

# Gymnastics Canada – Athletes’ Commission

## Terms of Reference

### PURPOSE

The purpose of the Athletes’ Commission (“AC”) shall be to represent and promote the views and interests of the national team and Gymnastics Canada (“GCG”) athletes in general in an effort to ensure the views and interest of athletes are represented in furthering the objectives of GCG to be one of the leading gymnastics federations in the world.

### AUTHORITY

- The AC is an active advisor to the Board of Directors of GCG (the “Board”) through the athlete representative(s) to the Board. The AC may establish sub-committees to deal with specific issues in relation to the mandate of the AC. The AC will exercise its authority in accordance with the direction of the Board, as well as the bylaws and policies of GCG, in addition to the provisions set out in this Terms of Reference.
- Representatives of the AC shall use all reasonable efforts to represent the interests of GCG athletes generally and shall avoid utilizing the AC to purely further their own interests where in conflict with the interests of GCG athletes in general. Further, they must respect the confidentiality of athletes represented by the AC.

### OBJECTIVES

1. Ensure that athletes participate in a constructive manner in the decision-making and feedback processes of GCG.
2. Ensure, to the greatest extent possible, that GCG policies and programs meet the needs of the athletes by engaging in the following:
  - Providing representatives to the Board, GCG committees, and other bodies where athlete representation is an integral element. i.e. Technical Committee, etc.;
  - Presenting the views and positions of the athletes to the relevant decision-making body on issues identified by the AC as affecting athlete performance or well-being;
  - Submitting an annual report to the Board and for the Annual General Meeting (AGM); to provide constructive feedback on factors that directly or indirectly affect athletes such as training, competition, selection criteria, and planning;
  - Providing athlete representation to the Board;
  - Providing input prior to approval on key documents/policies/topics directly or indirectly affecting athletes; including but not limited to: athlete agreements, team selection, AAP Nomination Criteria, etc., through their respective Technical Committees;
  - Providing athlete representation to the AGM and any Special General Meeting of GCG;
  - Ensuring there is a formal athlete meeting at the AGM, as well as other meetings from time to time at events where quorum can be maintained, to provide an opportunity for discussions and information exchange among athletes. The foregoing shall not be construed as preventing the solicitation of the views of athletes on an informal basis that does not constitute a properly convened meeting;

- Developing various forums and platforms in which athletes may share and develop information or ideas as they relate to the development or well-being of the athletes at all levels;
- Developing leadership succession and skills within the athlete community as a whole and within GCG;
- Selecting one athlete to attend the AthletesCAN Forum annually;
- Recommending athlete representation, where appropriate, to external agencies including but not limited to the AthletesCAN Board of Directors, and the Canadian Olympic Committee Athletes' Commission when possible;
- Representing the athletes on the GCG Safe Sport Committee as well as raising concerns with respect to the well-being of athletes to such committee and/or the Board as appropriate;
- Being available as a resource to athletes for any reason whatsoever, including, without limitation, all matters relating to the performance and well-being of the athletes.

## COMPOSITION

The Athletes' Commission shall consist of a maximum of *four (4)* members elected from:

- "Eligible Members":
  - AC eligibility includes all Senior National Team athletes;
  - Retired gymnasts may remain eligible for a period of two years following their retirement.

The AC may also request a GCG staff member to attend AC meetings in a non-voting (ex-officio) administrative capacity.

The members of the Athletes' Commission shall include:

- No less than one male;
- No less than one female;
- No less than one athlete from each discipline (MAG,WAG,RG,TG); and,
- No less than two (2) active athletes and up to two (2) retired gymnasts meeting the criteria set forth above; and,
- Regional representation where possible.

The roles on the Athletes' Commission shall be as follows:

- Chair, to be filled by the then appointed GCG athlete representative to the Board;
- Vice-Chair;
- Secretary;
- Any other representative as deemed necessary or desirable to adequately represent the various interest groups affected by the purpose of the Athletes' Commission. i.e. Liaison to the Junior and Development national teams.

## NOMINATION AND ELECTION PROCEDURES

The election process will take place by email vote and will be facilitated by the then appointed GCG athlete representative to the Board, in accordance with the following:

1. The election will take place in October each year;
2. A call for interested candidates must be declared by mid-September;

3. Candidates must provide a resume not to exceed one (1) page;
4. The GCG athlete representative will conduct the email vote election for each **discipline athlete representative** (“DAR”) position. In such vote the athlete representative will circulate the vote and provide timelines for responses. The athlete representative shall be empowered to extend the time should they believe in good faith that inadequate response has been received. The athlete representative may also ask a member of the Board to act as scrutineer;
5. Each DAR will be elected by their own discipline members;
6. The athlete representative will announce the results to the Board for confirmation and then there will be communication to the GCG membership;
7. If a situation exists where there is no interested candidate from a particular discipline resulting in no DAR, the other members of the AC may appoint a member from the discipline to the position or keep it vacant as the AC may determine.

