

## OAA Commission Member Guidelines

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Drafted by	Policy working group	Approved by Council	17/08/2021
Responsible person	Matt Mahon	Reviewed date	2 August 2023
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### Introduction

These guidelines aim to provide some initial information for Commission Members to help ensure there is a basic understanding of Oceania Athletics Association and its functions and interface with the Commission, as well as expectations, responsibilities and entitlements for Commission Members.

These guidelines are split into 3 sections:

- Section 1 – Commission Member duties, powers and responsibilities
- Section 2 – Oceania Athletics Association Headquarters
- Section 3 – Commission logistics and policies

*These Guidelines refer to all Oceania Athletics Association Commissions, Committees/Associations, Working Groups.*

### 1.0 Section 1 - Commission Member duties, Powers and Responsibilities

In accordance with its powers under Article (14.2) of the Oceania Athletics Association Constitution and Rule 5 of the Governance Rules, the Council established three (3) Commissions: Athletes', Competition and Development.

A Commission's primary role is to advise Council on matters in its realm of expertise. A Commission may, if requested, also provide expertise and advice to the President, Executive Board, Executive Director and other Commissions, Working Groups and Committees/Associations. Commissions are accountable to Council.

A Commission, as advisory to the Council, has no authority to make decisions for or on behalf of Council or Oceania Athletics Association, and has no authority to incur expense or bind Oceania Athletics Association to any financial or other commitments.

The specific scope, duties and responsibilities of each Commission are set out in their respective Terms of Reference in detail. This includes the need for each Commission to develop a 4-year plan aligned with the Oceania Athletics Association Strategic Plan, setting out the work and specific outcomes to be achieved during this term, and priorities for the Commission on an annual basis.

#### 1.1 Expectations and Duties

Members of the Commission are appointed to their position to share their expertise to advise Council and serve OAA. They are expected to use their abilities, knowledge, and experience to work towards the objectives of the Constitution for the good of the global sport. Commission members are not considered representatives of a particular Member Federation.

## 1.2 Attendance

Commission Members are expected to attend each meeting of the Commission (in person or using technology) unless excused by the Chairperson, and actively participate in Commission meetings as in matters undertaken by the Commission between meetings. Commission Members should be adequately prepared for each Commission meeting in order to participate effectively and constructively input.

## 1.3 Compliance

Commission Members are OAA Officials, who are bound by the Integrity Code of Conduct, as well as the Constitution, Rules and Regulations of World Athletics. This includes abiding by principles of conduct relating to integrity, equality, dignity, good faith, conflicts of interest, improper association, and neutrality.

The overarching principle of ethical compliance is that only conduct which is in the best interests of OAA and protects or enhances the integrity and reputation of Athletics is acceptable when acting as an OAA Official. They are described in the Integrity Code of Conduct, the Vetting Rules and the Conflicts, Disclosures and Gift Rules (which are [available here](#)).

As OAA Officials, Commission Members are required to disclose interests, conflict or potential conflicts and gifts as set out in the Conflicts, Disclosures and Gift Rules. This is to avoid situations that could trigger a potential breach of the rules, leading to a referral to the Athletics Integrity Unit.

It is also the responsibility of each Commission Member to ensure that their details are updated as applicable by informing the OAA Executive Director Ms Yvonne Mullins, who can be contacted via:

Email: [yvonne@oceaniaathletics.com](mailto:yvonne@oceaniaathletics.com)

Mobile: +61 418 885 496

## 2.0 Section 2 – Oceania Athletics Association Headquarters

### 2.1. Headquarters

The OAA HQ is located at 124 Varsity Parade, Varsity Lakes, QLD, Australia 4226

Executive Director

Yvonne Mullins – [yvonne@oceaniaathletics.com](mailto:yvonne@oceaniaathletics.com)

Competition Manager

Tom O’Shaughnessy – [competitions@oceaniaathletics.com](mailto:competitions@oceaniaathletics.com)

Performance Manager

Alison Fairweather – [hptc@oceaniaathletics.com](mailto:hptc@oceaniaathletics.com)

Development Manager

Regan Kama – [development@oceaniaathletics.com](mailto:development@oceaniaathletics.com)

Media and Communications Officer

Cassie Sims – [media@oceaniaathletics.com](mailto:media@oceaniaathletics.com)

## 2.2. Specific support from HQ

To provide each Commission with adequate support to carry out its duties, each Commission will have dedicated resource from HQ through a designated staff member (Staff Lead):

Competition Commission

Tom O’Shaughnessy – [competitions@oceaniaathletics.com](mailto:competitions@oceaniaathletics.com)

Athletes’ Commission

Alison Fairweather – [hptc@oceaniaathletics.com](mailto:hptc@oceaniaathletics.com)

Development Commission

Regan Kama – [development@oceaniaathletics.com](mailto:development@oceaniaathletics.com)

## 3.0 Section 3 – Commission Logistics and Policies

Commission meeting dates are notified as far in advance as possible, typically at least two (2) months. A schedule of dates will be agreed at first meeting.

