

# UK Athletics Athletes Commission

## Terms of Reference

### 1. Purpose

- To ensure that UK Athletics can benefit from the perspective and expertise of GB and NI international team athletes in its deliberations and decision making
- To provide GB and NI international team athletes with a formal mechanism for ensuring that their views on important matters are raised with UK Athletics.

### 2. Membership

- Members are appointed based on the following attributes:
  - evidence of their commitment to fulfilling the objects and representing the values of athletics in the UK and UK Athletics;
  - evidence of skills and competencies required for the fulfilment of the duties of Commission member; and
  - there is no reason to believe that if appointed, the candidate would bring athletics in the UK or UK Athletics into disrepute
- Full Membership
  - The Commission membership shall comprise of up to 12 members appointed in accordance with the criteria and procedures set out in these Terms of Reference and as follows:
    - Athletes who have competed for a GB and NI international team within the past six years and are over 18 (“Athletes”) will be eligible to be a member, with the date of competition being on or after the 1<sup>st</sup> January in the year that was six years before the year in which nominations for candidates are being sought.
    - Membership of the Commission will be removed in the event that at least 75% of the other Commission members acting together resolve that the member should not be a member of the Commission
    - Athletes would be considered ineligible if they have committed an offence under applicable sporting rules, including any anti-doping rule violation, which UK Athletics considers makes membership inappropriate. If a member commits a such an offence whilst serving on the Commission, they will be removed from membership
    - Members will serve two-year terms, up to a maximum total of 8 years, the Chair to serve a four-year term (which may mean the maximum is extended to enable full term of service).
- Ex Officio Membership
  - Any current or former Athletes who are members of the World Athletics Athletes’ Commission (“WA AC”), European Athletics Athletes’ Commission (“EA AC”), British Olympic Association Athletes Commission (“BOA AC”), the Paralympic GB Athletes Commission, and/or members of the Athletics Association Board and the UKA ED&I Athlete Advocate Group shall be ex officio members of the Commission, they may attend all meetings but shall not be eligible to vote
- Chair
  - One member of the Commission will be appointed as Chair in accordance with the regulations below

### **3. Duties of Commission and Commission Members**

The Commission and Commission members will:

- At all times make decisions and provide advice based on the best interests of current and/or future Athletes
- Bring matters to the attention of UK Athletics for discussion and or recommendation, through the CEO, Performance Director or otherwise as UK Athletics determines appropriate, including through regular dialogue with the CEO, Performance Director or other appropriate executive of UK Athletics
- Proactively help provide an open two-way communication channel between UK Athletics and Athletes
- Provide an observer for senior GB and NI international team and WCP selection process meetings and otherwise as requested.
- 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 values of athletics in the UK and UK Athletics and promotes in an open, transparent and equal manner the sport of athletics and the interests of Athletes

### **4. Additional Duties of Chair**

The Commission Chair will:

- have responsibility for feeding in the Commission's views to the CEO and Performance Director or otherwise, via:
  - Having regular dialogue with the CEO and Performance Director and/or other executives
  - Providing regular updates to the UK Athletics Board as requested, and at least annually
  - Liaising with the CEO on items be placed on the UK Athletics Board agenda for discussion and attending relevant Board meetings as an Observer as defined by the Board
  - Contributing to working groups, committees, consultation processes and otherwise as requested by UK Athletics
- ensure that information generally and feedback is made available to all Commission members to enable open and transparent discussion and co-ordinating the views, recommendations and advice of the Commission on specific topics or questions
- generally ensuring the efficient operation of the Commission in its work
- where the Commission identify that UK Athletics are not engaging with the Commission as expected through these terms of reference then the Chair of the Commission should raise these concerns with the Chair of the Board of UK Athletics for resolution

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

### **5. Meetings**

The meeting requirements for the Commission are that:

- The Commission shall meet at least twice per year
- The quorum necessary for transaction of the business shall be five

- Meetings may be in one location or through calls or video conferencing as the Chair decides
- 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 Commission 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 and accommodation expenses to attend meetings will be paid according to UK Athletics expenses policy and subject to a duty to have regard to the best use of finances
- Minutes shall be circulated to all members of the Commission promptly after the meeting

## **6. Requirements for Commission composition**

At any given time, the membership of the Commission and therefore any election processes will be established in order to achieve a diverse Commission.

- There will be at least 4 male and 4 female members
- There will be at least 4 current or former able bodied and 4 current or former Paralympic Athletes
- There will be at least 4 individuals from a BAME (Black, Asian, Minority Ethnic) background that reflects the current ethnicity profile of Athletes
- There must be at least 4 current Athletes (meaning an Athletes who at the date of an election has competed for a GB and NI international team in the last 12 months)
- have at least 4 current (at the time of appointment) World Class Programme members with representation ideally drawn from both Olympic and Paralympic podium and podium potential athletes.
- There must be at least 2 members from non-Olympic Games/Paralympic Games athletics events
- There must be no more than two athletes total from any one event
- These criteria are not mutually exclusive, and any member of the Commission can satisfy more than one of these criteria.

## **7. Nomination and Election Process**

The election procedure for membership will follow the following process:

- Publication of vacant posts and an electronic call for applicants, also published on the British Athletics website and social media, and in Athletics Weekly
- Applicants will be asked to submit relevant personal information and a personal statement (not to exceed 200 words) outlining their suitability for the role
- If there are more nominees than vacant spots, then formal confidential voting will be held with all known eligible Athletes who are registered as such with UK Athletics being asked to vote.
- Formal election of Commission members will be done via majority voting subject to meeting the Commission composition requirements listed above

## **8. Nomination and Appointment as Commission Chair**

The process for the nomination and appointment of the Chair of the Commission is as follows:

- Every four years, the Commission Chair will complete his/her term of office and accordingly the position of Commission Chair will be subject to reappointment

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

- 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 appointment as Commission Chair unless they are also a full Commission member having been nominated or elected by their peers to that 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 summary of their suitability for the role (not to exceed one page)
  - 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

### **Maximum term of office**

Chair – maximum of eight years

Member – maximum of eight years in total (ten years including any term as Chair) \*\*

### **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:** 18<sup>th</sup> August 2020