



Code of Conduct for Athlete Representatives

As an Athlete Representative you will;

- Respect the rights, dignity and worth of every athlete, coach, staff member and others involved in your Governing Body.
- Represent the views of athletes fairly.
- Feedback athlete's views and opinions anonymously when speaking with senior leadership team, unless the athlete has given permission for their name to be used.
- Be friendly and welcoming to new members onto the programme.
- Cooperate fully with the Athlete Rep Group and others involved in the sport in the best interest of yourself and the athletes you represent.
- Never engage in inappropriate or illegal behavior.
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years of vulnerable adults.



Athletes Forum/Leadership Group

Terms of Reference

1. Purpose

- To provide a forum for athletes to share their feedback on matters of interest and concern in relation to all aspects of the Performance programme.
- To provide athletes with a mechanism for ensuring their views on important matters are heard and communicated to the senior leadership team.
- To be the link between the athletes and the senior leadership team.
- To act as role models and to support other athletes on the WCP and Talent programmes.

2. Membership

- The Athlete Rep Group (ARG) shall comprise of up to 8 members; including male, female, Olympic and Paralympic athletes (where applicable and depending on the amount of athletes on the Performance Programme).
- Members must be on the Programme, or have been on the Programme during the last 12-24 months.
- Athletes will be eligible to serve a maximum of a two-year term, unless the group falls below 3 volunteer members and/or there is not a representative for each discipline. In such cases, previous members will be allowed to serve another term if this would enable the group to have a minimum of one representative per discipline.
- ARG members will be expected to support the recruitment of new members if required, such as by promoting the opportunity at end of year meetings.
- If ARG members are in agreement, members may change roles at 6 month intervals.

3. Duties

- Represent the rights and interests of the NGB Programme athletes.
- Establish a means of seeking athlete's opinions, for example through focus groups or through a safe and secure online network.
- Setup a private and safe communication channel for the ARG in order to share appropriate and relevant information.
- Discuss any matters of interest and concern during the ARG meetings.
- Support new athletes onto the Programme.
- Provide feedback to the Performance Wellbeing Coach and Performance Leadership Team on current issues.
- Opinions of athletes to be fed back anonymously (if appropriate) to the Performance Wellbeing Coach and Performance Leadership Team.
- Where possible, send one or more group members to Performance Leadership Team meetings.

- Report formally to the Performance Wellbeing Group (PWG) and/or Board at least once a year through production of an annual report and/or in person presentation.
- After their term support the new ARG athletes during the hand over phase.
- Where required signpost athletes to the British Athletes Commission (BAC).
- If matters are brought to the attention of the Performance Wellbeing Coach in which the ARG or the Performance Wellbeing Coach see a potential conflict of interest, these will be brought to the attention of other relevant staff members that are not deemed to have a conflict of interest (such as the Head of Governance and Compliance or the CEO). In such cases and/or if appropriate, guidance may be sought from the Athlete Representative Manager from the BAC.
- Where it is inappropriate for ARG members to feedback to the Performance Wellbeing Coach or members of the Performance Leadership Team, members of the group may wish to liaise with the Head of Governance and Compliance or the CEO. They may also utilise their Athlete Representative Manager from the BAC.

4. Chair

- Responsible for overseeing and leading the work of the ARG.
- Responsible for setting the Agenda and making sure meetings run to time.
- Responsible for appropriately communicating any matters of interest and concern discussed during meetings to the Performance Wellbeing Coach.
- Responsible for feeding in the ARG views to the Board and/or PWG at least once a year. This responsibility may also apply to Vice Chairs.
- When the Chair is unavailable, the duties above will be carried out by one of the Vice Chairs.
- If the Chair steps down from the role during the term, members of the ARG will nominate a new Chair.

5. Meetings

- An induction process will take place at the start of the term facilitated by BAC.
- The group will meet a minimum of four times per year.
- If members are unable to attend in person they can conference call into the meeting.
- If the Chair is absent, a nominated representative from the ARG shall act on his/her behalf.
- Post meeting notes will be fed back to the Performance Wellbeing Coach (if appropriate).
- Hand over meeting to take place just before the end of the term to support new athletes onto the ARG.

6. Elections

- Athlete Rep Group recruitment will be done initially by voluntary response to advertisements as and when new recruits are required.
- If necessary elections will take place to assign roles.
- The election process will be administered by the NGB and the BAC.
- All athletes must have represented Great Britain internationally, be on the Programme, or have been on the Programme during the last 12-24 months.
- Athletes will be given a time period of one month to express their interest of being part of the ARG and put forward a case for election (if appropriate).
- If elections are required, a confidential vote will take place using an online voting process.