

OAA Athletes' Commission

TERMS OF REFERENCE

Policy number	2022/05	Version	03
Drafted by	Policy working group	Approved by Council	01/06/2022
Responsible person	Matt Mahon	Reviewed date	30/07/2024
		Scheduled review date	July 2025

1. Establishment and Commencement

- 1.1. The OAA Athlete Commission (the Commission) is established by and reports to the Council in accordance with Article 14 of the Oceania Athletics Association (OAA) Constitution.
- 1.2. These Terms of Reference are made in accordance with Article 14 of the Constitution. In addition, the OAA's "Commissions, Committees and Working Groups Practices and Procedures Policy" applies where relevant.
- 1.3. These Terms of Reference were approved by the Council in June 2022 and are effective from that date.

2. Role

- 2.1 The role of the Commission is to provide advice and recommendations to Council that contribute the perspectives of athletes in Oceania to the Association in fulfilling out its objects.

3. Membership

- 3.1 From its commencement in 2019 the Commission will have up to seven (7) members, appointed by Council.
- 3.2 From 2024, Four (4) members will be elected by accredited athletes at the Oceania Area Championships and then be appointed by Council to the Commission. Council will also appoint three (3) other members from nominations received from Member Federations.
- 3.3 Council, in its absolute discretion, shall appoint the Chairperson of the Commission.
- 3.4 In accordance with the Constitution, the appointed Chairperson of the Commission shall be a member of Council.
- 3.5 The Chairperson shall be ultimately responsible for the work and outcomes of the Commission.
- 3.6 The OAA President shall be an "ex officio" member of the Commission.

3.7 The members of the Commission were elected at the OAA Championships and appointed by Council in July 2024 until the next OAA Athletes Commission Election to take place in 2028 are:

Dame Valerie Adams	New Zealand	Chairperson
Alex Beddoes	Cook Islands	Deputy Chair
Regine Tugade	Guam	Elected
Chloe David	Vanuatu	Elected
Alexandra Hulley	Australia	Appointed
Pol-Élie Raoult	French Polynesia	Appointed
Henry Frayne	Australia	Ex-Officio
Robin Sapong-Eugenio	Northern Marianas	Ex-Officio

3.8 In the event that any member of the Commission resigns or is unable to continue their membership of the Commission, the Commission may appoint another person to fill any vacancy arising.

3.9 The Executive Director, following consultation and agreement with the Chairperson of the Commission, shall appoint an OAA staff member to be the staff lead for the Commission.

4. Responsibilities

4.1. The Commission is responsible for reviewing and making recommendations to Council on the following:

During the first four (4) months post approval of the Terms of Reference, the Commission will develop a proposed four (4) year Plan for submission to Council for approval. This Plan shall be reviewed, and where appropriate, revised annually, to ensure alignment with the Strategic Plan.

- 4.1.1. Strategies to promote and support programmes that ensure that the athlete community has an effective voice in the decision-making processes at the Area and National level.
- 4.1.2. Proposals for athlete scholarships, education and other support programmes offered or proposed to be developed by the OAA.
- 4.1.3. Promoting and advocating for the rights and interests of athletes within the sport of Athletics at both the Area and National level.
- 4.1.4. Promoting and advancing an even playing field for the athletes including one which is clean, inclusive, safe and upholds the highest ethical standards.
- 4.1.5. Nominating members of the Commission to participate in other Commissions, working groups and other bodies within OAA, as required.
- 4.1.6. Consulting and liaising with athletes and other persons and entities within Athletics and other athletes from other sports, including other Athlete Commissions.
- 4.1.7. Any organisational issues that may affect athletes at an Area and Regional Championships or other competitions under the control of the OAA.
- 4.1.8. Providing input and feedback into the review and implementation of the Oceania Athletics Strategic Plan, particularly where it impacts on, and it relates to athletes.
- 4.1.9. The scope and development of policies related to medical and health and science issues affecting athletes.

- 4.1.10. Collaboration with the Development and Competition Commissions and the Area Development Centre to ensure athletes' education, support and competition opportunities are offered and provided at an appropriate level in the Area.
- 4.2. The Commission will also carry out other tasks and activities, relating to its roles and responsibilities, as may be requested by Council.
- 4.3. In discharging its responsibilities, the Commission will also liaise and consult with other Committees and Commissions on issues relating to athletes' interests, where appropriate.

