



## **ATHLETE ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

**Created March 2021**

The Athlete Advisory Committee exists to assist Athletics Ontario in fulfilling its obligations to ensure that Ontario athletes, coaches, officials and spectators are having memorable experiences at AO Championship events.

#### **AUTHORITY**

The committee will provide insight, evaluate programs, and provide recommendations on matters that relate to AO championships and other provincial sanctioned competition and event experiences.

#### **COMPOSITION**

The Athlete Advisory Committee shall include:

- Chair
- Vice Chair
- Secretary
- Officials Committee Liaison
- AO Staff Member (Ex Officio)

Included in the committee will be 8-10 AO member athletes from different age categories (Masters, Open, U20) making sure that there is a representation from athletes in different regions and event disciplines. The committee welcomes athletes from a diverse and inclusive culture to encourage a balanced representation across all dimensions of diversity.

#### **APPOINTMENT**

Committee members will be selected from a submission list through the collaboration of AO Staff members (Manager of Services, Programs & Development, High Performance Manager, Technical Services Manager, and Coordinator of Marketing Communications). The Chair of the Committee will be selected by Committee members, and serve on the Committee for at least a two-year term.

---

## **MANDATE**

The committee shall:

- a. Establish the areas of meets that need improvement
- b. Recommend ideas for Championship policies and procedures
- c. Ensure that there is diversity, inclusion and gender equity among the committee
- d. Develop a checklist with goals and objectives to be met at events
- e. Review the “Championship checklist - draft” to finalize for implementation
- f. Ensure that there is at least 2 representatives at each event
- g. Provide post summary reports outlining successes and areas of improvement
- h. Liaison with Officials Committee to collaborate on ideas for events
- i. Conduct surveys and/or focus groups (athletes, coaches, officials, parents, etc.)
- j. Assist Coordinator of Marketing Communications with fan, athlete, coach, official and volunteer engagement
- k. Assist with the planning of the Annual Awards Gala and selection of Fan Favourite Award Winner

## **ROLES**

The committee Chair is responsible for maintaining order in meetings, as well as setting and sharing the agenda. The Vice Chair will be responsible to step in if the Chair is absent. The Secretary is responsible for meeting minutes, liaising with the Chair and effectively communicating with the other members of the committee. The Officials Committee Liaison is responsible for communicating with the Officials Committee.

Each role will be appointed for at least a 2 year term. Each member should attend at least 2 Championship events and the committee must ensure that there are at least two representatives at each event.

## **MEETINGS**

The committee will meet as required or at a minimum, 6 to 8 times per year, focused around competition season. Meetings may be held by Zoom or Google Meet conferences.

Carrying out the work of the committee effectively requires a commitment for those on the board to attend a minimum of 75% of the meetings.

---

## **REPORTING**

The committee will report as required, through its Chair to the Manager of Member Services, Programs & Development.

- Annual AGM report
- Meeting minutes
- Report after each Championship
- Report after each Annual Awards Gala

The committee will communicate, as required, with other AO committees (including the Officials Committee, Programs & Services), coaches, AO staff, Team Ontario athletes.

## **EVALUATION**

The Manager of Services, Programs & Development, High Performance Manager, Technical Services Manager, and Coordinator of Marketing Communications will review the performance of the Committee and these terms of references, as required.

---