

Terms of Reference

Osteopaths New Zealand Special Interest Group: Sport, Exercise and Rehabilitation in Osteopathy.

Purpose

This document outlines the terms of reference for the Osteopaths New Zealand (ONZ) Special Interest Group (SIG) for Sport, Exercise, and Rehabilitation in Osteopathy. This SIG aims to foster public awareness, professional collaboration, knowledge exchange, cultural competency and professional development for osteopathic practitioners with a specific interest in this field. The terms of reference provide guidance and structure for the activities and responsibilities of the SIG.

SIG Objectives

To provide osteopaths with a special interest in Sports, Exercise and Rehabilitation with the following services:

- a) Facilitating effective networking and communication among osteopathic practitioners.
- b) Promoting the exchange of knowledge, research, and best practice within the osteopathic community.
- c) Promoting inclusivity, cultural diversity, and equitable health outcomes in the fields of sport, exercise and rehabilitation, by incorporating and respecting the experiences, knowledge and traditions of Māori, Pasifika, Western, and other cultures; and those of the Rainbow community.
- d) Supporting ongoing professional development through the organizing of educational events, workshops, conferences, and webinars.
- e) Providing a platform for discussion and collaboration on specific topics, challenges, and advancements in this field, as they relate to osteopathy.
- f) Fostering strategic relationships and partnerships with other professional organizations, healthcare providers, educators, funders, researchers and other stakeholders also involved in sport, exercise, and rehabilitation.
- g) Supporting research projects and collaborations that explore the intersection of health, culture, and diversity in the field of sport, exercise and rehabilitation.
- h) Engaging in community outreach activities and raising public awareness of the role to be played by osteopaths in this field.
- i) Advocating for SIG members' interests within the context of the ONZ Committee.

Membership

Membership in the SIG is open to all osteopathic practitioners who:

- a) Have a specific interest in sport, exercise, and rehabilitation; and
- b) Have a current Annual Practicing Certificate; and
- c) Are current members of Osteopaths New Zealand.

SIG members are expected to actively participate in the activities of the group, contribute to knowledge sharing, and support the goals and objectives of the SIG.

Membership may be subject to approval or review by the SIG leadership and/or the ONZ Committee.

After the first 12 months, membership may involve payment of an annual fee, which will contribute to the funding of SIG activities.

Leadership and Governance

The SIG shall have a designated leadership team consisting of a Chairperson, Secretary, and Treasurer.

- a) These positions will initially be filled through selection by the ONZ Committee.
- b) Where these positions cannot be adequately filled, the SIG will utilise the services of the ONZL secretariat.
- c) Leadership positions will be held for an initial term of one year.
- d) After this, each position will be filled through a transparent nomination and election process by SIG members.
- e) Ongoing terms of office will cover a two-year period, to ensure diversity, business continuity and fresh perspectives within the SIG.
- f) It is expected that no-one on the Leadership team will have any findings or outstanding investigations against them through the Osteopathic Council, Health & Disability Commissioner, ACC, Privacy Commissioner, or NZ Police at the time of appointment.

Functions of the Leadership Team

The leadership team will be responsible for fostering cultural safety, equity and inclusivity; coordinating and organizing SIG activities, including meetings, events, and communication with SIG members; and guiding the overall direction of the SIG.

Specific functions will include:

ROLE	FUNCTIONS
Chairperson	
Secretary	
Treasurer	

Meetings and Communication

The SIG shall organize regular meetings, either in-person or through virtual platforms, to discuss relevant topics, share research, and exchange ideas.

- a) Meetings will occur on no less than a quarterly basis through the year.
- b) Members will receive reasonable notice of meetings, identifying topics for discussion and guest speakers.
- c) Members will have online access to summaries of key discussion and action points within four weeks of each meeting taking place.

Meetings may include presentations, case discussions, workshops, and discussions focused on sport, exercise, and rehabilitation within osteopathy.

- a) Fees may apply to any such sessions that incur costs (such as payment for guest presenters, use of facilities, IT hire, etc.)

The SIG will establish and maintain effective communication channels, such as email lists, online forums, or social media groups, to facilitate ongoing dialogue, information sharing, and collaboration among SIG members.

- a) It is expected that any communications posted on these shared social media forums will be respectful and always adhere to professional standards.
- b) Any members breaching professional standards and expectations in these forums may have their membership reviewed and potentially revoked by the SIG Leadership team, in collaboration with the ONZ Committee.

The SIG membership shall have access to a dedicated member page on the ONZ website.

