



**commonwealth  
sport**

Athletes Advisory Commission

Terms of Reference

*Approved 21 February 2020; revised January 28, 2021.*

## **1. DEFINITIONS AND INTERPRETATION**

- 1.1 “AAC” means the Athletes Advisory Commission of the CGF;
- 1.2 “athlete” means an athlete who has competed in the Commonwealth Games;
- 1.3 “CGA” means a Commonwealth Games Association which is a member in good standing of the CGF;
- 1.4 “CGF” means the Commonwealth Games Federation;
- 1.5 “CGF Articles” means the Articles of Association of the CGF in force from time to time;
- 1.6 “Commonwealth Sport” refers to the activities, programmes and initiatives of the CGF;
- 1.7 “EB” means the CGF Executive Board;
- 1.8 “Games” or “Commonwealth Games” means the flagship Commonwealth Games and the Commonwealth Youth Games;
- 1.9 “RVP” means a Regional Vice President of the CGF.
- 1.10 the singular includes the plural and vice versa and any gender includes any other gender.

## **2. PURPOSE**

- 2.1 The AAC is established to engage and represent the views and interests of athletes and to provide advice to the EB on all athlete matters in order to achieve and deliver truly athlete-centred and Sport-focused Games, providing the best possible sporting experience for all participating athletes of the Commonwealth Games.

## **3. OBJECTIVES**

- 3.1 The AAC shall promote the values of the Commonwealth and the CGF to athletes and ensure engagement with Commonwealth Sport.
- 3.2 The AAC, as an integral part of the CGF governance structure and represented at the EB level, will be an influential voice to ensure strong connectivity between athletes and administrators and that the ideas and

needs of the athletes are presented and understood by the EB. To this end, the AAC will:

- 3.2.1 consider all issues and opportunities relevant to athletes;
  - 3.2.2 develop strategies to optimise the engagement and well-being of athletes in relation to all aspects of Commonwealth Sport;
  - 3.2.3 actively support the work of EB;
  - 3.2.4 develop mechanisms and provide guidance to connect with athletes to represent their interests;
  - 3.2.5 consider athlete matters and requirements across all areas of Games planning and delivery;
  - 3.2.6 provide timely advice and make recommendations to the EB on the matters referred to above and such other matters as may be required or necessary from time to time.
- 3.3 The Regional Representatives referred to in Article 4.1.1.2 shall collaborate with the RVP of their region to promote the work of the AAC in their respective regions.

#### **4. COMPOSITION**

##### **4.1 Membership**

- 4.1.1 The AAC shall comprise eight persons. The members of the AAC shall be:
  - 4.1.1.1 The Chair appointed in accordance with article 4.3.
  - 4.1.1.2 Six Regional Representatives appointed in accordance with article 4.4.
  - 4.1.1.3 One Para-Athlete Representative appointed in accordance with article 4.5.
- 4.1.2 EB shall ensure that appointments to AAC comply with the gender and other eligibility requirements set out in the CGF's Constitutional Documents.

##### **4.2 Eligibility**

- 4.2.1 In order to be eligible for appointment:

- 4.2.1.1 the Chair must be an athlete who satisfies the eligibility requirements of the Athletes' Representative in the CGF Articles;
- 4.2.1.2 the other AAC members must be athletes who have competed in one of the three most recent Commonwealth Games in their first term of office; and in the case of the Para-Athlete Representative, have competed in a para-sport in one of the three most recent Commonwealth Games in their first term of office;
- 4.2.2 AAC members are expected to have competencies appropriate to the scope of the AAC's mandate. The composition of the AAC must ensure that there is an appropriate skills mix and a balance in relation to gender, sports, team and individual sports and para-sport. Notwithstanding the generality of the foregoing, AAC members shall:
  - 4.2.2.1 be at least 16 years of age;
  - 4.2.2.2 not have been sanctioned for an anti-doping rule violation in relation to the World Anti-Doping Code in their sporting career whether as an athlete or in any other capacity;
  - 4.2.2.3 not have been sanctioned for any ethical violations relating to Sport, including but not limited to the manipulation of competitions.
  - 4.2.2.4 be willing to be bound by the CGF's Code of Ethics and Conduct and related integrity policies in force from time to time.
  - 4.2.2.5 be able to demonstrate that they have many of the following desirable skills, knowledge, experience and personal attributes to assist the AAC in fulfilling its mandate:
    - (a) clear written and verbal communication skills;
    - (b) competent information and communication technology skills;
    - (c) highly developed interpersonal and relationship-building skills;
    - (d) capacity to work without direct supervision both individually and within a team environment;
    - (e) knowledge of and interest in Commonwealth Sport;
    - (f) passion about the development of the Commonwealth Sport values and athlete interests;

- (g) mature, responsible and measured personality, able to handle confidential information and contrasting opinions.

