



ATHLETICS ONTARIO Quest for Gold COMMITTEE: TERMS OF REFERENCE (Updated December 2017)

The Quest for Gold Committee recognizes the importance of honouring athletic excellence in the province of Ontario.

Athletes are selected for their performance to become carded athletes for additional support from the sport's governing body and other partners.

1. AUTHORITY

The Committee has the authority to advise the Board. As such, the Committee reviews, updates and tracks Ontario athletes' performance as it relates to the outlined criteria of both Athletics Ontario and the Ministry of Tourism, Culture and Sport.

2. COMPOSITION

The Quest for Gold Committee shall include:

1. AO - Board of Director Member (non-conflict of interest declared)
2. AO - Board of Director Member (non-conflict of interest declared)
3. AO - Executive Director
4. AO – Manager, High Performance
5. Appointed non-staff member (1 – 3 max.)

A minimum of two of the members should have experience and/or knowledge of the AO Quest for Gold process.

The Board will appoint the Chair of the Committee, who will have overall responsibility for the activities of the Committee.

3. ROLES

The Committee Chair shall lead meetings, set the meeting schedule, arrange meeting place/call, prepare the agenda and keep (or ensure the keeping of) minutes to record discussions and actions taken at all meetings. In addition, the Chair is responsible for reporting progress, project timelines, or providing written recommendations and reports.

Committee members must participate in discussions and share the workload. Each member's expertise, whether it is a skill or knowledge, contributes to the Committee's success. When assigned a task, it becomes each member's duty to complete the task and report back to the Committee.

The Committee will be supported by the AO Executive Director and the AC NextGen Manager.

4. MEETINGS

The Committee will conduct meetings (in person or by phone) four times per year with weekly telephone conference or emails conducted to confirm updated ongoing rankings/ statistics of athletes in the Province.

Outline of meetings:

1. March (Debrief from past year)
2. April (Confirm updates to Criteria for upcoming year and publish to AO website Draft-final; pending final updates from the Ministry in August/ September)
3. April – November (ongoing weekly meetings/ calls to confirm statistics/ rankings of athletes are accurate)
4. October (review compiled list of results and supplementary documents – i.e. medical doctor notes, etc.)
5. December (review and approve final submission)

*The dates above simply reflect a best practice situation. Some of the timelines will be dependent on the timing of the Ministry's release of their portion of the QfG criteria.

5. REPORTING

The Committee will report at every meeting of the Board or as required, through its Chair. In addition, the Committee will communicate, as required, with other AO committees or organizations in performing its role.

6. EVALUATION

The Board will review the performance of the Committee on an annual basis and these terms of reference.