## **TERM**

1. For the first election of the AC, the DARs for WAG and TG will be elected for a one (1) year term. The DARs for MAG and RG will be elected for a two (2) year term;
2. Thereafter, AC members shall be elected for a two (2) year term;
3. AC members can serve up to a maximum of three (3) terms;
4. Athletes may be removed from the AC in the following ways:
  - Violation of GCG’s Code of Conduct and Ethics Policy;
  - A vote of non-confidence supported by at least three-quarters of the AC members;
  - A vote of non-confidence supported by at least three-quarters of the DARs discipline members;
  - Resignation. Should a member of the AC not be able to complete their term of office, the next interested candidate from their discipline at the time of elections would be asked to join the AC. If there were no other interested candidates then the current AC can appoint a member to fill the position or keep it vacant.

## **ROLES & RESPONSIBILITIES**

1. The AC shall:
  - Abide by the terms of membership under the Bylaws of GCG which it is acknowledged and agreed includes the GCG’s rules, regulations, policies, and procedures;
  - Ensure that the current national team athletes are democratically, faithfully, and fairly represented; and
  - Have a structure that ensures a democratic election of members.
2. At the first meeting of the AC following their election, vacant officer roles shall be elected or appointed by the members of the AC including:
  - Chair, to be filled by the current GCG athlete rep;
  - Vice-Chair;
  - Secretary;
  - Any other representative as deemed necessary or desirable to adequately represent the various interest groups affected by the purpose of the AC. i.e. Liaison to the junior and development national teams.

**The Chair shall:**

- Be the chair of the AC and represent the AC to the GCG Chief Technical Officer, GCG High Performance Director, Board, GCG staff, coaches, and officials in addition to the GCG AGM;
- Prepare meeting agendas and preside at all meetings of the AC;
- Have the general and active management of the affairs of the AC;
- See that all orders and resolutions of the AC members are carried into effect; and
- Disseminate pertinent information to and from the AC and NSO/Board of Directors.

**The Vice-Chair shall:**

- Perform the duties and exercise the powers of the Chair in the absence or disability of the Chair; and
- Perform such other duties as may from time to time be directed by members.

**The Secretary shall:**

- Serve as the alternate for the Chair / Vice-Chair if ever required; and
- Ensure that minutes and action items from each meeting of the AC are prepared and distributed as needed.

**Other roles of the AC:**

- The AC may appoint one member to be a liaison to the Junior GCG Athletes and one member to be the liaison for athletes who are associated with the NCAA should the AC determine this to be beneficial from time to time;
- Each DAR will represent the AC on their respective Technical Committees;
- Each DAR will communicate with their respective discipline members;
- Any AC member attending a conference or forum must provide a submission to the AC in order to share information from that conference or forum with other gymnasts;
- The duties of all other members of the AC shall be such as the AC properly requires of them;
- The members shall serve as such without remuneration and no member shall directly or indirectly receive any profit from their position as such; provided that a member may be paid reasonable expenses incurred by them in the performance of their duties with prior approval from GCG.

**GOVERNANCE & OPERATIONS**

- The AC members will meet by telephone, online, or in person. Meetings will be as called by the Chair, Vice-Chair, or any two (2) members of the AC at any time. Minutes shall be taken at all official meetings;
- Notice of the time and place for the holding of a meeting shall be given on not less than 48 hours if notice is given by telephone or electronic correspondence;
- No notice shall be necessary if enough members are present to constitute quorum, and the non-present members do not object to the holding of the meeting; or
- The members may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A notice of the members fixing the place and time of such regular meetings shall be sent to each member forthwith after being set, but no other notice shall be required;
- There shall be at least four (4) meetings per year of the AC members, including one at the GCG

- AGM and more as required;
- A majority of members, but no less than three (3) members, shall constitute a quorum for meetings. Any meeting at which a quorum is present shall be competent to exercise all or any of the authorities, powers, and discretions by or under the terms of reference of the AC;
  - Each member is authorized to exercise one (1) vote.

## **RESOURCES**

1. The AC will receive the necessary resources from GCG to fulfill its mandate within the financial constraints and budgetary process of GCG, and may, from time to time, have staff persons assigned to assist the AC with its work where possible.
2. GCG is responsible for funding the AC members annually for the following meetings.
  - i. One (1) individual to attend the AthletesCAN Forum.
  - ii. Four (4) individuals to attend the GCG AGM.
  - iii. Conference calls as needed from time to time.

## **APPROVAL**

These Terms of Reference were approved by [x] on [date].

## **REVIEW**

The Athletes' Commission will review these Terms of Reference on an as needed basis and will make changes if necessary.