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**TERMS OF REFERENCE TEMPLATE** ­

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*A Terms of Reference (TOR) should be developed and reviewed regularly for each major Athlete Representative (AR) position of the NSO (i.e. Athlete Representative, Athlete Director, Athletes’ Council Chair, etc.). The TOR should include guidelines for the eligibility and terms of the position, as well as the election process of the position. The following is a template of what sections should be included in a TOR with examples.*

**Terms of Reference**

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| **Purpose** | *This section should explain the what, why and how of the AR role.*  **Example:**   * *The Athlete Representative (AR) is an elected representative of the athletes and the foundational mechanism for direct athlete feedback to the organization.* * *The purpose of the AR is to represent and promote the views and interests of the various national team athletes of [NSO] to [NSO]’s Board of Directors and management on all issues which directly or indirectly affect athletes at the high performance level.* * *The AR will represent the voice of the [NSO]’s high performance athletes within his or her scope of authority (full spectrum of disciplines, discipline specific, gender specific, team specific, etc.) and will assist the organization in its fulfillment of its mission and the pursuit of an athlete-centered sport environment.* * *Representatives of the AC shall not take stands on issues or represent themselves as the AR in areas of personal interest having no connection with official AR responsibilities and shall ensure the views, comments and opinions of their teammates are communicated as appropriate.* |
| **Eligibility** | *This section outlines the criteria a member must meet in order to be eligible to run for the AR position.*  **Example:**  *“ELIGIBLE MEMBERS”:*   * *Any able-bodied or para senior national team athlete actively competing, who has been officially invited to and/or represented Canada at the Olympic/Paralympic Games, Pan/Parapan Am Games, Commonwealth Games, World Championships, and/or World Cup event in the calendar year prior to the call for nominations (as defined below); and/or* * *Any able-bodied or para senior national team athlete actively competing, who, in the event that any of the above listed events or a discipline thereof is cancelled or is not offered in a given year, is the top ranked athlete in their discipline as determined by [NSO]’s selection criteria, policies and/or official ranking; and/or* * *Athletes in [NSO]’s high performance athlete training program, if any such program exists, who are listed by [NSO] as enrolled in the program;* * *An Eligible Member must be a current registrant of [NSO].*   *“ELIGIBLE ALUMNI MEMBERS”:*   * *Alumni of any of the above senior national teams from within the last two years\*, who are not employed by [NSO] and/or actively coaching at the national or international level.*   \* Timelines can be variable and adjusted to the unique requirements of each NSO and their athlete members; however, AthletesCAN strongly recommends an AR who has been an active athlete on the National Team within the previous 8 years, at maximum. |
| **Nomination and Election Procedures** | *This section describes the process by which a member is nominated for the potential AR position and how the election is to be run.*  **Example:**   * *A male and female representative will be elected to fill two (2) AR positions OR a male and female from each discipline will be elected to fill [number] Athlete Representative positions.* * *Eligible Members must reside in Canada during their term.* * *Election of the AR position(s) will take place in the 1st and 3rd year of the quadrennial.* * *Eligible Members (as defined above) will be called upon electronically to make nominations no less than thirty (30) days prior to [election date].* * *An Eligible Member may nominate himself or herself for an AR position.* * *After receipt of nominations, the eligible nominee(s) will be notified. The nominees will be called upon to accept or reject their nominations.* * *An electronic election will be held with the names of the eligible nominee(s) that have accepted their nominations. Eligible Members hold one (1) vote each. Eligible Members and/or Eligible Alumni Members who received the most votes will be appointed to the available AR position(s).* |
| **Term** | *This section specifies the length and number of terms an AR may hold their position. It may also include additional points relevant to term eligibility, such as reasons a term may end prematurely.*  **Example:**   * *Thereafter, AR members shall be elected for a two (2) year term.* * *AR members can serve up to a maximum of three (3) terms.* * *Athletes may be removed from the AR position in the following ways.*   *– Violation of [NSO]’s Code of Conduct and Ethics Policy.*  *– A vote of non-confidence supported by at least three-quarters of the eligible members.*  *– Resignation, in which case the athlete representative must make reasonable effort to recommend a suitable replacement.* |
| **Resources** | *This section would apply if budgetary resources have been allocated to the AR.*  **Example:**   * *The AR(s) will receive the necessary resources from [NSO] to fulfill their mandate, and may, from time to time, have staff persons assigned to assist the AR with their work.* |
| **Reporting** | *Specify how the AR makes reports if not defined in the sections above.*  **Example:**   * *The AR will report quarterly with the pre-determined NSO/board liaison.* * *The AR will report quarterly at a minimum, with eligible members.* * *The AR will present the NSO/board annually with an Athlete Report reflecting the business and recommendations of the national team at the end of each competitive season or fiscal year.* |
| **Approval** | *These Terms of Reference were approved by [NSO] on [Date].* |
| **Review** | *The Athlete Representative(s) will review these Terms of Reference on an as needed basis and will make changes if necessary.* |