



Archery Australia (AA)

Athlete Committee - Charter

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Athletes' Committee - Charter

1. PURPOSE

- (a) On Request from the Archery Australia (AA) Board or of the Committee's own volition, the purpose of the Athletes' Committee is to:
 - (i) Represent the views of athletes within Archery and AA.
 - (ii) Provide input to the Board on matters relating to athletes, and the views and feedback of athletes, within Archery.
 - (iii) Contribute advice on requested documents or bodies of work presented by AA.
 - (iv) Identify and develop suggested solutions to any wellbeing challenges or concerns relating to athlete pathways and high-performance environments.
- (b) Examples of the types of matters the Board may seek input from the Athlete's Committee on include:
 - (i) Team behaviour and the culture of the sport.
 - (ii) Integrity-related matters such as anti-doping, ethical decision-making, codes of conduct, anti-match fixing and education.
 - (iii) Athlete wellbeing matters.
 - (iv) Camps and Competitions and related travel logistics.
 - (v) Daily Training Environments.
 - (vi) Policies, procedures, standards, and protocols related to athletes and the sport.
 - (vii) Athlete-related issues and other matters arising from or related to Archery.
 - (viii) Cross-Sport learning and development.
 - (ix) Athlete development programs and opportunities.
- (c) The purpose of this Charter is to detail how the Committee is to be established and operate. If the Committee considers that this Charter is not sufficiently detailed for the Committee to be able to operate, the Committee is to refer all questions of clarification or amplification to the CEO.
- (d) The Committee does not have independent or separate legal status.
- (e) To the extent that the members of the Committee are representative of their peers, they have a leadership role within Archery.
- (f) Members of the Committee will:

- (i) Always endeavour to be available to provide advice and support to athletes within Archery in their personal capacity; and
- (ii) Be available to be approached by athletes within Archery on any matters relating to Archery and athlete-related issues.

2. COMPOSITION OF THE COMMITTEE

- (a) The Committee shall:
 - (i) Be comprised solely of members who are considered high performance athletes, having represented Archery Australia on an Australian team at a World Archery Championships, World Archery Para Championships or World Cup (within 5 years) or be ex-athletes of high standing within Archery, including Paralympians or Olympians. Special consideration can be made where the applicant's contribution to the sport is recognised.
 - (ii) Be comprised solely of members with current or honorary membership to Archery Australia.
 - (iii) Consist of a Chair and no more than 6 other individuals.
 - (iv) Consist of a dedicated seat for any applicants that fit the composition criteria and are of Aboriginal or Torres Strait Islander (ATSI) identification.
 - (v) Include within its membership:
 - (A) Both male and female representatives (or non-binary), with an aspiration of 40% representation by females.
 - (B) Both athletes with a disability and athletes without a disability.
 - (C) Both Compound and Recurve archers.
- (b) The Committee shall annually appoint one of its number to be:
 - (i) The Chair of the Committee (**Committee Chair**).
- (c) The Committee shall be supported in its operations and meetings by the current National Wellbeing & Engagement Manager for Archery Australia:
 - (i) The National Wellbeing & Engagement Manager must ensure confidentiality of meetings and that its contributors' inputs are kept in confidence. All issues relating to this matter can be referred to the Board.
 - (ii) The National Wellbeing & Engagement Manager will organise and communicate meeting times with the support of the Committee Chair, as well as take meeting minutes and communicate action items to the CEO of Archery Australia to be raised with the board.

2.2 Appointment of Committee members

- (a) A term on the Committee is two (2) years.
- (b) Archery Australia shall, two months before the expiry date of a Committee term, call for nominations of persons interested to join the Athlete Committee through an Expression of Interest (EOI) process. In the first instance the call for nominations will be made by the National Wellbeing & Engagement Manager.
- (c) Archery Australia senior management and the CEO shall make the final appointments of Committee membership from the pool of available candidates and on review of the EOI's.
- (d) Sporadically the Committee may invite a relevant external expert to attend and assist the Committee for such a period as is required. Such invited external expert shall not be an appointed member of the Committee and shall have no voting rights on the Committee. Such invited expert is to provide guidance to the Committee in their relevant area of expertise.
- (e) Only one Committee shall be appointed at any one time. Vacancies in Committee positions may be filled by Archery Australia through an EOI process.
- (f) Should the Chair of the Committee be absent from a meeting, the National Wellbeing & Engagement Manager will chair the meeting in their absence.
- (g) If a Committee member is absent for 3 consecutive meetings without notice or a justifiable reason, the CEO may review their membership. The Committee may request that the CEO remove a Committee member for alternative reasons which must be given in writing and remains at the discretion of Archery Australia.

