

Athletes Commission - Terms of Reference

1. PURPOSE

The Athletes' Commission (**AC**) is established and maintained by the board of Squash New Zealand Inc. (**Squash NZ**). The purpose of the AC is:

- To provide a mechanism for the views of Development, Emerging Pro's, Pros and High Performance Pros players to be heard by Squash NZ; and
- To help ensure that integrity and athlete wellbeing are appropriately considered by Squash NZ.

2. ROLE

The AC is a consultative body whose role is to ensure that the views of current and players are represented and heard within Squash NZ.

3. RESPONSIBILITY AND OBJECTIVES

The AC role includes:

- Actively supporting the work of Squash NZ on matters relating to Squash NZ's culture, integrity and policy;
- Engaging with squash and representing their rights and interests, and participating in Squash NZ consultation and decision-making as required;
- Providing a two-way communication channel between players and Squash NZ;
- Considering questions and issues relating to current athletes and providing advice to the CEO and board of Squash NZ (the Squash NZ Board);
- Specifically considering any issues raised by players and providing advice to Squash NZ;
- Providing a voice for players with respect to key decisions that directly impact them;
- Acting as role models among NZ players and living Squash NZ's values;
- Running an effective AC that motivates players to participate in, and contribute to, Squash NZ achieving its goals; and
- Working to build co-operation and advocacy of the AC with the NZOC, WSF and PSA Athletes' Commissions, where possible.

In this context, the AC may provide the Squash NZ Board, via the CEO, the following on all matters within its scope:

- Offer or give advice;
- Offer an opinion;
- Make a recommendation;
- Consult; or
- Provide information and / or perspective with respect to specific matters.

4. COMPOSITION OF THE AC

The AC will comprise a maximum of 9 and a minimum of 5 players, ensuring an appropriate skills mix and balance in relation to gender, age and stage in Squash NZ's End to End pathway, including recently retired athletes. The composition will be based on the following criteria:

- Not less than 2 players of any one gender;
- Up to two members who may be appointed at any time by the Squash NZ CEO or Squash NZ Board (in consultation with the AC); and
- In the event of a member's resignation or a member being unable to carry out their duties as a member of the AC, that member will be replaced for the duration of their term. The AC Chair, in consultation with the Squash NZ CEO, will choose a replacement either from other players not elected at the previous election or by appointment until the end of the applicable term.

5. ELIGIBILITY

To be eligible for election or appointment to the AC an player must:

- Be at least 18 years of age;
- Not have been sanctioned for a doping offence in relation to the World Anti-Doping Code in their sporting career nor been in breach of WSF, NZOC or CGF rules and regulations;
- Identified as a current Development or Emerging Pro or been a Squash NZ representative;
- Be able to demonstrate they have many of the following desirable skills, knowledge and experience to assist the AC fulfil its objectives and activities:
 - Good communication skills;
 - Highly developed interpersonal and relationship building skills;
 - The ability to connect and engage with current players;
 - Knowledge of and interest in Squash NZ and its regulations, Squash NZ's high performance programme and NZ high performance sports culture;
 - Passionate about the development of Squash in NZ and athlete interests, including the role of integrity within sport;
 - Mature personality, able to handle confidential information and contrasting opinions;
- Be available to attend (either in person or by electronic means) a minimum of two meetings per year; and
- As a condition of membership, all AC members must adhere to the Squash NZ Code of Conduct.

6. ELECTION PROCESS

- The inaugural AC will be appointed by the Squash NZ CEO, working with the selected Commission Chair, to establish the Commission. The inaugural Commission members will serve through until the Squash NZ AGM following the Commonwealth Games. Thereafter the following election process will apply, including application by any inaugural Commission members to continue.
 - All players who have been part of the Squash NZ End to End Pathway within two years of the election are eligible to vote.

- Any player eligible to stand will be sent these Terms of Reference, and a link to an online expression of interest form to complete prior to an election.
- Players will be provided information on the election process by email no later than 30 days prior to the election occurring.
- The election will be conducted by an electronic poll so that the maximum number of players can participate in the process.
- A rotation process will be developed by the time of the post-Commonwealth Games election, so that not all members will be up for re-election in a given year.

7. AC CHAIR ELECTION PROCESS

- Any member of the AC wishing to stand as AC Chair will be sent the relevant position description and a link to an expression of interest form to complete.
- The AC Chair is determined via a vote by AC members (in consultation with the SNZ CEO).

