
| POLICY | Governance |
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| TITLE: | PA LGBTQ Inclusion Advisory Group |
| AREA: | Sport Operations |
| RESPONSIBILITY: | SOM |
| RELATED POLICIES: | Various |
| DRAFTED BY: | SOM |
| DATE APPROVED: | TBC |
| APPROVED BY: | Paddle Australia |
| NEXT REVIEW: | August 2024 |

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1. AUTHORITY AND OVERVIEW

1.1. Paddle Australia Position Statement

Paddle Australia is committed to creating a safe, fair, and inclusive space for all people, regardless of gender expression, gender identity and sexuality. Inclusion is at the core of our values as an organisation, reflective of the diversity of our local communities.

Paddle Australia is committed to ensuring that everyone involved with paddling are treated with respect and dignity and is protected from abuse, bullying, harassment, sexual misconduct, unlawful discrimination, victimisation, and vilification. This includes all forms of transphobia, homophobia and/ or biphobia.

Paddle Australia has a zero-tolerance to any form of bullying, harassment, and vilification in our sport. Paddle Australia strives to support our paddling community to live happy, healthy, and active lives. Paddle Australia celebrates diversity of sex, gender identity, gender expression, sexual orientation, ability, skill, cultural background, ethnicity, location, religious or political beliefs, and stage of life.

There is a place for everyone in our sport, exactly as you are.

1.2. PA LGBTQ Inclusion Advisory Group Purpose and Authority

1.2.1 Paddle Australia (PA) is the national governing body in Australia for the sport of paddling, as recognised by the International Canoe Federation (ICF).

1.2.2 The PA LGBTQ Inclusion Advisory Group is an advisory group as defined under the PA Committee structure policy.

1.2.3 The Advisory Group is established to provide advice and support to the CEO and Managers of PA regarding the development and oversight of the PA LGBTQ Inclusion Strategic Plan and its implementation.

1.2.4 The Advisory Group is authorised to act within the scope of its duties and responsibilities set out in these Terms of Reference to:

- a. Perform the activities required to address its responsibilities and make recommendations to the CEO,
- b. Proactively consider opportunities for PA to support the inclusion of the LGBTQ community in paddling,
- c. Proactively consider and make recommendations on policies, procedures and guidelines related to LGBTQ Inclusion in paddling,
- d. Ensure a collaborative, innovative and consistent approach to discussions around LGBTQ Inclusion in paddling,
- e. Ensure a collaborative, innovative and consistent approach to the development of the PA LGBTQ Inclusion Strategic Plan and its practical implementation in the community.

1.2.5 The Advisory Group may make requests of management and employees to provide information it considers relevant to its responsibilities under these Terms of Reference. Such requests will normally be through the ex-officio members appointed to the Advisory Group.

1.3. Safety Advisory Group Terms of Reference

- 1.3.1 These Terms of Reference (ToRs) are designed to provide a framework for the operation and roles and responsibilities of the PA LGBTQ Inclusion Advisory Group.
- 1.3.2 These ToRs are approved and reviewed by the Board from time to time.
- 1.3.3 Any individual with any questions regarding the interpretation or operation of these ToRs should contact the CEO (ceo@paddle.org.au).

2. DEFINITIONS

In these Terms of Reference (ToRs) the following words will have the following meaning:

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| “Advisory Group” | means the PA LGBTQ Inclusion Advisory Group. |
| “Affiliated Club” | means a paddling club or association Registered with a Member State and admitted to the Company. |
| “Board” | means the Board of Directors of Paddle Australia. |
| “Chair” | means the Chair appointed by the Board to the LGBTQ Inclusion Advisory Group. |
| “CEO” | means the Chief Executive Officer of PA or their nominee from time to time. |
| “Cisgender / cis” | is a term used to describe people who identify their gender as the same as what was presumed for them at birth (male or female). ‘Cis’ is a Latin term meaning ‘on the same side as’. |
| “Discipline” | means the Paddling disciplines of Canoe Marathon, Canoe Polo, Canoe Slalom, Canoe Sprint, Paracanoe, Canoe Freestyle, Canoe Wildwater, Ocean Racing and SUP. |
| “Gender diverse” | refers to ways gender can be experienced and perceived. It can include people questioning their gender, those who identify as trans/transgender, genderqueer, non-binary, gender non-conforming and many more. |
| “Gender identity” | is defined in the Act as ‘the gender-related identity, appearance or mannerisms or other gender-related characteristics of a person (whether by way of medical intervention or not), with or without regard to the person’s designated sex at birth’. For example, a person’s gender identity might be male, female, or non-binary, regardless of what was presumed for them at birth. |
| “ICF” | refers to the International Canoe Federation. |

