

NEW ZEALAND OLYMPIC COMMITTEE ATHLETES' COMMISSION

TERMS OF REFERENCE

1. PURPOSE

The Athletes Commission (AC) is established and maintained by the New Zealand Olympic Committee (NZOC) according to the NZOC constitution and the IOC Guidelines relating to Athletes' Commissions. The purpose of the AC is to ensure that the views of New Zealand's Olympic and Commonwealth Games athletes are represented and heard within the NZOC.

2. ROLE

The AC is a consultative body which acts as the athletes' voice within the NZOC in accordance with the Olympic Charter. It shall provide a representative and advice to the Board of the NZOC with respect to all matters impacting on New Zealand's Olympic and Commonwealth Games athletes.

3. OBJECTIVES AND ACTIVITIES

The Objectives of the AC are to:

- Actively support the work of the organisation on all matters relating to Olympic and Commonwealth Games operations, performance and policy;
- Consider questions and issues relating to athletes and provide advice to the NZOC;
- Represent the rights and interests of athletes and participate in NZOC consultation and decision-making as required;
- Contribute to co-operation, development and advocacy within the Olympic Movement and connect with other NOC Athletes' Commissions, the IOC Athletes' Commission and the CGF athlete representative groups;
- To help ensure that a suitable and effective range of services exists to support athletes lives during and beyond Games time and competitive sport; and
- Supporting athletes to achieve success.

In this context the AC may provide the NZOC Board the following on all matters within its scope:

- Offer or give advice;
- Offer an opinion;
- Make a recommendation;
- Consult; or
- Give information or notice.

To fulfil its role the AC may work with the NZOC in the following activities, without limitation:

- Ensure the athletes' perspective is heard at the Board table of NZOC and other national Bodies;
- Advise on various areas within Team Operations and Performance including (without limitation); Games village environment and activities, athlete agreement, performance services, uniform, planning, workshops, communication;
- Policy and by-laws of the NZOC including (without limitation): anti-doping, selection, eligibility, ethical behaviour, commercial activity;
- Advice on services including (without limitation): medical support, life skills and career aspects, life-long engagement with and support of Olympians/athletes;
- Participate in programs relating to the training and appointment of personnel to the athlete support role at Olympic and Commonwealth Games;
- Consider such other matters relating to issues impacting on Athletes as may be referred to it by the CEO or the Board of the NZOC;
- Communicate with athletes within the Olympic and Commonwealth Games communities; and
- Interacting with IOC, CGF, WADA, their respective Athlete Commissions (if any) and other entities from time to time as appropriate

4. COMPOSITION

The AC will comprise a maximum of 10 and a minimum of 8 athletes, ensuring an appropriate skills mix and a balance in relation to gender, summer and winter sports, non-Olympic Commonwealth Games sports, team and individual sports, and Paralympic athletes. The composition will be based on the following criteria:

- 4 members elected at (or around) each Olympic Summer Games by the athletes who are members of the NZ Olympic Team competing at those Olympic Summer Games;
- 2 members elected at (or around) each Olympic Winter Games by the athletes who are members of the NZ Olympic Team competing at those Olympic Winter Games;
- 1 member elected from the Paralympic NZ (PNZ) movement, by the athletes who are members of the NZ Paralympic Team, competing at the most recent summer and winter Paralympic Games;
- 1 member from a non-Olympic Commonwealth Games sport elected at each Commonwealth Games by the athletes who are members of the NZ Commonwealth Games Team competing at those Commonwealth Games;
- Up to 2 members who may be appointed at any time by the CEO/NZOC Board (this will be done in consultation with AC Chairperson);
- A maximum of 2 athletes from any one sport;
- Not less than 3 athletes of any one gender;
- Member of the IOC Athletes' Commission and CGF Board/Athletes Commission (ex-officio); and
- In the event of a member's resignation or a member being unable to carry out their duties as a member of the AC, that elected member will be replaced for the duration of the term. The AC Chair, in consultation with the SG of the NZOC, will choose a replacement from among other athletes not elected at the previous election.

