

Athlete Commission Terms of Reference

Approved at the July 2019 Board Meeting.

1. Constitution

- 1.1 The Board has resolved to establish an advisory Commission of the Board to be known as the Athlete Commission (“the Commission”).
- 1.2 The Commission will provide advice and opinion to the Board on athlete-related anti-doping matters.
- 1.3 The Terms of Reference for the Commission outlined below are defined by the Board and may be amended by the Board at any time.

2. Membership

- 2.1 The Board shall appoint the Commission Chair who shall be a current Board member. The Chair of the Board shall not be the Chair of the Commission.
- 2.2 Members of the Commission shall be appointed by the Board, on the recommendation of the Commission Chair and in consultation with the Chief Executive. The process of seeking suitable names for the consideration for the Commission shall be through open advertisement, with a requirement for applicants to be endorsed by a recognised sporting body in the UK.
- 2.3 The Commission shall be made up of no more than thirteen (13) members, up to six (6) will be current or recently retired national-level athletes as per the criteria set out in section 2.4(a), up to five (5) will be from athlete representative bodies as per the criteria set out in section 2.4(b) and up to two (2) will be any athlete that does not fall in the top group as per the criteria set out in section 2.4(c).
- 2.4 (a) Members shall be selected based on the following:
 - Experienced, national-level athletes (current or retired within three (3) years) athlete entourage or representative;
 - Proven commitment to clean sport;
 - Sport discipline;
 - Geographical region;
 - Diversity

2.4(b) The athlete representative bodies from which no more than one (1) member each will be selected are Chairs (or a nominated member) from the below bodies will also be invited to attend the Athlete Commission meetings if they are not already a member.

- British Olympic Association Athlete Commission
- British Paralympic Association Athlete Commission
- Professional Players Federation
- British Athletes Commission
- WADA Athlete Commission

2.4(c) Two (2) members of the Athlete Commission will represent high risk amateur sports (power-based sports). They must have competed at a high-level and have experience of anti-doping (e.g.: they have been tested and received anti-doping education)

2.5 Appointments to the Commission shall be for a period of up to two (2) years. Should any Commission member wish to serve another term, they may re-apply provided the member still meets the criteria for membership of the Commission and has a current and relevant connection with sport. A Commission member who falls under the criteria of 2.4 (b) may also re-apply provided that their application is supported by the relevant organisation. Members from these organisations can only apply to be on the Athlete Commission whilst they are serving their term at their relevant body. Once they have finished their term, they could apply to be a member through 2.4(a). A Commission member falling under the criteria of 2.4 (a) and/or (b) cannot re-apply as a representative of another organisation for two (2) years after finishing their term on the Commission. The turnover of members from 2.4(a) and 2.4(c) will be split, with those members 2.4(b) on the Commission changing when their term ends.

2.6 To retain membership on the Commission, members are expected to attend a minimum of two (2) out of three (3) meetings each year, and must not breach the confidentiality guidelines set out in section 7. All meetings will be face-to-face, unless a Commission member is unable to attend due to extenuating circumstances.

3. Secretary

3.1 The Director of Strategy and Education or their nominee shall act as the Secretary of the Commission.

4. Meetings

- 4.1 The Commission shall meet at least three (3) times a year and at such other times as the Commission Chair shall require. This will keep momentum and increase the attendance rate of the Commission members.
- 4.2 In the absence of the Commission Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 4.3 Other individuals and external advisers may be invited to attend for all or part of any meeting as and when appropriate.
- 4.4 Commission meetings will normally be attended by the Chief Executive and Director of Operations.

5. Notice of Meetings

- 5.1 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Commission, any other person required to attend and all other Board members, no later than ten (10) working days before the date of the meeting. Supporting papers shall be sent to Commission members and to other attendees as appropriate, at the same time. Actions from each Commission meeting are to be circulated as soon as reasonably possible and should be sent to the Commission members no later than ten (10) working days after the meeting. For some Athlete Commission meetings, it will be possible for members to join via a conference call, however this should be agreed with the Secretariat ahead of the meeting so that arrangements can be made. The agenda and minutes will be shared with all Commission members (even if they are unable to attend the meeting).

6. Minutes of Meetings

- 6.1 The Secretary shall record matters discussed and any subsequent recommendations and/or actions of all Commission meetings, including the names of those present and in attendance.
- 6.2 Records of meetings shall be circulated promptly to all members of the Commission and to all members of the Board, unless a conflict of interest exists.

7. Confidentiality

- 7.1 All members shall adhere to UK Anti-Doping's policy on confidentiality. If a Commission member receives a request for an interview in relation to their

position on the Athlete Commission, they should first consult with the Director of Strategy and Education.

8. Objectives

8.1 The objectives of the Commission shall include:

- Providing guidance on anti-doping policy and programmes;
- Assist in reviewing and recommending effective ways to engage athletes, support persons and sporting organisations;
- Continually soliciting and sharing athlete feedback on all aspects of UK Anti-Doping programmes and activities;
- Working together to ensure the wider views of athletes are brought to the attention of UK Anti-Doping.
- Promoting the remit and work of UK Anti-Doping

9. Reporting Responsibilities

9.1 The Commission Chair shall report formally to the Board on matters discussed and any subsequent recommendations and/or actions. Where appropriate, and on agreement by the Commission Chair, members other than the Commission Chair may be invited to attend and contribute to Board meetings for relevant agenda items.

9.2 The Commission shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is identified.

10. Other

10.1 The Commission shall, at least once annually, review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

10.2 UK Anti-Doping shall provide the necessary administration and operational resources for Commission meetings. Members will receive reasonable expenses for travel and sustenance incurred when attending meeting or conducting agreed work for UK Anti-Doping.

10.3 The agenda of the Athlete Commission must be agreed with the Chair, and Directors.

Reviewed by: Emily Robinson
Job Title: Director of Strategy and Education
Date: 21 February 2018
Updated: Revisions after the Athlete Commission Meeting 21 November 2017
Name change revision unanimously accepted at the meeting on 21 February 2018
Job titles updated in clauses 3.1 and 7.1 and typographical error amended in clause 2.5 in July 2019