

<b>POLICY</b>	<b>Governance</b>
TITLE:	Athletes Commission Terms of Reference
AREA:	Governance
RESPONSIBILITY:	Sports Services Manager
DRAFTED BY:	Chief Executive Officer
DATE APPROVED:	3 November 2017
APPROVED BY:	Paddle Australia
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## 1. PURPOSE STATEMENT

The purpose of the Paddle Australia Athletes Commission (**Commission**) is to provide an additional avenue of communication between those Athletes involved in the disciplines of Sprint, Slalom and Paracanoe, the Chief Executive and the Board of Directors of Paddle Australia. In other disciplines, athlete representation is encouraged on the relevant discipline committees.

## 2. PURPOSE, ROLE AND RESPONSIBILITY

2.1. The role of the Commission is to:

- a. Communicate on behalf of the athlete body any concerns or issues of the athletes.
- b. Offer advice and recommendations to the Board on athlete programs.
- c. Report to the athlete body the outcome of relevant decisions made by Paddle Australia on issues identified by the athlete body through the Commission.
- d. Advise the Board on how athletes can better access opportunities to improve their sporting performances.
- e. Identify and make recommendations on improvements to athlete support and welfare and assist in the implementation of the athlete programs.

2.2. The role of the Commission during the Olympic Games:

For the Olympic Games, the AOC Executive delegates responsibility for its Olympic Team to the appointed Chef de Mission and Executive of the Teams. During the Olympic Games, the relationship between Team members and the IOC Games Organising Committee, International Federations and the AOC is one founded on a contract, being a combination of the Olympic Charter and By-Laws, entry form, International Federation Rules, AOC Constitution and By-Laws and the Team Membership Agreement.

Accordingly, the Paddle Australia Athletes Commission has no role during the Olympic Games. It also has no role in any nomination and selection disputes or any anti-doping or other disciplinary hearings or tribunals involving athletes conducted by Paddle Australia.

## 3. MEETINGS

- 3.1. The Commission shall meet a minimum of two times during the calendar year and through the Chair of the Commission, report the outcomes of its meetings to the Board.
- 3.2. Each member of the Commission is required to attend at least one meeting in any calendar year, failing which the Board may remove such member and replace that member with another person nominated by the Chair of the Commission.
- 3.3. Meetings may be held in person, by telephone or by video-conference, or by any combination of these media.

## 4. COMMUNICATION AND CIRCULATED MOTIONS

- 4.1. If a motion of the Commission is circulated for discussion outside a Commission meeting, the Commission members shall respond to the motion within 2 business days of the date of the email.
- 4.2. If a resolution of the Commission is circulated for a vote by the members of the Commission, outside a Commission meeting, the members of the Commission may pass the resolution by signing a document or providing a form of written consent to the resolution. A resolution in those terms is deemed to have been passed by the Commission.

## 5. ADVICE

- 5.1. The Commission may provide advice to the Board on a range of matters, including but not limited to:
  - a. Paddle Australia, AOC and APC Nomination Criteria (templates) and Selection Criteria (templates)
  - b. Team Membership Agreements for Athletes and officials
  - c. Anti-Doping education and policy
  - d. Team Athlete Liaison Officers
  - e. Attitude seminars
  - f. AOC and APC Programs and Funding Guidelines
  - g. Team Planning
  - h. Team behaviour protocols
  - i. Olympic Village facilities
  - j. Team outfitting
  - k. Team Processing
  - l. The IOC and IPC
  - m. The By-Laws of the AOC and APC (on Team Selection, National Federation Commercial Activities, Anti-Doping and Ethical Behaviour)
  - n. Environment issues
  - o. Privacy Policy

## 6. COMPOSITION

- 6.1. The Commission will comprise a minimum of 6 and a maximum of 9 members consisting:

- a. 1 male and 1 female athlete representing each of the disciplines of Sprint, Slalom and Paracanoe (6 athletes)
  - b. Up to 3 other athletes invited to be members of the Commission based on specific scope/skill set as required.
- 6.2. A member of the Paddle Australia management team or staff, appointed by the CEO, will provide secretarial support to the Commission.

## 7. ELIGIBILITY

- 7.1. To be eligible for appointment to the Athletes Commission a person must be:
- a. At least 18 years of age and must not have been sanctioned for a doping offence during his or her sports career; and
  - b. Be an Australian citizen and a member of a Member Association of Paddle Australia; and
  - c. An athlete that:
    - i. Has been an athlete participant in the Olympic Games or Paralympic Games staged within 8 years of their election or appointment; and/or
    - ii. Has been an athlete participant in at least one of the last two World Championships; and/or
    - iii. Is a current dAIS supported athlete, or a current member of the national squad at the time of their election or appointment; and/or
    - iv. Has competed in the most recent Australian Championship prior to their election or appointment.
  - d. If not elected to the Commission under clause 8 below, an individual who is a member of the:
    - i. AOC Athletes Commission; or
    - ii. APC Athletes Commission; or
    - iii. IOC Athletes Commission; or
    - iv. IPC Athletes Commission; or
    - v. ICF Athletes Commission;shall automatically hold an ex-officio position on the Commission. This individual shall be in addition to the limitation in clause 6.1. above.
  - e. If there are special circumstances, the Athletes Commission may recommend to the PA Board that an individual athlete, who does not meet the above eligibility criteria, be appointed to the Athletes Commission, always subject to clause 6.1. above.
  - f. The appointment of any athlete pursuant to the above clause 7.e. will be subject to the PA Board firstly agreeing that there are special circumstances to be considered, and secondly endorsing any such recommendation from the Athletes Commission.

