OVERVIEW OF AN ATHLETES’ COMMISSION WITH CHECKLIST FOR NOC ATHLETES’ COMMISSIONS AND ACTIVITY OPTIONS
NATIONAL OLYMPIC COMMITTEE
ATHLETES’ COMMISSION CHECKLIST
AND ACTIVITY OPTIONS

NOC = National Olympic Committee
AC = Athletes’ Commission
NF = National Federation
IOC = International Olympic Committee
TOR = Terms of Reference
ACTIVE ATHLETES’ COMMISSION
RECOMMENDED ACTIVITIES

Prior to setting up a formal AC

- Seek support of NOC for the formation of, or continued support of an Athletes’ Commission;
- Create or update your NOC AC Terms of Reference with the recommended IOC guidelines; (Refer to IOC Terms of Reference Guidelines document and template)
- To set up AC, ask for the following amendments to the NOC Constitution (if not already contained within Constitution):
  - NOC to establish AC;
  - 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;

Once AC has been set up

- Ensure attendance at the NOC Executive Board meetings to report and provide guidance to Board on athlete-related matters;
- Organise a minimum of 2 meetings a year with your Athletes’ Commission – use Agenda, minutes, budget templates;
- 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; (Template included)
- Agree the AC meeting agenda with the NOC’s Secretary General;
- Conduct questionnaires after major games to give 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;
- The NOC needs to allocate budget to assist these meetings to happen; See if there is someone in NOC office who can assist with administration of the AC.
- Create a two or four year strategic plan and budget for your AC that aligns with your NOC goals and objectives then present to NOC Executive Board. Seek Secretary General support in the advance of the Executive Board meeting to have robust support at Board level (template TBC);
- 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;
- Create a communication platform to communicate messages to and from athletes, e.g. social media group;
- Promote the importance of Athletes’ Commissions to National Federations, encourage and assist them in forming their own Athletes’ Commission;
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 (link to the IOC’s Social Media Guidelines)
Agree all communications with your NOC.

Athlete Liaison roles at Games
Nominate an Athletes’ Commission representative to attend major games from your Athletes’ Commission 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.