



Olympic Federation of  
Ireland  
Athletes' Commission

Terms of Reference  
2021-2024  
PROPOSAL

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## 1. DEFINITION

The Olympic Federation of Ireland Athletes' Commission represents the athletes of the member National Federations of the Olympic Federation of Ireland.

## 2. ROLE OF THE ATHLETES' COMMISSION

- 2.1 To act as a consultative body of the OFI and as a voice for the Irish athletes.
- 2.2 To prepare strategic goals for approval by the Executive Committee for the next Olympic Cycle.
- 2.3 To prepare an annual plan each year within the allocated budget to be submitted to Executive Committee for approval.
- 2.4 To ensure strong channels of communication for athlete specific issues at the appropriate level.
- 2.5 To ensure that the athletes' point of view is incorporated in OFI decisions.
- 2.6 To ensure respect for the rights of the athletes within the Olympic Movement and to draw up recommendations to that effect as required.
- 2.7 To put forward representatives to sit on other OFI commissions and working groups when requested.

## 3. STRUCTURE AND COMPOSITION

- 3.1 The Athletes' Commission shall be made up of between 5-8 elected members.
- 3.2 The Athletes' Commission will be constituted at the end of the year of the Summer Olympics, in accordance with the Nominations and Elections Regulations.
- 3.3 The Athletes' Commission may request additional co-opted

members to be appointed by the board of the OFI.

- 3.4 All members must be representatives of Sports on the Olympic Games programme who have competed at the Games within the last four Olympic cycles.
- 3.5 Both summer and winter games should be represented on the commission.
- 3.6 Both genders should be represented in line with the OFI's gender balance policy of 40%, and reflective of a diversity of sports.
- 3.7 There must be at least 1 representative from the last Olympic Games (winter or summer).
- 3.8 A maximum of 2 athletes from each sport may be put forward by the Nominations Committee for election. Where more than two athletes are proposed to the Nominations Committee from one sport, the Nominations Committee will make its decision on who to nominate as election candidates in consultation with the National Federation and having regard to the other composition requirements of the Athletes' Commission as set out in the Athletes' Commission Nomination and Election Regulations. The decision of the Nominations Committee in this regard will be at its sole discretion and will be final and binding.

#### 4. TERMS OF OFFICE

- 4.1 Athletes are elected to the Athletes' Commission in Quarter Four of the year of the Summer Olympic Games.
- 4.2 Membership of the Athletes' Commission will be for the summer Olympic cycle, through to Quarter Four of the year of the Summer Olympic Games.
- 4.3 All elected members may be re-elected for a further summer Olympic cycle term, up to a maximum of two terms.
- 4.4 In the event of a vacancy arising before the end of a term of office, a replacement may be co-opted onto the Athletes' Commission, if the number of members has dropped below 5.

## 5. ELIGIBILITY TO BE A MEMBER OF THE COMMISSION

5.1 All nominations and elections to the Athletes' Commission shall be conducted in accordance with the elections regulations which can be found [HERE](#). Link to be added.

5.2 An eligible athlete is an athlete who participated in either of the last four Olympic Summer or Winter Games previous to their election.

5.3 An eligible athlete must meet the following criteria:

5.3.1 Be an active athlete, who participated in one of the previous 4 Olympic Summer Games or in the previous 4 Olympic Winter Games.

5.3.2 Be at least 18 (eighteen) years old;

5.3.3 Never have been found guilty of a doping offence during his/her sports career;

5.3.4 Not be the subject of disciplinary action by their National Federation;

## 6. APPOINTING A CHAIRPERSON

6.1 The Chairperson shall be appointed by a majority vote of the members of the commission at its first meeting.

6.2 The Chairperson shall not be an active athlete from the previous Winter or Summer Games.

6.3 The position of Chairperson will be for one term, with an option of extending to a second term, if voted on by the committee.

6.4 The Chairperson of the OFI Athletes' Commission shall be a member of the OFI Executive Committee with full voting rights and responsibilities, and a Director of the Company.

6.5 In the event of the Chairperson or member standing down, he/she shall be replaced for the duration of his/her remaining term of office, by the members of the Athletes' Commission from one if its members.

## 7. RESPONSIBILITIES OF THE CHAIRPERSON

- 7.1 Act as the link between the Athletes' Commission and the Federation for all correspondence.
- 7.2 Act as the athlete's representative on the OFI Executive Committee.
- 7.3 Convening and chairing of meetings and setting the agenda.
- 7.4 Agreeing the draft minutes with the Secretary.
- 7.5 Liaise with OFI office administration support in preparation of meetings.
- 7.6 In the event of a vote, the Chair shall have one vote only.
  
- 7.7 Chair prepares a report for the OFI Executive Committee, twice yearly in cooperation and conjunction with the OFI Honorary General Secretary.

## 8. APPOINTING A SECRETARY

- 8.1 The Chairperson will be responsible for appointing a Secretary for each meeting from within the members elected to the Athletes' Commission, unless otherwise decided by the Athletes' Commission.
- 8.2 The Secretary shall be responsible for recording the minutes of all Athletes' Commission meetings.

## 9. MEETINGS & EVENTS

- 9.1 The OFI Athletes' Commission shall hold at least 4 formal meetings per year – either in person or virtually. The quorum for Athletes' Commission meetings will be 50% plus one.
- 9.2 The dates and timings of these meetings should be established at the first meeting for the following year.
- 9.3 The programme of activities and Athletes' Commission objectives for each year should be established by the end of the Q4 of the previous year.
- 9.4 The Athletes' Commission Chairperson will nominate at least one member of the Athletes' Commission to attend an Olympic

Games preparation site visit during the Olympic Cycle.

9.5 A member of the Athletes' Commission other than the Chairperson must attend the EGMs or AGMs of the Olympic Federation of Ireland.

9.6 The President of the OFI is an *ex officio* member of the Athletes' Commission and may attend meetings or send a delegate.

## 10. BUDGET

10.1 The OFI Executive Committee will decide on an annual programme and event budget to be allocated to the OFI Athletes' Commission.

10.2 Mileage within the island of Ireland and overnight expenses, if applicable, will be applied.

## 11. INTERPRETATION OF TERMS OF REFERENCE

11.1 The sole authority for the interpretation or clarification of these terms of reference shall be vested in the OFI Executive Committee.

11.2 Any amendment of or addition to these terms of reference shall be vested in the OFI Executive Committee

11.3 The OFI Athletes' Commission may submit proposals to amend this text which may be forwarded to the offices of the Honorary General Secretary [email\\_secretary@olympicsport.ie](mailto:email_secretary@olympicsport.ie)