



TERMS OF REFERENCE
Quest for Gold COMMITTEE
Updated December 2018

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.

AUTHORITY

The Quest for Gold Committee shall operate as a standing Committee of Athletics Ontario. The Committee has the authority to review, update and track Ontario athletes' performance as it relates to the outlined criteria of both Athletics Ontario and the Ministry of Tourism, Culture and Sport.

COMPOSITION

The Quest for Gold Committee shall include:

1. Up to two (2) Board members (non-conflict of interest declared)
2. AO - Chief Executive Officer
3. AO – Manager, High Performance (Chair)
4. Up to three (3) appointed non-staff members

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

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 Chief Executive Officer and the AC Manager, High Performance.

MEETINGS

The Committee will conduct meetings (in person or by phone) at a minimum of four times per year, or as required 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.

REPORTING

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

EVALUATION

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