



ANOC ATHLETES' COMMISSION

OVERVIEW OF AN NOC'S ATHLETES' COMMISSION: CHECKLIST, ACTIVITY RECOMMENDATIONS AND ANNEXES



INTRODUCTION

Dear friends,

As you know, ANOC is committed to supporting NOCs in ensuring that your athletes are well represented in your organisations. As the ANOC Athletes' Commission Chair, I have the privilege of working with my fellow Commission members, which include the Continental Athletes' Commission Chairs, to develop ideas and plans for how we can assist NOCs in supporting and promoting their athletes.

Thanks to the work of my predecessor, Barbara Kendall, and the ANOC Athletes' Commission a lot of excellent work has already been done in supporting NOCs establish their own Athletes' Commissions. We have looked to build on that foundation and below you can find useful information regarding NOC's Athletes' Commissions. This includes a checklist of important steps before, during and after setting up an Athletes' Commission; recommendations on best practice activities from encouraging athlete representation on important commissions through to identifying sources of athlete funding; and the ANOC Athletes' Commission toolkit which is a collection of resources containing key information, templates and guides.

We hope that you will find this information useful and help you to ensure the athlete voice is heard.

Yours sincerely,

Karo Lelai

ANOC Athletes' Commission Chair

Terminology

NOC = National Olympic Committee

AC = Athletes' Commission

NF = National Federation

IOC = International Olympic Committee

TOR = Terms of Reference

ATHLETES' COMMISSION CHECKLIST

Prior setting up a formal AC

- ☐ Seek support of NOC for the formation of, or continued support of an Athletes' Commission
- ☐ Liaise with the continental AC to seek for advice and recommendations for setting up an AC taking into account any country/NOC-specific circumstances
- ☐ Create or update the NOC AC Terms of Reference with the recommended IOC guidelines ([Refer to ANOCAC Toolkit](#))
- ☐ Identify potential chairs and members to appoint
- ☐ Ask for the following amendments to the NOC Constitution (if not already contained within Constitution):
 - NOC to establish an Athlete's Commission
 - Athlete representation on NOC Executive Board – *best practice would be to have a male and female athlete representative with voting rights*
 - Voting rights at the NOC General Assembly – *best practice, 2 votes at the Assembly*

While setting up a formal AC

- ☐ Gain approval from NOC Executive Board
- ☐ Finalise members through appointment and/or election
- ☐ Seek the NOC to allocate budget to assist meetings to take place (ask if someone in the NOC office can assist with the administration of the AC)

After setting up a formal AC

- ☐ Organise a minimum of 2 meetings a year with your Athletes' Commission – use agenda, minutes and budget templates ([Refer to ANOCAC Toolkit](#))
- ☐ Agree the AC meeting agenda with the NOC's Secretary General
- ☐ Use NOC Constitution and AC's TORs to guide your activities (e.g. election of AC members, frequency of meetings, development of budgets and plans etc.)
- ☐ Conduct questionnaires linked to NOC strategies to ensure that your athletes' voice is heard for feedback to Executive Board and stakeholders
- ☐ Conduct questionnaires after major games to give the NOC feedback from your athletes
- ☐ Send minutes, recommendations, and results of questionnaires you have to relevant stakeholders (e.g. Athletes – NF – NOC – Continental AC Chairperson – IOC Athletes Commission)
- ☐ Ensure attendance at the NOC Executive Board meetings to report and provide guidance to Board on athlete related matters
- ☐ Create a two or four year strategic plan and budget plan for your AC that aligns with your NOC goals and objectives and then present to NOC Executive Board (seek NOC Secretary General support in the advance of the Executive Board meeting to have robust support at board level)
- ☐ Organise an Athletes' Forum every 1 or 2 years to communicate to athletes. These forums are a great opportunity for the NOC to present to the athletes their structure and strategic plan to get stakeholder "buy in" to their organisation
- ☐ Hold an AC election at an event such as an Athletes' Forum or world championship as it is a great way to engage athletes
- ☐ Create a communication platform to communicate messages to and from athletes (e.g. social media group)
- ☐ Exchange opinions, point of views and advice with the continental AC on a regular basis
- ☐ Promote the importance of ACs to NFs, encourage and assist them in forming their own AC
- ☐ Build a network with other Athletes' Commissions (NF, International Federations, Continental Associations, other NOC's, ANOC) to amplify the voice of the athletes and exchange best practices

RECOMMENDED BEST PRACTICE - ADDITIONAL ACTIVITIES

Encourage Athlete representation on important commissions

Athletes should have representation on important committees/commissions or working groups dealing with strategic issues of your NOC such as and not limited to:

- > Selection
- > Grievance
- > Disciplinary
- > Uniform design
- > Women in Sport Commission
- > Sustainability Commission
- > Team Assembly before Games

Athletes' Career Program

- > Make contact with the IOC to see if there is a relationship with Adecco in your country.
- > Athletes' Career Program outreach sessions are available to NOCs (contact IOC for more information).

Awards

- > Have athletes involved in the judging of national sports awards and Hall of Fame awards.

Education Sessions to be included in Athletes' Forums

- > Anti-Doping
- > Sports betting and Match Fixing
- > Healthy habits
- > Healthy body image
- > Sport and Sustainability
- > Women in Sport
- > Sport for All

Communications

- > Work with your NOC to create Social Media Protocols and guidelines for your athletes based on the IOC guidelines ([IOC's Social Media guidelines](#)).
- > Agree all communications with your NOC.

Athlete Liaison roles at Games

- > Nominate an AC representative to attend major games from your AC to be the athlete liaison officer.

World Olympians Association

- > Reach out to your National Olympians Association or the World Olympians Association to see how you can collaborate on activities.

Identify and apply for funding sources for athletes

- > Olympic Solidarity, charities, aid organisations, fundraising.
- > Create a non-profit foundation for supporting athletes and clarify with your NOC the rights any funder is able to acquire. Work with your NOC on this work stream to ensure no crossover or duplication.

ANOC AC TOOLKIT ANNEXES

The ANOC Athletes' Commission Toolkit is a collection of resources containing key information, templates and guides designed to help Athletes' Commissions to run smoothly and best capture the views of the athletes they represent.

The following additional documents are available in the ANOC AC Toolkit:

2. IOC Guide to developing an effective Athletes' Commission

Guidelines for NOCs to follow when establishing an Athletes' Commission. This IOC guide gives practical advice and case studies to support your AC to become as effective as possible.

3. IOC Guidelines related to the creation of an NOC Athletes' Commission

Guide intended to outline the minimum standards for NOCs when establishing the TOR of their Athletes' Commissions.

A. NOC Athletes' Commissions Term of Reference (TOR) template with recommendations

Template to assist structuring the TOR of an NOC's AC providing text examples for each chapter.

B. Agenda template with recommendations

Template to set up and plan the AC meeting agenda, providing recommendations on agenda items.

C. Minutes & Actions template

Template to document the AC meeting minutes and actions taken or agreed to be taken.

D. NOC Athletes Commission Member role & responsibilities agreement

Template for athletes selected on the NOC Athlete's Commission to be aware of their responsibilities and obligations.

E. Budget template for meeting, special projects and holding an athletes' forum

Template to calculate the budget of an AC meeting, special project or for holding an Athletes' Forum.