## 8. ELECTION PROCESS

- 8.1. Election of members of the Athletes Commission shall be conducted according to the following procedure.
- a. The Sprint, Slalom and Paracanoe athletes will each elect 1 male and 1 female athlete to the Athletes Commission consistent with clause 6.1.a. above.
  - b. Elections will normally take place every two years, in even years, at the National Championships of each of the disciplines concerned. Candidates for election will be called for no less than 30 days prior to the first day of the relevant National Championship. All nominations will be advised to the CEO of Paddle Australia no less than 7 days prior to the first day of the relevant National Championship.
  - c. The CEO having received the nominees may nominate additional candidates if it is necessary to meet the composition requirements of the Commission as outlined in clause 6.1.a. above. The CEO will cause the names of each nominated candidate to be recorded on a voting form.
  - d. The elections will take place at an athlete meeting during the relevant National Championships. The date, time and venue of this meeting, together with a list of candidates, will be published on the PA website no less than 5 days prior to the first day of the relevant National Championship. An athlete eligible to vote that is unable to be present in person may lodge their vote via email through the CEO of Paddle Australia.
  - e. Eligible athletes shall place a mark against the name of 1 male and 1 female candidate. Each such mark will count as a vote for the candidate concerned. Should any athlete vote for more than the number of candidates to be elected, then the voting paper and the votes recorded thereon will be void.
  - f. In the event of a tie between candidates that is required to be broken, preference will be given to the youngest candidate.
  - g. The CEO shall announce the results of the election prior to end of the relevant Australian Championship and the elected members shall meet during the Australian Championship to:
    - i. Discuss and agree the names of up to three appointed members as provided for in clause 6.1b. above. Candidates for election that were not elected shall be eligible for appointment.
    - ii. Agree, by ballot if necessary on a proposed Chair and Deputy Chair, to be of opposite gender.

## 9. TERM OF OFFICE

Each person elected or appointed will hold office until the next election of the Commission.

## 10. VACANCIES

Where a casual vacancy occurs, the Commission will fill the vacancy with an athlete meeting the requirements of clause 6 above, being of the same gender and from the same discipline as

the person replaced. The replacement shall hold office for the remainder of the term of office of the person being replaced.

## **11. QUORUM**

A quorum of a meeting of the Commission shall be four (4) persons.

## **12. MINUTES**

Minutes must be prepared, approved by the Chair and circulated to the members within two weeks of a meeting. The minutes must be ratified at the next meeting of the Commission and signed by the Chair of that next meeting.

## **13. BOARD REPORTING**

The Chair of the Athletes Commission will be invited by the Chair of the Board to report to the Board after each meeting of the Commission. The report should cover the findings and recommendations of the Commission. The Chair or Deputy Chair of the Commission may be invited by the Chair of the Board to speak at the General Assembly of Paddle Australia.

## **14. AMENDMENTS TO THE TERMS OF REFERENCE**

The Board may from time to time amend these Terms of Reference to better allow the Commission to perform its functions. The Commission may make recommendations to the Board to amend these Terms of Reference.

## 15. DEFINITIONS

<b>Athlete</b>	Means: <ul style="list-style-type: none"><li>a. At least 18 years of age and must not have been sanctioned for a doping offence during his or her sports career; and</li><li>b. An Australian citizen and a member of a Member Association of Paddle Australia; and</li><li>c. An Athlete that:<ul style="list-style-type: none"><li>i. Has been an athlete participant in the Olympic Games, Paralympic Games or Commonwealth Games staged within 8 years; and/or</li><li>ii. Has been an athlete participant in at least one of the last two World Championships; and/or</li><li>iii. is a current dAIS supported athlete, or a current member of the national squad; and/or</li><li>iv. has competed in the most recent Australian Championships</li></ul></li></ul>
<b>Paddle Australia</b>	Means Paddle Australia Ltd, the recognised governing body for Canoeing in Australia
<b>‘AOC’</b>	Means the Australian Olympic Committee
<b>‘Board’</b>	Means the Paddle Australia Board of Directors
<b>‘Terms of Reference’</b>	Means the Paddle Australia Athletes Commission Terms of Reference 2016
<b>‘Commission’</b>	Means the Paddle Australia Athletes Commission