



drug free sport
new zealand

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DFSNZ - Athletes' Commission (AC) Terms of Reference

Updated 21 October 2022

These Terms of Reference have been created to establish a foundation AC, comprising a chair and its members. Once the AC is established, it will review these ToR with full autonomy and update them, if required, so that they remain fit for purpose.

1. Purpose

- 1.1 To bring independent athlete voice, from athlete representative groups or from individual athletes to all aspects of Drug Free Sport New Zealand's work. This will ensure that athletes remain at the heart of what we do.

2. Role

- 2.1 An athlete body, independent from DFSNZ that serves as a link, enabling the views of New Zealand athletes to be represented and heard within DFSNZ.

3. Goals and Objectives

- 3.1 To engage with athletes and use their feedback to support the development of new and existing programmes and initiatives
- 3.2 To assist in reviewing and recommending effective ways to engage athletes, support persons and NSOs
- 3.3 To bring diversity to our decision making (gender, cultural background, disability and diversity of sports), enabling a more genuine experience

4. Composition

- 4.1 The AC should comprise a maximum of eight (8) athletes. The AC members should be made up of;
 - a mix of cultures; and
 - NZ athlete representatives from the Olympic Movement, the Paralympic movement and team sports; and
 - a mix of current and former athletes; and
 - a balanced mix of genders; and
 - contain no more than one athlete per sport.



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- 4.2 An athlete within the meaning of these AC terms of reference is a Performance¹ or High Performance² athlete who has competed in sport within the last eight (8) years.
- 4.3 The DFSNZ CEO shall appoint an Establishment Chair for a one (1) year term for the purpose of operationalising the AC. The Establishment Chair will not be eligible for a second term.
- 4.4 Thereafter, the AC Chair shall be appointed by the AC through a majority vote. The appointment process of the AC Chair shall be as follows
 - a. DFSNZ shall advise the AC members of the tasks and responsibilities of the Chair and ask for nominations by a certain date. The date being before the end of the current Chairs term.
 - b. Members of the AC are able to nominate themselves with any appropriate documentation requested by either DFSNZ or the AC (such as CV and cover letter).
 - c. If there is only one nomination received that person shall become the new Chair of the AC from the end of the current Chairs term (usually at the start of the new year)
 - d. If there are more than one nomination the candidate's information will be circulated to the members of the AC and a vote will be held. Only members of the AC can vote. The vote can be held in person or online and will be confidential. The candidate with the most votes will be appointed as the new Chairperson of the AC
- 4.5 AC Establishment Members will be athletes as defined in section 4.1 and 4.2 and will be appointed by the DFSNZ CE in consultation with the Establishment Chair.
- 4.6 AC Establishment Members will have a staggered membership, to ensure that roughly one third of members change each of the first three years. This will involve:
 - a. Three (3) Establishment Members holding three (3) year terms
 - b. Three (3) Establishment Members holding (2) year terms
 - c. Two (2) Establishment Members, including the Chair, holding one (1) year terms
- 4.7 Thereafter, AC Members will be appointed by the current AC Chair in consultation with the DFSNZ CE following a recruitment process, outlined in section 4.8.

¹ The athlete is exposed to a formal training programme (e.g. within their National Sporting Organisation (NSO)) and competes at sport specific representative events (national, regional).

²The athlete is exposed to a formal training programme, most with comprehensive support from their NSO, HPSNZ, NZOC, PNZ and/or Player Associations. In relevant sports, these athletes are likely to be carded, semi or fully professional and will be representing NZ in international competition which national events may be used to qualify for.



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- 4.8 DFSNZ will conduct a recruitment process for all vacant AC Member positions through open advertisement. Each applicant must submit an expression of interest and meet the criteria of an athlete set out in sections 4.1 and 4.2.
- 4.9 The recruitment process shall be conducted in the later half of the year, with the term of the new Member officially beginning at the start of the next year. However, the future Member will be invited to any meetings of the current AC that may be held from the time of their appointment to their official term beginning. During this period, they can participate but not vote in any meetings or elections.
- 4.10 The members of the AC can at any time by majority decision decide to appoint a youth/junior member of the AC. This member is able to attend all meetings, participate fully as if a member but is not able to vote in any decision making or election of the AC. The term of the youth/junior member will be one year from the date of their appointment. The AC can decide on an appropriate recruitment/appointment process and define the criteria for eligibility as they see fit, all in consultation with DFSNZ.

5. Term of Office

- 5.1 Separate to the Establishment AC Chair, appointments to the AC will hold a three (3) year term and serve a maximum of two (2) terms of office. Term of office will start on the date of the next scheduled Commission meeting.
- 5.2 For the existing AC Chair to be eligible for a second term, they must be re-elected by the existing AC following a majority vote. The AC Chair must submit an expression of interest at least two (2) months prior to the end of their term.
- 5.3 For an existing AC Member to be eligible for a second term, they must be re-appointed by the AC Chair, who will make a decision in consultation with the DFSNZ CE. The AC Member must submit an expression of interest at least two (2) months prior to the end of their term.
- 5.4 The AC Chair may remove individuals from the AC where an AC Member has breached any section of the DFSNZ AC Terms of Reference, or where the AC Chair considers it appropriate to do so.

6. Meetings

- 6.1 The AC will meet a minimum of three (3) times per year.
- 6.2 Five (5) AC members must be in attendance for quorum to be met. Should quorum not be met, the meeting shall be re-scheduled.
- 6.3 To retain membership of the commission, AC members must be available to attend at least two (2) meetings per year.

7. Administrative & Funding Support



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- 7.1 DFSNZ will provide the necessary administration and financial support for Commission meetings.
- 7.2 DFSNZ will provide a secretariat to the Commission.
- 7.3 The Secretariat will be responsible for taking minutes, which will be circulated promptly to all members of the commission.
- 7.4 The agenda of the meeting will be determined by the AC chair, with input from DFSNZ regarding existing and upcoming programmes and initiatives.

8. Declaration Of Interests

- 8.1 All AC Members, Including Establishment Members, must complete a declaration of interest's registrar upon appointment.
- 8.2 If the AC Chair deems a conflict exists, the AC member will either be:
 - a. prohibited from joining the AC or,
 - b. excluded from the discussion, voting or decision which may be affected by the conflict.

9. Confidentiality

- 9.1 All aspects of the AC are confidential.
- 9.2 All AC members, Including Establishment Members, are required to sign a confidentiality declaration upon appointment.

10. Media & Communications

- 10.1 The AC Chair is the only designated Spokesperson for the AC relating to all media communications.
- 10.2 Any media enquiries directed to the AC or AC Members must be dealt with by the AC Chair.

[END]