

# UK Athletics Athletes Commission

## Terms of Reference

### 1. Purpose

- To ensure that the Board of UK Athletics is able to benefit from the perspective and expertise of international athletes in its deliberations and decision making
- To provide international athletes with a formal mechanism for ensuring that their views on important matters are heard at Board level by UK Athletics

### 2. Membership

- The Commission membership shall comprise of up to 12 members elected in accordance with the criteria and election procedures set out below
- The members of the Commission shall elect a Chair, as set out below
- Any British athletes who are members of the International Amateur Athletics Federation Athletes' Commission ("IAAF AC"), European Athletics Athletes' Commission ("EA AC"), British Olympic Association Athletes Commission ("BOAAC"), or the Paralympic GB Athletes Commission shall be ex officio members of the Commission, may attend all meetings but shall not be eligible to vote

### 3. Duties

- At all times make decisions and provide advice based on the best interests of current and future British international athletes
- Where required, to bring matters to the Board of UK Athletics for discussion and or recommendation
- Where required to bring matters to the Performance Oversight Committee for discussion and recommendation
- Where requested provide feedback and guidance on relevant matters to the CEO or Performance Director of UK Athletics
- Proactively help provide an open two way communication channel between UK Athletics and international athletes
- Report formally to the Board of UK Athletics at least once a year
- Annually, provide a written report which will be posted on the UK Athletics website to ensure all athletes are aware of the Commission's activities
- At all times act in a manner which encapsulates the UK Athletics company values of integrity, accountability, respect, quality and communication

### 4. Additional Commission member duties

The Commission Chair will:

- have responsibility for feeding in the Commission's views to the Board, via:
  - Providing regular updates to the UK Athletics Board via the CEO
  - Requesting items be placed on the UK Athletics Board agenda for discussion and attending the relevant Board meeting as required and is appropriate
  - Requesting items be placed on the Performance Oversight Committee agenda and attending the relevant meeting as required and is appropriate
- ensure that feedback from Board meetings in relation to matters relevant to the Commission is made available to all Commission members
- when requested by the UK Athletics CEO or Performance Director, co-ordinate the views and advice of the Commission on specific topics or questions

When the Commission Chair is unavailable the duties above will be carried out by their nominated representative from the Athletes Commission.

One member of the Athletes Commission, normally the Chair, will be nominated by the Commission as an athletes' representative on the UK Members Council. Their nomination will be put forward to Members of UKMC to approve their appointment to UKMC.

## **5. Meetings**

- The Commission shall meet at least twice per year
- The quorum necessary for transaction of the business shall be five
- If the Chair is absent, his/her nominated representative shall act on the Chair's behalf
- Notice of the meeting, including agenda, time and venue plus all relevant meeting papers will be forwarded to each member of the Committee no less than one week prior to the meeting
- Where a decision by vote is required a simple majority will suffice. In the event of a tie, the Chair's vote will be final
- UK Athletics will provide secretariat support to the meeting. The secretariat shall minute the meetings, including attendance, conflicts of interest and proceedings
- Travel expenses to attend meetings will be paid according to UK Athletics expenses policy
- Minutes shall be circulated to all members of the Commission promptly after the meeting

## **Election of Commission members**

### **Criteria for Election as Commission member or Chair**

To be eligible to be elected as a Commission member or Commission Chair, a person must be over the age of 18 and have been accredited and competed as a member of the British Athletics Team not more than six years from the year of election.

### **Requirements for Commission composition**

At any given time, the membership of the Commission (notionally 12) should:

- have at least 33% of members being male and female respectively
- have at least 33% of members from able bodied and Paralympic events respectively
- have at least 15% of members from non-Olympic/Paralympic events
- have at least 33% current international athletes (have competed for GBR in the last 12 months)
- have no more than two athletes from any one event
- ensure that the make-up is representative of the British athletics team in terms of BAME

### **Election Process**

- Four commission members will be elected to represent respectively Olympic podium and podium potential and Paralympic podium and podium potential by their WCP peers. Nominations will be for two years subject to the individual being on the level of funding they are nominated for. In the case of an individual being removed from funding or their funding level changed, a new representative will be nominated.
  - If there are no Paralympic podium potential nominations, two Paralympic Podium athletes will be nominated, one of whom who ideally has experience of being on podium potential.
- WCP athletes are also eligible to stand for election via the process set out below.
- Every two years 50% of the other Commission members will complete his or her term of office and accordingly four membership positions will be subject to re-election

All British athletes who have competed for a British Athletics team within the past six years and are over 18 will be eligible to stand for election as a Commission member on condition they also meet the following criteria:

- evidence of their commitment to fulfilling the objects and representing the values of UK Athletics;
- evidence of skills and competencies required for the fulfilment of the duties of Commission member;
- there is no reason to believe that if elected, the candidate would bring UK Athletics into disrepute
- not have served a ban from the sport
- All British athletes who have competed for a British Athletics team within the past six years and are over 18 will be able to vote on the candidates standing for election as Commission member
- Current Commission members may stand for a second term as long as they still meet the eligibility criteria
- The formal election procedures will be administered by UK Athletics and will consist of as a minimum:
  - Electronic call for applicants, also published on the British Athletics website and in Athletics Weekly
  - Applicants to submit a one page A4 summary outlining their suitability for the role
  - Confidential voting to be done on line, with the link being sent to all known eligible athletes on the UKA database
  - Formal election of Commission members will be done via majority voting subject to meeting the Commission composition requirements listed above

#### **Criteria for Election as Commission Chair**

- Every four years, the Commission Chair will complete his/her term of office and accordingly the position of Commission Chair will be subject to re-election
- All Athlete Commission members will be eligible to stand for election as Commission Chair on condition they also meet the following criteria:
  - evidence of skills and competencies required for the fulfilment of the duties of Chair of the Commission
- Ex officio members of the Commission are not eligible to stand for election as Commission Chair unless they are also a full Commission member having been nominated or elected by their peers to that role
- One year prior to the commencement of their role a Chair elect will be elected by the Commission members to shadow the existing Chair and to be supported in developing into the role
- The Chair may stand for a second four year term as long as they still meet the eligibility criteria
- The formal election procedures will be administered by UK Athletics and will consist of (subject to the number of interested candidates):
  - Formal call for those interested from the Commission to stand as Chair
  - Applicants to submit a one page A4 summary of their suitability for the role
  - A confidential vote to be taken by Commission members excluding those standing as candidates. If everyone wishes to be a candidate it will be addressed at the time

### **Formation of the Athletes Commission**

On the formation of the Athletes Commission, all members will be invited to stand for two years, after which four positions will be open for re-election (chosen either via choice or lots), with the remaining four members serving a three year first term.

The inaugural Chair will be elected from within the first group of elected Commission members and will be Chair for an initial term of four years.

Those chosen to serve for three years will then be able to serve for a further two year term if re-elected.

### **Maximum term of office**

Subject to meeting the eligibility criteria at the time of nomination/election (ie serve two consecutive terms):

Chair – eight years

Member – four \*\* years (ten years including any term as Chair)

\*\* Except for any members who are appointed at the time the Commission is set up who may serve for five years if their first term is for three years

### **Effectiveness review**

At two yearly intervals from 2019 onwards, the Athletes Commission members, UK Board representatives and senior Performance staff will review the effectiveness of the Commission and put forward the Terms of Reference to the Board for approval, including any amendments as required.

**Approved by the Board: 3 November 2016**