

## Sport Integrity Unit for Gymnastics New Zealand

### Terms of Reference

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**Title:** Sport Integrity Unit (“SIU”)

**Objective:** To assist the Board in discharging its duties towards implemented integrity policies and associated governance practices. In addition, deliberating a range of integrity threats including doping, illicit drug use, match-fixing, member protection (specifically child protection and complaint handling) and other ethical and integrity issues. To develop and maintain integrity safeguards to mitigate risks.

**Responsible to:** Gymnastics New Zealand Board

**Date:** 4 April 2019

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#### To be read in conjunction with SIU Regulation:

#### Structure:

1. The members of the Sport Integrity Unit (“the SIU”) shall be appointed by the Gymnastics New Zealand Board (“the Board”) and shall consist of six (6) members. These members will consist of: a Chairperson with legal qualifications, the Chief Executive Officer of Gymnastics New Zealand, a Board representative, a gymnastics community representative, an athlete representative, (this is defined as an athlete retired from international competitive gymnastics), and an independent with a background in sport integrity. A 40% gender diversity ratio shall be required.
2. The SIU members, excluding the Chief Executive Officer, are not involved in the day to day management of, nor full-time employees of (and have not been for the past 3 years), and do not have close relationships with any members of the management at Gymnastics New Zealand.
3. A quorum shall be four (4) members, one of whom shall be the SIU Chairperson.
4. Three members of the SIU will be designated Complaints Officers. The role of the SIU Complaints Officers will be to record, read and recommend referral of Complaints to the SIU. These members will consist of:
  - The Chair of the SIU (with legal qualifications);
  - The Chief Executive Officer;
  - One other SIU member.

The SIU Complaints Officers do not have any power to make decisions under Gymnastics New Zealand SIU and Judicial Committees and or Regulations.

**Term:**

5. SIU members (once appointed by the Board) may be changed at the Board's discretion. All changes to SIU members must be recorded in the Board minutes.

**Profile:**

As described in Clause 5.6 of the Gymnastics New Zealand SIU Regulation.

**Operating Principles:**

**The Operating Principles of the SIU will include, but are not limited to the following:**

6. The SIU will continually encourage the improvement of, and adherence to existing policies, procedures and practices at all levels.
7. The SIU will provide an open avenue of communication with the Gymnastics New Zealand Board.
8. The SIU will comply, in conformity, with all of New Zealand's legal, regulatory and statutory laws and requirements.
9. The SIU may have in attendance such members of management and such other persons, as it deems necessary to provide appropriate information and/or evidence.
10. The SIU is authorised to obtain external resources as required to assist with its work, within delegated authority.
11. For the purpose of reporting, the SIU shall meet at least one week prior to every Board meeting to construct the reporting document to include in the Board papers.
12. The SIU meetings shall be minuted.
13. The SIU shall submit an annual report to the Board.
14. The SIU shall annually conduct an assessment of its effectiveness and the contribution of individual committee members. This may reference any policies and procedures that govern/direct the operation of the SIU. This may include independent review. The Board shall determine changes.
15. Excluding its meeting obligations under reporting (11.), the SIU shall meet in accordance with the specifications for meetings as outlined in the SIU regulations.

**Duties and Responsibilities:**

**The Duties and Principles of the SIU will include, but are not limited to the following:**

16. Ensuring the Gymnastics New Zealand integrity policies are up-to-date and readily available to the public.
17. Ensuring existing processes regarding reporting are clear and obvious.

18. Operating in compliance with anti-doping, child protection, sports match-fixing and related corruption policies as developed and documented by appropriate external agencies.
19. The SIU shall conduct any inquiry in accordance to the procedures outlined in the Gymnastics New Zealand Disputes and Disciplinary Procedures Policy, the Gymnastics New Zealand SIU and Judicial Regulations.

**Authority:**

20. The SIU is authorised by the Board to investigate any activity covered by its duties and responsibilities.
21. The SIU is authorised to seek any information it requires from the involved parties.