



YOUTH PANEL

Terms of Reference

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Purpose

The CIMSPA Youth Panel exists to ensure the **voice, experiences and perspectives of young people aged 16–25** meaningfully shape the future workforce of the sport and physical activity sector.

The Panel will **guide, challenge and influence** CIMSPA's work so that **youth voice is embedded in strategy, policy, programmes and decision-making**, particularly in relation to **education, career pathways and youth employment**.

Role

The Youth Panel will:

- Represent and champion the perspectives of young people across the sport and physical activity workforce.
- Provide insight, challenge and recommendations to CIMSPA on key priorities, programmes and policies.
- Inform the development of **education pathways, training, careers support and professional standards**, ensuring they reflect the needs of young people.
- Support initiatives focused on **youth employment, access, inclusion and progression** into and within the sector.
- Act as **ambassadors and advocates** for CIMSPA's work with young people, where appropriate.
- Highlight barriers, opportunities and solutions to improve how the education and employment system works for young people entering or progressing in the sector.
- Contribute to a **diverse, inclusive and future-focused** workforce culture.

Scope

The Panel's remit includes (but is not limited to) providing input into the following:

- Youth engagement and participation in the workforce.
- Early careers, access routes and employability.

- Education, training and qualifications.
- Inclusion, equity and representation.
- Workforce wellbeing and support.
- The image and attractiveness of the sector to young people.
- Feedback on CIMSPA tools, resources and campaigns.

The Panel is **advisory**, not statutory. Recommendations will inform CIMSPA strategy and delivery, with feedback provided on how input has been used.

Influence and Accountability

CIMSPA is committed to ensuring the Youth Panel has meaningful influence. Feedback will be provided on how Youth Panel input has informed decisions, including where recommendations cannot be progressed and the reasons for this.

Membership

- **Age:** Members must be aged **16–25** at the point of appointment.
- **Size:** Between **8–14 members** to ensure diversity of thought and representation.
- **Representation:** Members may include:
 - Students
 - Apprentices and trainees
 - Early career professionals
 - Volunteers
 - Young leaders
 - Young people engaged or aspiring to work in the sector

CIMSPA will seek to ensure **diverse representation** across geography, background, ethnicity, gender, disability, and lived experience.

Recruited members do not have to be CIMSPA members but will have the opportunity to access complimentary membership

Recruitment and Term of Membership

- Members will be appointed through an open and transparent recruitment process.
- Standard membership term: **2 years**, with the option to extend where appropriate.
- Members may step down at any time with notice given to the key CIMSPA staff member contact via email to youthpanel@cimspa.co.uk
- In exceptional circumstances, the Youth Panel may co-opt an individual to the Panel where specific skills, knowledge, or experience are required to support the work of the Youth Panel, the relevant sub-committee, the Board, or the wider organisation. Any co-opted member will be subject to an interview process prior to appointment.
- Only members of the Youth Panel have the right to attend Youth Panel meetings. However, other members of CIMSPA's staff team or Board of Trustees may be invited to attend meetings of the Youth Panel on a regular basis and other non-members may be invited by the chair to attend all or part of any meeting as and when appropriate and necessary

Ending Membership

CIMSPA may review membership where engagement is consistently limited without notice, conduct does not align with CIMSPA values, or safeguarding concerns arise. Any such decision will be handled sensitively, fairly and with the welfare of the young person as a priority.

Role and Responsibilities

Youth Panel Members will:

- Actively participate in meetings and discussions.
- Share honest insight and constructive challenge.
- Represent the interests of young people respectfully and professionally.
- Support co-production where appropriate.
- Maintain confidentiality where required.
- Abide by CIMSPA's values, safeguarding and conduct expectations.



- Youth Panel members will fulfil any roles or responsibilities assigned to them as part of their membership of the Youth Panel.

CIMSPA will:

- Provide clear briefings, support and staff facilitation.
- Ensure young people are listened to and their input acted upon.
- Provide accessible opportunities for engagement.
- Offer development opportunities for panel members.

Chairing

- A Chair (and optional Vice Chair) may be appointed from the Panel membership and supported by CIMSPA staff.
- The Chair will help coordinate discussion and act as a key liaison with CIMSPA.

Meetings

- Once the recruitment cycle has finished and members finalised there will be an initial meeting for induction training carried out by a CIMSPA member of staff. Here roles and responsibilities will be identified.
- The Panel will meet **a minimum of 4 times per year** (online or in-person).
- Additional task-and-finish meetings may be convened as needed.
- Meetings will be supported and facilitated by CIMSPA staff.
- Notes and actions will be recorded and shared by either a nominated panel member as 'Meeting Secretary' or the CIMSPA member of staff present at the meetings.

Time Commitment

CIMSPA recognises that Panel members balance education, work and personal commitments. Engagement outside core meetings will be kept proportionate and optional wherever possible.

Decision-making

- The Panel will work collaboratively and seek consensus.
- Where consensus cannot be reached, a majority view will be recorded alongside differing perspectives.
- The quorum for meetings of the Youth Panel shall be 50% of appointed members. Meetings that are not quorate may proceed for discussion purposes only, but no formal decisions may be taken.
- In addition to the minimum number of members, a meeting will only be quorate if either the appointed Chair or Vice Chair is present.

Support, Development and Recognition

CIMSPA will aim to provide:

- Training or induction for Panel members.
- Reasonable expenses for approved participation.
- Opportunities to engage in events, projects and leadership development.
- Recognition of contribution (e.g., references, certificates, CPD opportunities).
- Complimentary Student Membership
- 24-month Development Programme

Safeguarding and Duty of Care

- Safeguarding arrangements will be in place for members under 18 or classed as vulnerable.
- Parental/guardian consent will be secured where required.
- CIMSPA will ensure safe spaces for participation, including online.



Inclusion and Accessibility

CIMSPA is committed to ensuring the Panel is:

- Inclusive
- Representative
- Accessible

Adjustments will be made where required to support participation.

Confidentiality and Conduct

- Members must respect confidentiality where requested.
- Personal data will be managed in line with data protection legislation.
- Consent will be sought before using quotes, case studies or media involving Panel members.
- Members must act respectfully and uphold CIMSPA's values.
- Breaches may result in membership being reviewed.

Review

The Youth Panel Terms of Reference will be reviewed in January 2028 unless a change in policy, governance or other circumstance requires a review prior to this date. They will then be reviewed biennially.





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