



**QUEENSLAND RUGBY UNION**  
**YOUTH LEADERSHIP WORKING GROUP**  
**TERMS OF REFERENCE**

FINAL | APRIL 2026



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## Acknowledgement

This document is adapted from Sport Integrity Australia's Children and Young People Advisory Group Terms of Reference template.



## 1. INTRODUCTION

The Queensland Rugby Union (QRU) Youth Leadership Working Group (YLWG) is established by QRU to receive direct input from children and young people about issues that matter to them in relation to their involvement with QRU. The YLWG provides a youth voice across QRU and supports engagement with other children, young people and adults so that their views can be heard and issues can be addressed.

## 2. NAME OF COMMITTEE

Youth Leadership Working Group (YLWG)

## 3. SAFE AND MEANINGFUL PARTICIPATION (CHILD SAFE STANDARD 2 – VOICE OF CHILDREN)

QRU will support participation that is safe, inclusive and meaningful. This includes:

- giving children and young people real opportunities to be heard and influence decisions
- providing culturally safe ways to participate, including for Aboriginal and Torres Strait Islander children and young people
- offering choice and control (participants can pass on questions, step out or participate in different ways)
- explaining confidentiality in plain English, including limits where someone's safety may be at risk
- using a trauma-aware approach and offering support if discussions raise concerns or distress

## 4. OBJECTIVES

Strengthen the value and contribution of children and young people.

- Represent and advocate for children and young people
- Identify topics and issues that are important to children and young people
- Provide advice and recommendations to QRU on issues relating to rugby and how improvements can be made
- Identify and implement strategies to engage children and young people
- Increase participation of children and young people by improving communication, relationship building and collaboration between children, young people and adults
- Recognise and celebrate the successes and achievements of children and young people involved in the organisation
- Provide an avenue for young people to build skills (teamwork, peer consultation, leadership and governance) and to support pathways into volunteering



## 5. ELIGIBILITY

To be eligible for appointment, a child/young person is required to:

- be aged between 12 and 17 years as at 31 March each year
- be a registered participant (player, coach, volunteer) in rugby
- complete and submit the Youth Leadership Working Group application form by the closing date

The application should address the following criteria:

- interest and passion for issues affecting children and young people in rugby and in the organisation
- willingness to work in a team and participate in group discussions
- ability and willingness to listen, be respectful of others' opinions and be open to different ideas
- ability to represent a broad range of views that reflect diversity within the organisation
- ability and willingness to engage with, and seek feedback from, other children and young people
- capacity and motivation to commit to the YLWG for the required duration

Additional notes:

- no previous leadership experience is required
- applications may be submitted in different formats (e.g. short written response, phone call or video), where appropriate
- support to apply can be provided (e.g. a trusted adult can help explain the form), while ensuring the young person's views remain their own
- if a member turns 18 during their term, they may remain a member until the end of their current term, provided they continue to meet behavioural expectations and participation requirements
- to be reappointed for a further term, a member must still be under 18 on the Eligibility Date for the new term

## 6. SELECTION PROCESS

Selection to the group is made by QRU based on applications received and assessed against the eligibility criteria. If no suitable (or insufficient) applications are received, QRU may re-open applications and/or identify suitable applicants.

- Interviews may be held with applicants 18 years and older
- QRU will seek to appoint children and young people from a broad range of backgrounds, considering different ages, genders, cultural backgrounds, LGBTI+ young people, and children and young people with disabilities

Recruitment and selection will aim to include a broad mix of young people (not only those who are already confident leaders)

QRU will consider accessibility needs and reasonable adjustments so participation is feasible for different young people.



## 7. MEMBERSHIP

The YLWG consists of up to 12 members. In addition, a representative from QRU will sit on the group.

## 8. TERM

Term length

- Members are appointed for a two (2) year staggered term, so that (where possible) approximately half the positions are filled each year to support continuity

Minimum commitment / stepping away

- Members are asked to commit to at least 12 months. A member may step away after 12 months by giving reasonable notice to QRU

Filling vacancies

- If a vacancy occurs, QRU may fill the position for the remainder of the term from a reserve list or by reopening applications

## 9. CHAIRPERSON

A chairperson is selected from within the group by the group.

## 10. MEETINGS

The group will meet approximately three (3) times during the one-year term.

- The schedule of meeting dates, times and venue will be decided by the group once members are appointed. Meetings should not exceed 90 minutes unless prior notice is provided
- QRU will guide the topics for each meeting and prepare a draft agenda (with any supporting materials) for members ahead of time. YLWG members may suggest additional agenda items to ensure the agenda reflects issues that matter to children and young people in rugby
- Meetings may be held face-to-face or online
- Additional meetings may be scheduled at the discretion of the group
- Members are expected to attend scheduled meetings. If a member is unavailable, they should notify the chairperson in advance of the meeting
- Meetings and materials will be provided in accessible formats where needed (e.g. plain language, accessible online options).
- The group will allow adequate time for discussion and participation (including quieter voices)



## **11. MEETING PROCEDURES**

Meeting procedures will be established by the YLWG at the first meeting, noting that QRU will guide meeting topics through the agenda-setting process.

## **12. GUIDING PRINCIPLES AND CODE OF CONDUCT**

The guiding principles and code of conduct will be developed by the YLWG. In developing these principles, the following should be addressed:

- being inclusive
- being respectful
- being open minded
- challenging and exploring
- actively participating and engaging
- committed to improvement
- willingness to share
- team orientated
- punctual, well prepared
- realistic in achievements and outcomes
- no personal agendas

## **13. REPORTING**

A report of each YLWG meeting is to be provided to QRU.

- QRU is to provide feedback to the YLWG on any decision made in relation to recommendations made by the YLWG
- QRU will provide feedback on recommendations
- Where appropriate, QRU will support the YLWG to share outcomes back to other children and young people in rugby