



## **Minor Rugby Working Group Statement of Work**

### **Overview**

1. This statement of work describes the purpose, scope, and authority of Rugby Ontario's Minor Rugby Working Group. The statement outlines clear and specific information on how the Working Group is organized, what it is trying to achieve, its decision-making authority and deliverables, who the members are, and when they meet.

### **Authority and Mandate**

2. The Minor Rugby Working Group will assist Rugby Ontario operations staff in fulfilling their responsibilities relating to the growth and development of Minor Rugby (U4-U10) in Ontario in line with the Rugby Ontario Strategic Plan, in particular the strategic pillars 'Support the Club Community' and 'Build Belonging'.

3. The Working Group serves in an advisory capacity to the operations staff.

4. Members of the Working Group will act honestly and in good faith.

### **Membership**

5. The Working Group shall be composed of no fewer than five (5) members and no more than twelve (12) members, including a Chairperson and Rugby Ontario staff member (non-voting). The Working Group will have representation from active members from each branch and experts through academic and lived experience in youth sport.

6. The CEO shall appoint the Chairperson of the Working Group and the operations staff.

7. The Chairperson shall appoint the other Working Group members in consultation with the CEO and operations staff.

8. The Chairperson will be appointed for a two-year term, or as required in fulfilling the Working Group's mandate. Other Working Group members will be appointed for a term of one year, unless otherwise decided by the Chairperson.

9. The CEO may replace the Chairperson of the Working Group at any time. The Chairperson may remove any member of the Committee at any time and fill any vacancy after consulting with RO operations staff.

## **Profile**

10. The Working Group members shall represent a range of intersecting roles in the rugby community and socio-demographics (e.g., BIPOC, newcomers, people with disabilities, 2SLGBTQ+ persons, women, youth, or other recognized key stakeholder groups) to provide a blend of experience with the needs and challenges of diverse stakeholders connected to minor rugby in Ontario.

11. The ability to think provincially and work strategically, collaboratively, and objectively is a key criterion for each Working Group member to make unbiased decisions that are best for all of Ontario. An understanding of long-term development through sport and grassroots and community sport development has also been identified as important to Working Group members.

## **Conflict of Interest**

12. Any member with a potential conflict of interest shall declare such conflict when they are appointed to the Working Group and at the start of any meeting at which they may be conflicted on a topic for discussion. An individual will recuse themselves from any discussion when they are in conflict.

13. Conflict of Interest will remain a standing item on the agenda for all Working Group meetings.

## **Duties and Responsibilities**

14. The Working Group will:

- Review and adhere to the Statement of Work.
- Uphold the Vision and Values of Rugby Ontario.
- Review and analyze annual feedback on the Minor Rugby season from the perspective of Rugby Ontario's Strategic Plan and Long-Term Development in Sport.
- Advise Rugby Ontario's CEO and Operations Staff on the feedback received from stakeholders and recommend any changes based on that feedback.
- Support the Operations Staff in the planning of the Minor Rugby season and any related initiatives.
- Suggest updates to this Statement of Work to the CEO

## **Responsibilities of the Chair**

15. The Working Group Chair has the following additional responsibilities:

- Set the agenda for each meeting.
- Make the purpose of each meeting clear to members and explain the agenda at the beginning of each meeting.
- Clarify and summarise what is happening throughout each meeting.
- Keep the meeting moving by putting time limits on each agenda item and keeping all meetings to time.
- Facilitate broad participation from members in discussion by calling on different people.
- End each meeting with a summary of decisions and actions.
- Provide the liaison point between the Working Group and Rugby Ontario.
- Ensure compliance with the Working Group's Statement of Work
- Present any reports or recommendations to the CEO of Rugby Ontario.

### **Responsibilities of the Working Group Members**

16. Individual Working Group members have the following additional responsibilities:

- Actively participate in meetings through constructive contribution attendance, discussion, and review of minutes, papers and other Working Group documents.
- Support open discussion and debate and encourage fellow Working Group members to voice their perspectives.
- Act independently, always remaining open and curious with the best interests of the youth in mind.
- As Branch Representatives, seek feedback from and provide updates to their respective branches to ensure the Working Group is representing the needs of the province as a whole.

### **Responsibilities of the Working Group Staff Members**

17. Staff Working Group Members have the following additional responsibilities:

- Act as a staff resource for the Working Group
- Ensure RO financial awareness and realities to the Working Group
- Retain approved minutes in the RO office
- Provide the Working Group with data and other information generated or held by RO to assist them in their decision making.
- Lead the implementation of RO's Minor Rugby Initiatives

### **Procedures**

18. The Working Group shall keep the minutes of the discussion that will be included with its findings and recommendations.

19. The Working Group shall meet at least four (4) times each year, or more frequently as deemed necessary at the discretion of the Chairperson via conference call/web conference or in-person. These meetings will occur primarily in the off-season unless deemed necessary for consultation to occur in-season.

20. The Chairperson is required to call a meeting of the Working Group if requested to do so by:

- a. Any working group member
- b. The Chair of the Board of Directors
- c. The Chief Executive Officer

21. The Chairperson shall distribute the agenda to working group members at least 24 hours in advance of a scheduled meeting. The agenda shall include the following items:

- a. Approval of the agenda
- b. Approval of the minutes from the previous meeting
- c. Declaration of Conflict of Interest
- d. Ongoing business

22. Quorum will be a majority of the working group members.

### **Reporting**

23. The working group will submit regular reports to the CEO.

24. When the CEO requires the Working Group to decide or take a position on a matter, the Working Group will make its decision or determine its position by majority vote of the Working Group's members.

25. The committee will record the minutes of all meetings. All minutes will be kept on file by Rugby Ontario and made available to the CEO.

**Review**

26. The CEO shall review the Statement of Work annually.

**Approval**

27. This Statement of Work was approved by the CEO on March 27, 2025.