#### 4.3 **AAC Chair**

- 4.3.1 The EB shall invite CGAs to nominate candidates for appointment as the Athletes Representative on the EB and shall appoint an Athletes Representative pursuant to the CGF's Articles and in accordance with the CGF's Appointments Policy. The appointment shall be made at the earliest possible EB meeting following the election of EB members in the year following the Commonwealth Games. The Athletes Representative on the EB shall be the Chair of the AAC.

#### 4.4 **Regional Representatives**

- 4.4.1 Subject to the provisions of the CGF's Appointments Policy, the following process shall apply to the appointment of the six Regional Representatives on the AAC:

- 4.4.1.1 The RVP of each region shall invite nominations from CGAs of that region for candidates as the Regional Representative on the AAC.

- 4.4.1.2 Each CGA may nominate up to two athletes, one of whom shall be male and the other female;

- 4.4.1.3 The RVP shall review the nominations and may recommend up to two candidates for appointment as the Regional Representative.

- 4.4.1.4 If one candidate is recommended, that candidate shall be appointed by the EB as a member of the AAC and the AAC Regional Representative for the applicable region.

- 4.4.1.5 If two candidates are recommended by the RVP, one shall be male and the other female and they shall be from different countries. The EB shall appoint the candidate recommended pursuant to the CGF Appointments Policy as a member of the AAC and the AAC Regional Representative for the applicable region.

#### 4.5 **Para-Athlete Representative**

- 4.5.1 Subject to the provisions of the CGF's Appointments Policy, the following process shall apply to the appointment of the Para-Athlete Representative on the AAC:

- 4.5.2 The RVP of each region shall invite nominations from CGAs of that region for candidates as the Para-Athlete Representative on the AAC. If a CGA submits more than one candidate then both male and female candidates must be submitted for consideration.
- 4.5.3 The RVP shall review the nominations and may recommend one candidate for appointment as the Para-Athlete Representative.
- 4.5.4 The EB shall appoint the candidate recommended as the Para- Athlete on the AAC pursuant to the CGF Appointments Policy and noting that the membership of the AAC should not comprise of more than one representative from any one CGA.

## **5 TENURE AND TERM LIMITS**

- 5.1 Subject to articles 5.2 and 5.3, AAC members shall be appointed to hold office for a term not exceeding 4 years.
- 5.2 The AAC Chair and three AAC Regional Representatives (to be drawn by lot) shall retire from the AAC at the conclusion of the General Assembly in 2019. The term of the persons appointed to fill these vacancies shall expire at the conclusion of the General Assembly in 2023.
- 5.3 The remaining four AAC Regional Representatives shall retire from the AAC at the conclusion of the General Assembly in 2021. The term of the persons appointed to fill these vacancies shall expire at the conclusion of the General Assembly in 2025.
- 5.4 Thereafter, AAC members shall retire at the conclusion of the fourth General Assembly following their appointment or until their respective successors are appointed.
- 5.5 AAC members are eligible for re-appointment for one consecutive term:
- (a) in the case of the Chair, if qualified under the CGF Articles, and
  - (b) in the case of the other AAC members, if their re-appointment would not result in their serving as an AAC member when the last Games in which they competed is more than four times removed from the most recent Games.
- 5.6 The EB may fill any vacancy that may arise on the AAC and the individual so appointed shall hold office for the unexpired term of their predecessor. When an AAC member is appointed to fill a vacancy on the AAC and:

- (a) the unexpired term of their predecessor in office is equal to half or more of the term for which the predecessor was appointed, the unexpired term shall constitute a full term and the AAC member may serve only one additional consecutive term following completion of the filled vacancy term;
  - (b) the unexpired term of their predecessor in office is less than half of the term for which the predecessor was appointed, the unexpired term shall not constitute a full term and the AAC member may serve two additional consecutive terms following completion of the filled vacancy term.
- 5.7 The office of the AAC Chair or AAC Member shall be vacated if:
- (a) by notice in writing they resign their office;
  - (b) they are removed from office by the EB;
  - (c) they do not attend three consecutive meetings of the AAC, unless the AAC otherwise determine;
  - (d) they have been sanctioned for an anti-doping rule violation in relation to the World Anti-Doping Code;
  - (e) they have been sanctioned for a breach of CGF's Code of Ethics and Conduct or related integrity policies;

## 6. **MEETINGS**

- 6.1 The AAC shall meet no less than twice a year. At least one meeting shall be by attendance in person at the CGF General Assembly or the Commonwealth Games.
- 6.2 Notice of the time and place of every meeting shall be given in writing or by email or other electronic communication to each member at least 30 days prior to the time fixed for such meeting. Meetings may be held at any time without formal notice if all the members are present or those absent waive notice to signify their consent in writing to the meeting being held in their absence.
- 6.3 A quorum shall be five AAC members including the Chair.
- 6.4 Decisions will be reached by consensus. Where consensus cannot be reached, a majority vote will prevail. All AAC members are entitled to vote. In the case of a tie, the Chair will have the casting vote.

- 65 An AAC member may participate in a meeting of the AAC by means of any electronic communication facilities as permit all persons participating in the meeting to hear each other and a member participating in such a meeting by such means is deemed to be present at the meeting.
- 66 The AAC may make a decision without holding a meeting if:
- 6.6.1 the Chair has taken all reasonable steps to make all the other AAC members aware of the matter and need for a decision;
  - 6.6.2 the AAC members have had a reasonable opportunity to communicate their views on the matter and the required decision to each other; and
  - 6.6.3 a majority of the members of the AAC vote in favour of a particular decision on a matter.
- 67 AAC members participating in the taking of a decision otherwise than at an AAC meeting may be in different places, and participate at different times, and communicate with each other by any means, electronic or otherwise; and a decision of the AAC taken in accordance with article 6.5 and this article shall be as valid and effective as if it had been taken at a duly convened and held AAC meeting,
- 68 The AAC may invite other persons, including independent experts and EB members to attend meetings, provided however that the CGF President may attend all AAC meetings.

## **7. REPORTING**

- 7.1 The Chair shall present the AAC's advice to the EB and shall report on the AAC's activities, findings and recommendations to the EB and activities and findings to the CGF General Assembly as required.

## **8. CONDUCT**

- 8.1 All AAC members and persons invited to attend AAC meetings by invitation shall be subject to certain confidentiality requirements as determined by the EB and may be required to sign a confidentiality agreement.
- 8.2 If in the opinion of the EB an AAC member has or may have, or if an AAC member has or may have, a potential or actual conflict of interest in relation to the AAC or the EB:



- 8.2.1 the AAC member must disclose the nature of the conflict of interest to the AAC and the EB; and
  - 8.2.2 the AAC member may not participate in any discussions, voting or decisions of the AAC which may be affected by the conflict of interest, unless permitted to do so by the EB;
- 83 if there is any conflict between article 8.2 and the CGF's Code of Ethics and Conduct and related integrity policies, the Code of Ethics and Conduct and related integrity policies shall prevail.

## **9. INDEPENDENT EXPERTS**

- 9.1 The AAC may from time to time co-opt such independent experts as it deems necessary to advise, guide and assist the AAC in fulfilling its mandate.

## **10. RESOURCES**

- 10.1 The EB will facilitate all AAC meetings and will assign an administrator to provide secretarial support to the AAC.
- 10.2 The AAC Administrator shall keep minutes of all meetings and decisions of the AAC and shall be responsible for timeously circulating the same to all AAC members and the EB and to such other persons as may be required. The AAC Administrator shall keep all minutes, decisions and other communication of the AAC confidential until otherwise directed.

## **11. REVIEW OF TERMS OF REFERENCE**

- 11.1 The AAC shall review its Terms of Reference as and when deemed necessary by the EB.

Approved by the Executive Board on 21 February 2020 and revised on 28 January 2021.