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| “Individual Member” | means a person admitted to the Company as an individual member. |
| “LGBTQ” | (or variations of it) is an acronym for lesbian, gay, bisexual, transgender, queer/questioning. The acronym is used to refer collectively to these communities. The ‘LGB’ refers to sexuality/sexual identity; the ‘T’ refers to gender identity; ‘Q’ can refer to either gender identity or sexuality. |
| “Members” | means the members appointed by the Board to the LGBTQ Inclusion Advisory Group. |
| “Non-Binary” | is a term used to describe a person who does not identify exclusively as either a man or a woman. Genders that sit outside of the female and male binary are often called non-binary. |
| “PA” | means Paddle Australia. |
| “Paddling” | refers to the sport which encompasses the Disciplines as incorporated under Paddle Australia. |
| “Participant” | means a person who has notified PA or an affiliated SPA or club of their intention to participate in paddling. |
| “Pronouns” | are a grammatical means of referring to a person or persons. Conventional pronouns are ‘she/her/hers’ and ‘he/him/his’. Some people prefer to use gender neutral pronouns, such as ‘they/them/their.’ The pronoun a person uses to describe themselves often reflects their gender identity. |
| “Sex” | refers to a person’s biological sex or sex characteristics. These may be genetic, hormonal, or anatomical. Unlike ‘gender identity’, ‘sex’ is not defined in the Act. |
| “SOM” | means the Sport Operations Manager of Paddle Australia. |
| “Transgender” | (commonly abbreviated to ‘trans’) is a general term used to describe a person whose gender identity is different to the sex they were assumed at birth. Being transgender is about how an individual describes their own gender. It is not necessarily about their biological characteristics. |

Words not defined in this Policy have the means ascribed to them in the Constitution of PA unless a contrary meaning appears from the context.

3. PA LGBTQ INCLUSION ADVISORY GROUP OPERATIONS

3.1. Policies and Documents

- 3.1.1 Members of the Advisory Group shall be bound by all PA Policies including but limited to:
- a) PA Code of Behaviour
 - b) PA Conflict of Interest Policy
 - c) PA Member Protection Policy
 - d) PA Privacy Policy

3.2. LGBTQ Inclusion Advisory Group Membership

- 3.2.1 The objective of the Board is to ensure that there is an appropriate mix of knowledge and experience on the Advisory Group.
- 3.2.2 Members of the paddling community will be provided an opportunity to lodge an Expression of Interest to be a Member of the Advisory Group.
- 3.2.3 Individuals who are external to the paddling community but who have relevant knowledge of inclusion will also be considered for Membership.
- 3.2.4 All Members of the Advisory Group shall be approved by the Board. Factors to be taken into consideration by the Board in assessing the merits of a nomination include, but are not limited to:
- a) the skillset which is required to fulfil the Roles and Responsibilities of the Advisory Group;
 - b) the state of residence of the nominee, noting the desire to have a range of states represented on the Advisory Group, where practical;
 - c) the make-up of the Advisory Group in terms of diversity of gender; age; background; disability and ability; and general experience;
 - d) cultural fit with the values and objectives of Paddle Australia;
 - e) experience in developing and implementing inclusion initiatives in sport and; and
 - f) background within paddle sports and standing with the paddling community.
- 3.2.5 The Advisory Group shall normally consist of between five (5) and eight (8) Members.
- 3.2.6 There may be a PA Board representative/s on the Advisory Group if deemed appropriate.
- 3.2.7 The Board and the PA staff should encourage nominations from individuals that they consider have the appropriate skills and knowledge to contribute to the Advisory Group and having regard to 3.2.4 above.
- 3.2.8 All nominations for members shall be made on the appropriate form and accompanied by a CV outlining relevant experience of the nominee.
- 3.2.9 If, at any time, the Board considers that the candidates nominated do not allow for the objective in 3.2.1 to be met, it may encourage other individuals to nominate for the Advisory Group.

- 3.2.10 Members will normally serve on the Advisory Group for a 4-year term. Members may be nominated for further term(s) at the end of each term.
- 3.2.11 PA's Sport Development Coordinator (SDC) and PA's Sport Operations Manager (SOM) shall be an ex-officio members of the Advisory Group.
- 3.2.12 The Advisory Group will be responsible for recording decisions of the Group and submitting these to PA within five (5) days of the meeting.