8. TERMS OF OFFICE

- Each player elected will hold office for two years, commencing the day after their election.
- Any appointed person will hold office for a period of two years from the date of their appointment.
- No person may hold office for more than three consecutive terms.
- The AC Chair will hold office for two years and, if eligible, can serve a maximum of two terms.

9. RESIGNATION AND REMOVAL

A member of the AC:

- May resign from the AC at any time on written notice to the AC Chair; or
- Will have their appointment suspended or terminated by the Squash NZ Board on notice (either immediately or on such period of notice as the Squash NZ Board considers appropriate) prior to the end of their term of office if the Squash NZ Board considers (after first hearing from the member) that the member:
 - is unable or failing, without acceptable excuse, to fulfil the responsibilities and duties as an AC member, including but not limited to attending meetings or breaching the Code of Conduct or Squash NZ Regulations;
 - has a Conflict of Interest such that they are no longer capable of performing their responsibilities; or
 - is not acting, or has not acted, in the best interests of Squash NZ, whether as a member of the AC or otherwise.

10. MEETINGS

- The AC Chair will ensure that minutes of all meetings of the AC are kept. These minutes and any other communications between the AC and any players shall be kept confidential to the AC, the Squash NZ Board and the Squash NZ CEO.
- The AC shall meet as and when required to undertake its role and objectives as

set out in these Terms of Reference, but not less than three times a year.

- Meetings may be in person or conducted by electronic means as the AC Chair thinks fit so long as the participants can hear each other and participate in the meeting simultaneously. In addition, the AC may exchange emails individually or collectively and enter into other communications with one another and/or collectively as part of their deliberations.
- The AC Chair will report the AC's recommendations and findings to the Squash NZ CEO and if requested summarise the AC's activities and findings to the Squash NZ Board.
- The AC may have in attendance the CEO and/or Squash NZ High Performance Manager and/or other such persons including external advisers, as it considers necessary to provide appropriate information and advice.
- Voting will be by majority, with the AC Chair having a casting vote if required.
- At least 4 members of the AC, one of which must be the AC Chair (or his/her nominated AC acting Chair), must participate in all meetings of the AC to constitute a quorum.
- If the AC Chair is unavailable for any reason, the AC Chair may nominate an AC member to act as AC Chair during the period of unavailability.

11. AUTHORITIES

- The AC does not have the power or authority to make a decision on behalf of or in the name of Squash NZ.
- The AC is authorised by the Squash NZ Board, at the expense of Squash NZ, provided such expense is identified within the AC's agreed budget, to obtain such outside information and advice as it thinks necessary for carrying out its responsibilities.
- Squash NZ will provide assistance and resource to the AC for the furtherance of the AC's objectives in accordance with an annual budget to be agreed with the Squash NZ CEO.
- The AC will undertake an annual self-review of its objectives and responsibilities and performance against the same. Such objectives and responsibilities will also be reviewed by the Squash NZ Board and Squash NZ CEO annually.
- The Squash NZ Board, in consultation with the AC, may review and amend these Terms of Reference from time to time.

12. DUTIES OF MEMBERS

AC members have the following duties:

- to review and abide by these Terms of Reference and any other applicable rules, policies, regulations and reasonable directions of Squash NZ, including the Squash NZ Board;
- to participate in all meetings of the AC unless excused by the AC Chair;
- to contribute to the preparation of any reports, plans and other documents of the AC;
- not to communicate to the media or in any other public forum regarding matters related to the AC or Squash NZ, without the prior written approval of the Squash NZ CEO;
- not to disclose information obtained by virtue of their position on the AC to any person except as permitted by the Squash NZ Board or to the extent required by applicable law; and
- at all times act in good faith and in the best interest of Squash NZ.

13. CONFLICTS

- If a member of the AC or the Squash NZ Board believes that a member of the AC has, or may have, a potential or actual conflict of interest with respect to Squash NZ or any athlete, coach, official, administrator, member of Squash NZ or employee or contractor to Squash NZ:
 - the member must disclose the nature of the potential or actual conflict of interest to the other AC members, the Squash NZ CEO and the Squash NZ Board; an

the member may not participate in any discussions, voting or decisions which may be affected by the conflict of interest, unless permitted to do so by the Squash NZ CEO or the Squash NZ Board



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