



Olympic Federation of
Ireland
Athletes' Commission

Terms of Reference
2025-2028

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.
- 2.8 To have direct and regular interaction with the athlete representative bodies within National Federations.

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, or, at the latest, by the end of Quarter Two of the following calendar year.

- 3.3 All members must be representatives of Sports on the Olympic Games programme.
- 3.4 Both summer and winter games must be represented on the commission.
- 3.5 Both genders must be represented in line with the OFI's gender balance policy of 40%.
- 3.6 A minimum of 5 sports must be represented.
- 3.7 There must be at least 1 representative from the most recent Olympic Games (winter or summer).
- 3.8 As set out in the Athletes' Commission Election Regulations (the Election Regulations), athletes seeking election to the Athletes' Commission must be nominated to a Nominations Committee. 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 based on criteria set out under the Election Regulations. The decision of the Nominations Committee in this regard will be at its sole discretion and will be final and binding.
- 3.9 All members must be able to attend meetings in person when required.
- 3.11 If the Athletes' Commission determines there is a skills gap, a request to appoint additional co-opted Athletes' Commission members can be made to the Board of the OFI. Any decision to this end will be at the sole discretion of the OFI Board.

4. TERMS OF OFFICE

- 4.1 Elections for the Athletes' Commission will take place in the period from Quarter Four of the year of the Summer Olympic Games to Quarter Two of the following year.
- 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, on request to and approval by the Board of the OFI.

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](#). **Note that this link must be updated.**

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

5.3 An eligible athlete must meet the following criteria:

5.3.1 Be an athlete, who participated in one of the previous three Olympic Summer Games or the previous three 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 CHAIR

6.1 The Chair shall be appointed by a majority vote of the members of the newly elected Athletes' Commission members at the Commission's first meeting.

6.2 For an athlete to be eligible for election as Chair they must have set out the intention to stand for the position of Chair and submitted a supporting CV as part of their initial application to the Nominations Committee.

- 6.3 The Chair cannot be a currently active athlete who is targeting Olympic qualification.
- 6.4 The position of Chair will be for one term, with an option of extending to a second term, if voted on by the committee.
- 6.5 The Chair of the OFI Athletes' Commission shall be an ex-officio member of the OFI Executive Committee with full voting rights and responsibilities, and a Director of the Company. As such, they must be eligible under Irish Company Law to be a Company Director.
- 6.6 In the event of the Chair 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 of its members by way of majority vote, noting the requirements under 6.5. In this instance, the gender balance on the OFI Board must be considered. The OFI Board has the authority to stipulate that the replacement gender of the Chair be of a specific gender.
- 6.6 The Chair must be based on the island of Ireland and be available to attend Athletes' Commission and OFI Board meetings in person in a Dublin location when required.

7. RESPONSIBILITIES OF THE CHAIR

- 7.1 Act as the link between the Athletes' Commission and the OFI 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 President.
- 7.8 Present updates to General Meetings of the members as and when the Executive Committee determine this is required.

8. MEETINGS & EVENTS

- 8.1 The OFI Athletes' Commission must hold at least 4 formal meetings per year. The quorum for Athletes' Commission meetings will be 50% plus one.
- 8.2 The dates and timings of these meetings should be established at the first meeting for the following year.
- 8.3 The programme of activities and Athletes' Commission objectives for each year should be established by the end of Q4 of the previous year.
- 8.4 The President of the OFI is an *ex officio* member of the Athletes' Commission and may attend meetings or send a delegate.
- 8.5 The OFI Athletes' Commission will host 2 meetings per annum (virtually) with athlete representatives from the National Federations.

9. BUDGET

- 9.1 The OFI Executive Committee will decide on an annual programme and event budget to be allocated to the OFI Athletes' Commission.
- 9.2 Mileage within the island of Ireland and overnight expenses, if applicable, will be applied.

10. INTERPRETATION OF TERMS OF REFERENCE

- 10.1 The sole authority for the interpretation or clarification of these terms of reference shall be vested in the OFI Executive Committee.
- 10.2 Any amendment of or addition to these terms of reference shall be vested in the OFI Executive Committee
- 10.3 The OFI Athletes' Commission may submit proposals to amend this Terms of Reference which may be forwarded to the Company

Secretary

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