Transitional Arrangements

Transitional Arrangements

- 3.2.13 Following the initial adoption of these ToRs, there will be a call for nominations in accordance with 3.2.7 and 3.2.8 above, except the timelines may be varied.
- 3.2.14 In approving the membership of the SAG, the Board will consider the:
- a) objective outlined in 3.2.1 above,
 - b) factors for consideration outlined in 3.2.4 above,
 - d) balance between continuity and the need for renewal.
- 3.2.15 To help ensure future continuity, membership of the Committee may be offered initially for a period of two (2) or (4) four years.
- 3.2.16 All individuals concerned will be eligible to serve a further four (4) year term at the conclusion of their initial terms in accordance with 3.2.11 above, subject always to their subsequent nominations being approved by the Board.
- 3.2.17 Clauses 3.2.13 to 3.2.17 shall cease to have effect 12 months following the date of the adoption by the PA Board as the ToRs under which the Advisory Group will operate.

3.3. LGBTQ Inclusion Advisory Group Chair

- 3.3.1 The CEO may recommend a Chair of the Advisory Group.
- 3.3.2 The Board shall appoint the Chair of the Advisory Group, having regard to but not necessarily bound by any recommendation of the CEO.
- 3.3.3 Ideally the Chair should be independent of the Board.

3.4. LGBTQ Inclusion Advisory Group Meetings

- 3.4.1 The Advisory Group will be required to meet a minimum of four (4) times in each calendar year.
- 3.4.2 If it is deemed that a meeting(s) needs to be held outside the agreed schedule of meetings set in 3.4.1 above, the Chair may call a meeting(s) with the agreement of the Members and the SDC.
- 3.4.3 Advisory Group meetings will typically be held via teleconference, however meetings may be held in person where circumstances permit.
- 3.4.4 Unless all members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven (7) days' notice of the meeting of the Advisory Group shall be given to each Member by the SDC. The agenda shall be forwarded to each member not less than three days prior to such meeting.

- 3.4.5 The Chair shall preside at every meeting of the Advisory Group. If the Chair is not present or is unwilling or unable to preside, the Members shall choose one of their number to preside as Chair for that meeting only.
- 3.4.6 At any meeting of the Advisory Group, all persons participating shall be able to communicate with each other effectively. A majority of the Members of the Advisory Group shall be required to constitute a quorum.
- 3.4.7 If a failure in communications prevents the condition set out in 3.4.6 from being satisfied, then the meeting shall be suspended until the condition set out in 3.4.6 is satisfied again. If such condition is not satisfied within fifteen (15) minutes from the interruption the meeting shall be deemed to have terminated.
- 3.4.8 Decisions arising at any meeting of the Advisory Group shall be decided by a majority of votes and all decisions shall for all purposes be deemed a determination of the Advisory Group. All members shall have one vote on any motion put to the Advisory Group. The Chair shall also have a casting vote where voting is equal.
- 3.4.9 A procedural defect in decisions taken by the Advisory Group shall not result in such decision being invalidated.
- 3.4.10 Minutes of all Advisory Group meetings shall be taken by a member. Draft minutes shall be reviewed by the Chair and circulated for the consideration of the Members as soon as practicable after the meeting has been held. A copy of the minutes shall be stored by PA.
- 3.4.11 A resolution by electronic mail that has been signed or assented to by all the Members shall be as valid and effectual as if it had been passed at a meeting of the Advisory Group duly convened and held.
- 3.4.12 Members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged.
- 3.4.13 Where Members or invitees are deemed to have a real or perceived conflict of interest, as determined with reference to the PA Conflicts of Interest Policy, they will be excused from the Advisory Group discussions where the conflict exists and excluded from any vote.

4. LGBTQ INCLUSION ADVISORY GROUP ROLES AND RESPONSIBILITIES

The Advisory Group shall have the following roles and responsibilities:

4.1. PA LGBTQ Inclusion Strategic Plan

- 4.1.1 The PA LGBTQ Inclusion Strategic Plan should be a reflection of PA's commitment to inclusion and diversity within the community, as is reflective of the diverse nature of our sport and our paddlers.
- 4.1.2 The Advisory Group is responsible for providing non-bonding strategic advice to the management of PA in developing the PA LGBTQ Inclusion Strategic Plan.
- 4.1.3 The Advisory Group will support PA in developing, seeking feedback, reviewing and implementing the PA LGBTQ Inclusion Strategic Plan.
- 4.1.4 The Advisory Group will support PA in ensuring initiatives within the strategic plan are implemented.