### 3.1. Meeting Materials

For Commission meetings, agendas and materials will be circulated in advance, by no later than one (1) week before the meeting. No hard copies of meeting materials are printed unless requested.

A summary of the key actions and decisions taken, and a final pack of Commission meeting materials including the PowerPoint will be sent out within a week after the meeting.

### 3.2. Travel

When on OAA business, each Commission Member is entitled to travel from their home-city airport to the relevant destination in accordance with Clause 3.2 of these Guidelines. For journeys that involve circuitous routing or extra stops, the Commission Members will be responsible for any additional cost.

The proposed carriers and travel itineraries will be based on the best fare available to OAA and bookings, as well as the issuing of tickets, will be done by the OAA travel agent (unless a Commission Member wishes to purchase their own ticket – see below).

In principle, Commission Members will be contacted by the relevant Staff Lead concerning their travel by no later than two months before the scheduled date of departure to establish:

- If they will be travelling alone or accompanied; or
- If OAA will issue their travel or if they will secure their own arrangements.

If travel arrangements are made by OAA, Commission Members will receive a proposed itinerary to which they are requested to reply to within three (3) days to lock in the fare base and allow for prompt issue of the ticket(s). The proposed itinerary will be based on arrival and departures the day before and after the date of the meeting.

Once an itinerary is confirmed and ticket issued, if a Commission Member changes the routing or timing of their travel, they will be responsible for any additional cost.

Should a Commission Member wish to book and purchase their own air travel, they should submit the fare and itinerary to the relevant Staff Lead. This information will be submitted to the travel agent for review. If the submitted fare is:

- Equivalent or lower than the one which could be obtained by OAA, the amount of the refund will be confirmed to the Commission Member; or
- Higher than the OAA fare, the refund to the Commission Member will be based on the OAA fare.

If Commission Members opt to secure their own travel, the OAA travel agent will not be able to assist with their booking.

The policy concerning travel as detailed above is applicable when Commission Members are on official OAA business (i.e., as set out in the section above in Attendance).

Mindful of the expense of long-haul international travel, as well as the increased costs for all travel organised last minute, Commission Members are requested to be reactive and respond promptly to travel-related matters from HQ. If a response is not received within the requested period, the Commission Member may be liable for any additional difference in fare.

### 3.3. Accommodation

The cost of full-board accommodation for Commission Members for the official meeting period (typically based on arrivals and departures the day before and after the meeting) is covered by OAA.

- *Accommodation:* Each Commission Member is entitled to one shared twin room at a designated motel. Any other costs, e.g., for additional rooms, and extras such as laundry are at the Commission Member's expense and should be settled at checkout from the accommodation.

### 3.4. Insurance

OAA does not offer insurance, it is up to the Commission Member to source from their own respective country.

### 3.5. Finances

#### 3.5.1 Fees

Commission Members who are not OAA Council Members, will receive a per diem allowance of AUD100 for the official days of the in-person meetings in accordance with existing OAA policy.

OAA Council Members will only receive a per diem allowance of AUD100 for the official days of the in-person meetings if the Commission meeting is not aligned with an OAA Council Meeting in accordance with the existing OAA policy.

#### 3.5.2 Reimbursements / Payments

Excluding exceptional cases, payments and/or reimbursements for airfare allowances (if applicable) will be done via bank transfer, usually after the event.

For travel reimbursements, Commission Members must submit to the relevant Staff Lead an invoice and the e-ticket and boarding pass. Payment is made by bank transfer after the event only upon presentation of the invoice, e-ticket and boarding pass.

#### 3.5.3 Bank Transfer Details

Commission Members are responsible for keeping their designated bank account details up to date with the OAA office.

Any questions related to finances should be directed to the OAA Executive Director, Ms Yvonne Mullins (email: [yvonne@oceaniaathletics.com](mailto:yvonne@oceaniaathletics.com)).

### 3.6. Commercial Partnerships

Commission Members are requested to be mindful when on official business of the importance of loyalty to Official OAA Partners and Suppliers.

### 3.7. Contact Details

Commission Members are requested to submit their current contact details and to keep HQ updated of any changes. All information should be submitted to the Executive Director [yvonne@oceaniaathletics.com](mailto:yvonne@oceaniaathletics.com).