3. AUTHORITIES AND LIMITATIONS

The Committee has the following authorities and limitations:

- (a) The Committee is charged by the Board to act in accordance with its role.
- (b) The Committee is authorised by the Board to investigate and pursue any activity covered by its functions and responsibilities.
- (c) The Committee should make decisions within this Charter and communicate them to the Board through a quarterly board report. The Board will consider those decisions and have the absolute discretion to moderate, not act upon, review or ratify the decision having consideration of any relevant circumstances. Relevant circumstances may include but are not limited to budget, resources, political and other projects being undertaken.
- (d) The Committee shall have no executive powers regarding its findings and recommendations, and as above it cannot commit or bind the Board to any action, cost or decision unless the Board, in advance, delegates such authority in writing.
- (e) Positions on the Committee are honorary. The Committee is required to seek approval of the Board prior to incurring any expenses.

- (f) The Committee acknowledges it has no role in any nomination and/or selection disputes or any anti-doping or other disciplinary hearings or tribunals involving athletes.
- (g) The Committee is to refer all requests for public comment to the National Wellbeing & Engagement Manager and seek appropriate approval before making any comment in relation to the Committee.
- (h) The Committee may make recommendations on possible candidates for appointment to the Committee.
- (i) The Committee must, in the exercise of its powers or otherwise, at all times conform to any directions or regulations that may be prescribed by the Board. The Board may recall or revoke this power of delegation.

4. PROCEEDINGS AND OPERATIONS

The proceedings of the Committee shall be as follows:

- (a) Convening a Committee meeting:
 - (i) The Committee Chair, any two Committee members, or the National Wellbeing & Engagement Manager may call a meeting of the Committee.
 - (ii) The Committee shall meet quarterly (every three months).
- (b) Meetings can take place either face to face or by video or teleconference. The location for each meeting is to be confirmed and circulated amongst the Committee.
- (c) The quorum of the Committee is three (3) members of the Committee.
- (d) No business shall be transacted unless a quorum is present within half an hour of the time appointed for the meeting.
- (e) The Committee may act notwithstanding any vacancy.
- (f) The National Wellbeing & Engagement Manager shall keep minutes of proceedings and decisions of each Committee meeting, together with a record of the names of persons present at all meetings.
- (g) Within two weeks of any meeting of the Committee, the National Wellbeing & Engagement Manager shall communicate the meeting minutes to the CEO for circulation to the Board.
- (h) The Board must communicate back to the Committee through a memo and/or presentation from a Board member or CEO six-monthly, to discuss items delivered within board reports and any subsequent actions.

5. AUTHORITY & INTERPRETATION

5.1 Authority

- (a) This Charter (**Charter**) is made with respect to the Archery Australia Athletes' Committee (**Committee**), which is a committee in accordance with clause 1.8 of the Archery Australia (AA) Constitution (**Constitution**).
- (b) This Charter:
 - (i) Establishes the Committee for the purposes set out in clause 1;
 - (ii) Is subject to the Constitution;
 - (iii) Is consistent with the Constitution; and
 - (iv) When in force, is binding on all members of the Committee.

5.2 Interpretation

- (a) In this Charter the following words have the corresponding meaning:

Athlete means a person who:

- (i) is an active athlete who competes, or has competed, in the Sport of Archery at a national or international level within the previous 12 months;
- (ii) Is over the age of 18 years old; and
- (iii) is not serving a current sanction for a doping offence or match fixing offence, or a significant disciplinary offence.

Sport means the sport of Archery governed by AA.

- (b) The interpretation of this document is solely the province of the AA board (**Board**).