

TOR	Governance
TITLE:	Athletes Commission Terms of Reference
AREA:	Governance
RESPONSIBILITY:	Sports Services Manager
DRAFTED BY:	Athletes Commission
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1. PURPOSE STATEMENT

The purpose of the Paddle Australia Athletes Commission (Commission) is to provide an avenue to express the Athletes Voice from the Paddle Australia Olympic/Paralympic disciplines of Canoe Sprint, Canoe Slalom and Paracanoe. The Athletes Commission will work with the National Performance Director, CEO and Board of Directors of Paddle Australia.

2. PURPOSE, ROLE AND RESPONSIBILITY

2.1. The role of the Commission is to:

- a. Listen to and communicate on behalf of the athlete body any concerns or issues of the athletes.
- b. Offer advice and recommendations to the Board.
- 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. Limitations to the role of the PA Athletes Commission:

- a. The Commission has no role during the Olympic and Paralympic Games in specific relation to those athletes selected on to the Olympic & Paralympic teams. This role is fulfilled by the AOC Athletes Commission.
- b. The Commission 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.
- c. Where a member of the AC becomes concerned as to the wellbeing of an athlete under point 2.2a and 2.2b, they should ensure an appropriate referral for support.

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.

3.4. Members of the Commission may be invited to attend Paddle Australia board meetings.

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 (or when reasonably practical to do so).
- 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 Board and NPD, AOC and Paralympics Australia Nomination Criteria (templates) and Selection Criteria (templates)
 - b. Team Membership Agreements for athletes and officials
 - c. Anti-doping education and policy
 - d. Integrity matters
 - e. Athlete wellbeing & engagement
 - f. Team planning
 - g. Team behaviour protocols
 - h. Team uniform
 - i. Environment and culture
 - j. Athlete-related Paddle Australia policies
 - k. Athlete branding and commercialisation (where related directly to athletes)

6. COMPOSITION

- 6.1. The Commission will comprise of a minimum of five members, and a maximum of nine (not including ex-officio members).
- 6.2. The composition by discipline will be as follows:
 - a. Sprint Canoe/ Kayak will be represented by a minimum of one female and one male athlete.
 - b. Canoe Slalom will be represented by a minimum of one female and one male athlete.

- c. Paracanoe will be represented by a minimum of one representative.
 - d. Up to three other athletes may be invited to be members of the Commission based on their specific skill set and but whilst also maintaining gender equality in the commission. This will be agreed upon by the Athletes Commission and the Paddle Australia Athlete Wellbeing and Engagement (AWE) Manager (clause 6.6).
 - e. An athlete who currently holds a position on other relevant committees / commissions (as specified in Clause 7.1d below) will hold an Ex Officio position upon the PA Athletes Commission by virtue of this post.
- 6.3. The majority of the members of the Commission must be elected by their peers (categorised athletes).
- 6.4. The Chair of the Commission must be a member who has been elected to the Commission by his or her peers. The Chair of the Commission is selected following a vote from elected members of the commission.
- 6.5. Members of the Athletes Commission may serve for 2 terms, before having to step aside.
- 6.6. The Commission will be supported by the Paddle Australia AWE Manager in all activities. The AWE Manager will be bound by confidentiality in support of the Commission.
- 6.7. 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 violation during his or her sports career; and
 - b. Be an Australian resident 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 Categorised athlete (Podium Potential or above), or a current member of the national team at the time of their election or appointment.
 - d. If not elected to the Commission under clause 8 below, an individual who is a current member of the:
 - i. AIS Athlete Advisory Committee; or
 - ii. AOC Athletes Commission; or
 - iii. Paralympics Australia Athletes Commission; or

- iv. IOC Athletes Commission; or
- v. IPC Athletes Commission; or
- vi. 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.
- g. Issues potentially seen as conflicts of interest will be formally raised and resolved by the commission.

8. ELECTION PROCESS

8.1. Election of members of the Athletes Commission shall be conducted according to the following procedure.

- a. Paddle Australia categorised athletes will vote for their athlete representative from their discipline (sprint/ paracanoe and slalom) to the Athletes Commission consistent with clause 6.2, respectively.
- b. Elections will take place every four years starting in the beginning of an Olympiad, at the National Championships or a predetermined time in the year for each of the disciplines concerned.
- c. The election procedure will be designed and agreed upon by the out-going Athletes Commission with consultation with the CEO and AWE Manager.
- d. An eligible voter is a Paddle Australia Categorised athlete in the specific discipline. An athlete may only vote within their own discipline.
- e. In the event of a tie between candidates that is required to be broken, the Paddle Australia CEO elects the appropriate candidate in consultation with existing members of the commission.
- f. The CEO shall announce the results of the election prior to end of the relevant Australian Championship or at another agreed upon time in the year.
- g. Each person elected or appointed will hold office until the next election of the Commission. Ex officio positions will be held only as a current member of those committees / commission named in 7.1d.
- h. The Chair and Vice- Chair will be elected for a four-year term. When a Chair or Vice-Chair position is vacant the Commission will vote to elect the new representative.

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. This will be agreed upon with the CEO.

11. QUORUM

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

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.

It is recommended that Commission meetings are held a few weeks prior to the next Board meeting. This will enable the Chair or AC present the minutes from our latest meeting.

13. BOARD REPORTING

A member 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 and the 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

Athlete	<p>Means:</p> <ol style="list-style-type: none"> 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. An Australian resident and a member of a Member Association of Paddle Australia; and c. An Athlete that: <ol style="list-style-type: none"> i. Has been an athlete participant in the Olympic Games, Paralympic Games or Commonwealth Games staged within 8 years; and/or ii. Has been an athlete participant in at least one of the last two World Championships; and/or iii. is a current Categorised athlete, or a current member of the national squad;
Paddle Australia	Means Paddle Australia Ltd, the recognised governing body for paddling in Australia
‘AOC’	Means the Australian Olympic Committee
‘Board’	Means the Paddle Australia Board of Directors
‘Terms of Reference’	Means the Paddle Australia Athletes Commission Terms of Reference
‘Commission’	Means the Paddle Australia Athletes Commission
‘Categorised Athlete’	Means an athlete whom is categorised by Paddle Australia.