

ATHLETE REPRESENTATIVE CHECKLIST

Items you need to know as the New Athlete Rep within your Sport

- The Athlete Representative roles and responsibilities as outlined clearly by a job description and/or terms of reference and communicated to all parties, including coaches. Click [here](#) for some examples.
- AthletesCAN Leadership Modules: Athlete Leadership & Representation, Athletes on Boards, and Sport System 101. Click [here](#) to learn more about the AthletesCAN Leadership Modules.
- The contact details of the NSO staff member or volunteer appointed to act as an ongoing resource and liaison for you.
- An overview of “who is who” and an outline of the responsibilities of various committees and governance levels within the organization. All staff and most volunteer positions should have job descriptions, including you. You should be able to find most of this information in your NSOs various policies and procedures. Click here to see [Athlete Policies & Procedures](#) for Bobsleigh Canada Skeleton and their [Athlete Handbook](#).
- A schematic or organizational chart showing reporting and supervision responsibilities and connections between all positions.
- A summary of current issues/concerns and/or solutions from both the perspective of the NSO and the athletes. Determine where things stand in relation to:
 - **Athlete Assistance Program** – how many cards does your sport have, what is the nomination process
 - **Athlete Agreements** – review current document, determine any recent changes or recommendations for review from the previous athlete representative and ensure all current athletes are up to date and understand the implications of the content
 - **Team Selection Process and Policies** – how often do they change, who is responsible for setting criteria, what is your role, who are the key stakeholders and how are they being informed
 - **Dispute Resolution** – What are the channels for dispute resolution? What is the appeal process? Who are the key personnel responsible for handling disputes at the NSO level? What other resources have athlete representatives in the past used to solve these types of issues?
 - **Coaching & Support Staff** – Understand selection and assigned events
 - **Make yourself aware of any other pertinent issues affecting your athletes**
- The opportunity for the Athlete Representative(s) to speak to a number of people in the organization to help you to develop a historical and current perspective. How are decisions made today? Why were particular decisions made in the past? What are the issues of the day? What are the plans for the future?



- A Communication Plan – what is the current communication plan between the Athlete Representative, the NSO and the athletes? Are there any breakdowns? Are all key stakeholders being reached and engaged? If there is not already one in place, develop one with the input of outgoing or past reps and current teammates.
- Communication Schedule & Templates – Have there been standardized templates created in the past and successfully used by previous Athlete Representatives? Has a schedule been created for key communications throughout the season? Click [here](#) for important factors to consider when developing or reviewing your communications plan.
- The Athlete Representative Succession Plan to target potential reps for future responsibilities prior to the end of your term.
- The following documents should be provided by your NSO and/or outgoing representative(s).
 - A copy of applicable committee and Board minutes, and meeting reports for at least the past 2 to 3 years. These will help to put current issues into context.
 - List and Contact details for current Board of Directors & previous minutes.
 - List of Committees and Committee members with contact details.
 - A copy of the applicable Sport Development Model. What programs and opportunities should be in place for athletes at different stages of their technical and competitive development?
 - A copy of the NSO's current strategic plan. You need to learn what the strategic priorities, goals and objectives are for the organization. Click [here](#) for the Athletics Canada Strategic Plan as an example.
 - The audited financial statements for the past 2 to 3 years, plus current fiscal year financial information including the budget. Contact your Board Treasurer to help explain them to you.
 - The budget (if one exists) to facilitate communication and continuity among and between Athlete Representatives and athletes.