5. Duties of Commission Members

- 5.1 Oceania Athletics Interests: In undertaking any work in connection with the Athletes' Commission, each Commission member will act for the benefit of and in the best interests of Oceania Athletics.
- 5.2 Participation: Commission members will attend each meeting of the Athletes' Commission (in person or using technology) unless excused by the Chairperson. Each Commission member shall actively participate in Commission meetings and in matters undertaken by the Commission between meetings. Commission members must be adequately prepared for each Commission meeting in order to participate effectively and constructively.
- 5.3 Oceania Area Officials: Commission members are Oceania Area Officials, who are bound by the OAA Code of Conduct, as well as the Constitution, Rules, Regulations and Policies of Oceania Athletics. This includes abiding by principles of conduct related to integrity, equality, dignity, good faith, conflicts of interest, benefits, and neutrality.
- 5.4 Members to be available to serve on other OAA Commissions as appointed.

6. Term and Removal

- 6.1. A member of the Commission may resign prior to the expiry of their term of office by giving not less than one (1) months' notice in writing to the Commission Chairperson, President and the Executive Director.
- 6.2. A Commission Member may be removed from the Commission prior to the expiry of their term of office, by decision of the Council (after first affording the Commission Member natural justice) on the recommendation to the President from the Commission Chairperson (or if it is the Chairperson to be removed, on the recommendation from the President):
 - a) If they are no longer eligible,
 - b) For breach of this Policy or any other Rules or Regulations; or,
 - c) For any other act or conduct that, in the opinion of Council, brings the Commission or the Association into disrepute.

6.4 In addition, a Commission Member shall be deemed to have vacated their position if, during their term, they:

- Die; or,
- Is absent from two (2) or more meetings of the Commission without prior approval of the Commission Chairperson.

7. Reporting

7.1. The Chairperson of the Commission will report on the Commissions activities to Council at least twice per year. In addition, the Chairperson will be responsible for the preparation of a report that will form part of the Council report to the General Congress of the Association.

8. Meetings and Procedure

8.1. **Meetings:** The Commission should meet at least two (2) times each year to undertake its work and to fulfil its responsibilities. At least once should be in person if possible and subject to budget and otherwise using technology.

8.1.1 In consultation with the Chairperson of the Commission, the support staff will be responsible for establishing the meeting schedule and coordinating the presentation of topics and materials for consideration or review.

8.1.2 Members should be given at least 3 months' notice of the date and venue of meetings to be held in person and at least 14 days' notice for meetings using technology unless urgency requires adjustment.

8.2. **Organisation:** The agenda and all relevant papers will be circulated to all members by the support staff at least one week in advance of the meeting.

8.3. **Quorum:** The quorum for the meeting will be a majority of the total number of members of the Commission and any decisions on any recommendations or advice to Council will be determined by consensus.

8.4. **Decisions:** The decisions of the Athletes' Commission should generally be made by consensus. If a consensus cannot be reached and a vote is required, each Commission member will have one vote. Voting by proxy is not permitted. A majority of votes in favour of an action by those Commission members present at a meeting is required for it to be passed. In the event of an equality of votes, the Chairperson will have both a deliberative and a casting vote.

8.5. **Minutes:** Minutes of all meetings of the Commission will be taken and finalised in consultation with the Chairperson and sent to all members of the Commission within one month of the meeting. Any amendments to the Minutes will be agreed at the next meeting of the Commission and will be noted accordingly.

8.6. **Confidentiality:** All meetings and the work of the Commissions are confidential. No documents, information, discussion and decisions made at a Commission meeting or otherwise exchanged or agreed in connection with the work of the Commission, shall be disclosed to any other person (other than the relevant appointed staff secretariat/liaison for the Commission) unless authorised to do so by: -

- a) The Chairperson of the Commission, or,
- b) The relevant Commission or Committee, or,
- c) The Council, or
- d) The matter is in the public domain, or
- e) Such disclosure is required by law or any applicable authority, including the Constitution, Rules, Regulations and Policies of the OAA.

9. Authority

- 9.1. The Commission is an advisory body to the Council and has no authority to make decisions for or on behalf of the Council or the Oceania Athletics Association and has no authority to incur any expense or bind the Oceania Athletics Association to any financial or other commitments.
- 9.2. The Athletes' Commission, and its members, shall neither represent Oceania Athletics (unless they do so in another Oceania Athletics official capacity such as the President or Council Members or as requested to do so by Oceania Athletics), nor engage any person on behalf of Oceania Athletics, unless in accordance with these Terms of Reference or as prior approved by the Council.

10. Administration

- 10.1. Commission Members will be reimbursed such expenses and be provided with other allowances in accordance with OAA policies.
- 10.2. Should any logistical arrangements for any travel, accommodation and insurance for attendance by members at Commission meetings need to be made, then they will be organised in accordance with OAA policies.
- 10.3. The OAA, through the Staff Lead to the Commission will ensure that documents relevant to the work of the Commission will be provided to the Commission.