- a) The SIG Leadership Team will be responsible for creating and posting contact on this dedicated page, in liaison with the ONZ secretariat, where needed.

The SIG Leadership team will notify the ONZ Committee immediately of any actual or perceived reputational, political, or other risk relating to the profession that may come to light in the course of SIG activities.

Educational Events and Professional Development

The SIG shall organize educational events, such as seminars, workshops, or conferences, to enhance the knowledge and skills of SIG members in sport, exercise, and rehabilitation.

- a) These events may include presentations by experts in the field, practical demonstrations, and hands-on workshops to explore evidence-based approaches to diagnosis, treatment, and rehabilitation in the context of sport and exercise.
- b) The SIG shall actively seek opportunities to collaborate with other professional organizations, academic institutions, and industry partners to provide a diverse range of educational resources and opportunities.
- c) The SIG shall be provided with opportunities to lead sessions at ONZ conferences.
- d) Fees may apply to any such events / sessions that incur costs (such as payment for guest presenters, use of facilities, IT hire, etc.)

Research and Knowledge Exchange

The SIG shall encourage and support research activities related to sport, exercise, and rehabilitation within the osteopathic community.

- a) SIG members shall be encouraged to contribute to the body of knowledge through research projects, case studies, and publications.
- b) The SIG shall facilitate knowledge exchange by organizing research symposia, poster presentations, and online platforms for members to share their research findings and experiences.
- c) The SIG shall advocate for policies, funding opportunities and programmes that promote cultural and LGBTQ+ inclusivity and which address health disparities and inequities across diverse groups within the sporting community.
- d) Fees may apply to any such events / sessions that incur costs (such as payment for guest presenters, use of facilities, IT hire, etc.)

Collaboration and Partnerships

The SIG shall seek opportunities for collaboration and partnerships with relevant professional organizations, sports medicine associations, exercise science institutes, and other stakeholders involved in sport, exercise, and rehabilitation.

Collaborative efforts may include joint events, sharing of resources, and participation in multidisciplinary projects to enhance the understanding and integration of osteopathy in the field of sport, exercise, and rehabilitation.

Financial Management

The SIG Leadership team shall utilise the services of the ONZL Treasurer in managing SIG accounts.

- a) The SIG Treasurer (or Chair, where no SIG Treasurer is appointed) will liaise as needed with the ONZL Treasurer to ensure that all incoming and outgoing SIG funds are properly coded and accounted for.
- b) The SIG Treasurer (or Chair) will ensure the accuracy of all financial transfers and reporting to the ONZL Treasurer.
- c) The ONZL Treasurer will ensure that all SIG funds are ringfenced for the sole use of the SIG.
- d) The ONZL Treasurer will ensure timely transfer of funds to the SIG Leadership team, on request, where this is to accommodate approved SIG functions.
- e) The SIG Treasurer (or Chair) will notify the ONZL Treasurer immediately of any actual or potential financial risks relating to SIG activity.
- f) The SIG Treasurer (or Chair) will liaise with the ONZL Treasurer in the allocation of budgets for specific projects / workshops / conferences, etc., prior to those events taking place.

Evaluation and Review

The SIG shall regularly evaluate its activities, finances, effectiveness, membership and member satisfaction to ensure alignment with the objectives and needs of the osteopathic community interested in sport, exercise, and rehabilitation.

- a) Reviews shall take place annually, using an agreed template.
- b) A summarised report on this evaluation will be provided to the ONZ Committee by close of business on 01 April each year.

Amendment and Adoption of Terms of Reference

The SIG, in collaboration with the ONZ Committee, should review these terms of reference periodically to ensure they remain current, relevant, and reflective of the evolving needs and priorities of the osteopathic profession in sport, exercise, and rehabilitation.

- a) These terms of reference can be amended and communicated through a transparent and consultative process with SIG members.
- b) Amendments should be approved by a majority vote of SIG members before being adopted.
- c) Where a majority vote or quorum cannot be achieved, final decisions will be made between the SIG Leadership Team and the ONZ Committee.

Disestablishment

If the SIG is no longer viable or necessary, a decision to disestablish should be made through a consultative process between the SIG Leadership Team, ONZ Committee and the remaining SIG members.

- a) Disbandment of the SIG shall be communicated to all relevant stakeholders, by the SIG Leadership Team, within 10 working days of that decision.
- b) Any remaining assets or resources shall be appropriately distributed or transferred as agreed between the SIG leadership, ONZ Committee and remaining SIG members.
- c) Any debts will be managed between the SIG Leadership Team and the ONZ secretariat.