



ANOC GUIDELINES FOR THE STRUCTURE OF A CONTINENTAL ASSOCIATION ATHLETES' COMMISSION (CAAC)

Purpose of Guidelines

These Guidelines are issued pursuant to the recommendation of the IOC 2000 Reform Commission that “athletes should be well represented at all levels of the sports movement: IOC, IFs, NOCs and NFs”.

Further to the recommendation 40 of the Olympic Agenda 2020, the Guidelines below should be followed by the Continental Association when operating their commissions.

In line with these Guidelines, each Continental Association can establish the terms of reference and powers of its own Athletes' Commission.

Building on IOC Guidelines related to creation of Athletes' Commissions within various sporting bodies (and in particular NOCs), ANOC encourages all Continental Associations to establish and support an elected Athletes' Commission. Accordingly, ANOC has developed these Guidelines for the Athletes' Commissions of each Continental Association.

These ANOC Guidelines for CAACs were approved by the ANOC Executive Council in Doha, Qatar, on 14 November 2016. The updated version of 21 August 2018 will be submitted to the ANOC EB for approval on 26 November 2018.

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Suggested Terms of Reference for Continental Associations' Athletes' Commissions

1. Purpose and Mission

The mission of a CAAC is to represent the athletes' voice within the relevant Continental Association and support the development and activities of the National Olympic Committee Athletes' Commissions (NOCACs). The CAAC is the sole recognised voice of athletes within the continental association structures.

Its core objectives are to:

- Ensure that the athletes' perspective is taken into account in all decisions of the relevant Continental Association;
- Act as a resource of best practice information and support for all NOCACs;
- Support and work with ANOC AC and IOC AC for the benefit of NOCACs and athletes.

2. Composition

- a. The CAAC will have a minimum of five members. Each member must be a national of a country of an NOC in the Continent. They must be at least 16 years of age, and have never received any sanction in relation of the World Anti-Doping Code.
- b. The CAAC will be composed of a majority of “active athletes” elected by their peers. An “active athlete” is one who, at the time of their election to the Commission is participating, or has participated, at Continental level or at an Olympic Games, in the last 8 years from an Olympic sport.
- c. The remaining members (“appointed members”) do not have to be “active athletes”, but must be nominated by their NOC upon proposal from the NOCAC and appointed to the CAAC, taking into account the need for a range of athletes from different regions, gender, sports and competencies.
- d. The election or appointment must be undertaken in accordance with the constitution of the relevant Continental Association which may include an election at a Continental Games or Continental Athletes' Forums or other means (such as electronically).

- e. Both genders must be represented on the CAAC, and, when applicable, there should be a reasonable balance between summer and winter sports practised in the Continent.

There should be no more than one member on the CAAC from each NOC.

- f. The Chair of the CAAC must be an elected member of the CAAC and from amongst members who are “active athletes”. The Chairperson must be elected to the Chair position by the members of the CAAC.

The term of office for a chairperson is 4 years or sooner if their term of office as a member of the CAAC expires prior to that time.

- g. The length of the term of a CAAC is approximately four years from the date of election. The term of office for all members is four years but in any event, expires on the fourth anniversary of the term of that CAAC.

- h. The term of office may be renewed if the person is re-elected in accordance with these terms of reference, up to a maximum of 3 terms (12 years). A former member of the CAAC who is no longer an “active athlete” may be re-appointed as a member, for a 4 year term at a time and up to the maximum 12 years of service.

- i. The following are ex officio members of the CAAC and have the right to attend and vote at the meetings of the CAAC:

- The members of the IOC Athletes’ Commission who reside in the Continent; and
- The members of the ANOC Athletes’ Commission who reside in the Continent

Additionally, the CAAC can also choose to invite other athlete bodies such as the IOC AC or WADA AC, as observers.

3. Authority and Accountability

The CAAC is responsible to the Executive Council of the Continental Association, as per the continental structure.

The Chair of the CAAC will be a full member of the Executive Council of the Continental Association and shall have the right to attend and vote at all meetings and in decisions of it. The term of office of the Chair of the CAAC on the Executive Council shall be the same as the period of the Chairperson’s term of office on the CAAC.

The Chair of the CAAC will also be an ex-officio member of the ANOCAC, in accordance with the ANOC Constitution and ANOCAC Terms of Reference.

The CAAC shall report annually to the Continental Association’s General Assembly through its Chair. At least 2 members of the CAAC (usually the Chair and Vice-Chair) will attend the Continental Association’s General Assembly as members with full voting rights.

All members of the CAAC must comply with the rules and regulations of the Continental Association, in accordance with the constitution of each Continental Association.

4. Review

The CAAC will review its terms of reference and monitor its work annually.

5. Procedure

- Meetings (in person) will take place at least once a year and dates circulated at least three months in advance to allow for travel plans to be confirmed. In order for any CAAC meeting to be considered as an official meeting, the simple majority of the CAAC members should attend such a meeting.
- In between meetings discussions and decisions may be made by electronic communication.



- The meetings will usually be held in conjunction with either the Continental Association's General Assembly or Athletes' Forums, or the Continental Games, with the minutes and actions being submitted to the Secretary General of the Continental Association's for follow up and action.
- The meetings will be organized by the Continental Association's Secretariat at the request of the CAAC Chair.
- Minutes of all CAAC meetings will be kept and made available to all members of the CAAC and the CA Executive Council.
- The CAAC may establish a web space on the Continental Association's website solely for the use of the CAAC members and if so, Continental Association's will be responsible for maintaining it.
- The Continental Association is responsible for ensuring, within its means, that the CAAC is able to meet in person, and comply with these guidelines.

Definition of terms

ANOC: Association of National Olympic Committees

ANOCAC: ANOC Athletes' Commission

IOC: International Olympic Committee

CAAC: Continental Association Athletes' Commission

NOC: National Olympic Committee

NOCAC: National Olympic Committee Athletes' Commission