5. ELIGIBILITY

To be eligible for election or appointment to the AC an athlete must:

- Be at least 16 years of age;
- Not have been sanctioned for a doping offence in their sporting career;
- *Either*: be a participant in the Summer Olympic Games/Paralympic Games, the Winter Olympic Games/Paralympic Games, or the Commonwealth Games during the year in which the election is held; *or* have participated in at least one of the previous two Games;
- Be able to demonstrate they have many of the following desirable skills, knowledge and experience to assist the AC fulfil its objectives and activities:
 - Clear written and/or verbal communication skills;
 - Highly developed interpersonal and relationship building skills;
 - Capable of working without direct supervision both individually and within a team environment;
 - Knowledge of and interest in the Olympic movement and NZ high performance sports culture;
 - Passionate about the development of the Olympic Values and athlete interests; and
 - Mature personality, able to handle confidential information and contrasting opinions.
- Be available to attend (either in person or by Skype) a minimum of three meetings per year.

6. ELECTION PROCESS

- All athletes participating as part of the New Zealand Olympic, Commonwealth Games or Paralympic team are eligible to vote.
- Athletes are given an AC information sheet as part of a “Welcome Pack” on arrival into the Athletes Village. This one page info sheet outlines the core functions of the AC, the current members and encourages athletes to get in touch with the NZOC should they wish to put their hand up for the online election.
- Any athlete wishing to stand is sent an AC member position description and a link to an online expression of interest form to complete.
- The elections will be held by online survey shortly after the conclusion of the Games. This process minimises Games time disruption, especially for those athletes who wish to stand for election who are also competing at the Games.
- The AC Chair is determined via a vote of by AC members (in consultation with SG)
- NZOC AC Board Rep is as per new Constitution (ie; AC shall determine from within its membership the most suitable candidate for the NZOC Board Appointments Panel for assessment relative to the criteria outlined in 16:8 in the constitution). This candidate, if endorsed, is recommended to the General Assembly by the BAP and voted on. If the candidate is unsuccessful at any stage the process will be repeated to find another candidate.

7. TERMS OF OFFICE

- Each person elected will hold office for four years, commencing the day after their election
- An appointed person will hold office for a period of four years from the date of their appointment
- A maximum of three consecutive terms

- The Chair and Vice Chair will hold office for four years and, if eligible, can serve a maximum of two terms and can stand for the AC again

8. MEETINGS

- The Secretary of the AC shall be appointed by the Chair of the AC
- Meetings shall be held not less than three times a year
- Chair will report the AC's recommendations and findings to the NZOC CEO and if requested summarise the AC's activities and findings to the NZOC Board
- The AC may have in attendance the CEO of the NZOC and/or other such persons including external advisers, as it considers necessary to provide appropriate information and advice
- Voting will be by majority, with the chairperson having a casting vote if required

9. AUTHORITIES

- The AC does not have the power of authority to make a decision in the NZOC Board's name or on its behalf
- The AC is authorised by the NZOC Board. At the expense of the NZOC, provided such expense is identified within the AC's agreed budget, to obtain such outside information and advice as it thinks necessary for carrying out its responsibilities
- NZOC will provide assistance and resource to the AC for the furtherance of the AC's goals and activities
- The AC will undertake an annual self-review of its objectives and responsibilities. Such objectives and responsibilities will also be reviewed by the NZOC Board and CEO annually
- The AC and Board may review the Terms of Reference from time to time as per the NZOC Policies and Procedures.

10. REPRESENTATION

- The AC is entitled to have 2 delegates attend, speak and vote at the NZOC's General Assembly. Other AC members may attend as observers by arrangement with the NZOC CEO
- The AC is represented on the NZOC Board by one member, identified as per the NZOC Constitution, who shall have the right to have a vote within the NZOC