of the time appointed for the meeting.
- (d) The Committee may act notwithstanding any vacancy.
- (e) The Committee Secretary shall keep minutes of proceedings and decisions of each Committee meeting, together with a record of the names of persons present at all meetings.
- (f) Within 14 days of any meeting of the Committee, the Committee shall ensure a copy of the minutes and any supporting documents is sent to the Board.

## **7. ANNUAL REVIEW**

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- (a) The Board shall review the activities of the Committee on an annual basis.
- (b) The Committee shall provide to the Board a report of its activities for the preceding year by way of review.