

National Olympians Association

Start-up Guide

To form a National Olympians Association, you will need

1. support and recognition from your NOC,
2. to engage with your Olympians
3. to determine a formal organisational structure such as
 - a. either a Commission within your NOC,
 - b. or an independent legal entity in your country
4. and apply for membership to WOA.

1. NOC Support

As a starting point, inform your National Olympic Committee (NOC) and its Athletes' Commission of your intention to form a National Olympians Association.

Your NOC would have a database of Olympians that have represented your nation at the Olympic Games and could help in reaching out to Olympians.

2. Engage with your Olympians

Your NOA is only as good as the Olympians who are involved and empowered to contribute to your NOA. Communicating with them is one of the crucial first steps.

Have a look in the NOA Guide under [Member Engagement](#) to determine the best approach in reaching out to your fellow Olympians.

Any Olympian is uniquely qualified to start a new NOA. It would require time commitment to establish the NOA, good organisational skills and willingness to connect with other Olympians.

Your NOC and WOA are also resources that are available to you.

Organise a First Meeting

The first meeting consists of a group of Olympians who are interested in forming the NOA.

During this meeting,

- Select a temporary presiding officer to lead the meeting
- Select a temporary secretary to take minutes of the meeting
- Prepare a statement of purpose (objectives and activities) for the NOA
- Determine the organisational structure for the NOA
- Review the Terms of Reference or Constitution

- Determine the duties of the Executive Committee and/or Members
- Plan and organise the General Assembly

3a. Form a Commission as part of your NOC

Similar to an NOC Athletes' Commission, you can propose to your NOC to form an Olympians' Commission. The best person to reach out to in your NOC would likely be the staff member that oversees the Athletes' Commission.

Work with your NOC to determine the structure for appointment or election of Olympians to be the members of the Commission. You will also need to have a Terms of Reference of which you can find an example [here](#).

Being fully integrated into your NOC would ensure alignment with the NOC vision, with a focus on empowering Olympians in your country.

3b. Register a legal entity.

Alternatively, you can look to form a Legal Entity similar to your National Olympic Committee (NOC) such as a non-profit corporation, club, association, or other entity appropriate in your country. Ask your NOC for help with this or any part of the process if you need it.

You may use the [sample NOA Constitution](#) from WOA or create your own. You may change any part of the Sample Constitution. However, the wording, or similar wording, in Articles 1 and 3 must remain. Any additional wording in those Articles must not contradict the existing wording.

When you intend to create your NOA logo, please refer to [Branding and Marketing](#) in the NOA Guide. Please also speak to the WOA team who can further assist you in this.

Organise a General Assembly

The temporary officers continue to serve until the Executive Committee is elected.

You can use the [Event Checklist](#) as a guideline. Your most important audience are the Olympians in your country. Notify them by sending them an email or letter with the following information:

- Event details such as date, time, venue and purpose
- Contact update form / RSVP form
- Agenda of Meeting
 - Roll call
 - Forming an Association
 - Agreeing the Terms of Reference or Constitution
 - Elections to the Executive committee
 - NOA upcoming plans
 - Any other matters for discussion

You could also have an [OLY presentation](#) as part of the General Assembly.

It would be good to invite representatives from your NOC and any other [relevant stakeholders](#) to your General Assembly as well.

During the General Assembly,

take attendance of Olympians that are present and also invite them to register for membership to the Association.

Discuss and approve the Terms of Reference (ToR) or Constitution, elect the Executive Committee Members as per your ToR or Constitution, and set out plans for the Association.

The first matter of order for the newly elected Executive Committee will be to complete the Contact Form and for each to sign the [Code of Conduct](#). These documents are available in the NOA Guide or contact WOA if you require any template documents.

The elected Secretary or an executive committee member should document the official minutes of the General Assembly meeting with all the decisions made as well as records of members in attendance.

More information on [Leadership and Governance](#) can be found in the NOA Guide.

NOC Recognition

After the General Assembly, set up a meeting with your NOC. Inform your NOC of the decisions made at the General Assembly, discuss the [Olympic Properties Agreement](#) and also request for a Letter or Recognition signed by an official from your NOC. You can provide them with the sample [NOC Letter of Recognition](#) if needed.

4. Apply for membership to WOA.

To complete your application for WOA membership, submit the following documents to info@thewoa.org:

- WOA Membership Application Letter
- NOC Letter of Recognition
- NOA Executive Committee Contact Information
- NOA Terms of Reference or Constitution
- NOA General Assembly Minutes

If you require support or have questions any step along the way, please contact the WOA team at info@thewoa.org.