

## **Archery Canada Volunteer Job Description ATHLETE REPRESENTATIVE**

Your role is as a spokesperson for elite level Canadian archers, ensuring those views, comments and opinions reach the High Performance Committee (HPC) and Archery Canada (AC) management. Within the High Performance program, direct responsibility for the planning and evaluation of activities related to elite athlete performance at the international level.

### **LEADERSHIP:**

- Attend Archery Canada High Performance Committee meetings (generally one face-to-face meeting per year – November), including HPC teleconference meetings (2-4 per year)
- Recruit & communicate with PSO athlete representatives
- Liaise with other HPC members, AC Board of Directors, PSO's & staff
- Communicate with elite archers, coaches and AC's membership in general
- Represent archery and AC interests at meetings & events as required

### **PLANNING:**

- Contribute to revisions to High Performance plan

### **DEVELOPMENTAL PROJECTS :**

- Contribute to revisions and updating of AC Task List

### **IMPLEMENTATION:**

- Participate as a member of the High Performance Committee
- Liaise with all interested archers and coaches
- Address issues within the High Performance program
- Promote the LTAD model and its benefits to Canadian archery development
- Survey the opinions and concerns of provincial athlete representatives
- Communicate regularly with AC Para-archery Athlete Representative
- Encourage the election of provincial athlete representatives
- Supervise the AC Athlete Representative election process with staff
- Work with webmaster to ensure website information for portfolio is correct
- Contribute as necessary to AC's official electronic newsletter
- Vote on all Board/Executive/Committee issues
- Represent AC and its athletes at AthletesCAN meetings
- Develop and refine selection criteria for national team support staff
- Survey provincial athlete reps regarding nominees for AC annual awards

### **EVALUATION:**

- Evaluate national team reports from international events, participation and feedback; and submit recommendations to the HPC Vice-President

### **REPORTING:**

- To HPC chairperson regularly (i.e. quarterly)
- To Board, 1x per year (written)
- To Membership at AGM (written)

### **RESOURCE MATERIALS:**

- FCA Rules book, FITA rules book
- Volunteer Handbook, Volunteer Directory, Policy Manual
- Meeting minutes posted on the AC website
- AthletesCAN Leadership Modules & Publications [www.athletescan.com](http://www.athletescan.com)
- IOC team selection criteria, COC team selection criteria, FITA team selection criteria
- CCES handbook

## **Rowing Canada Aviron Terms of Reference ATHLETE REPRESENTATIVE**

### **PURPOSE:**

The purpose of the Athletes' Representative position shall be to represent and promote rowers' views and interests to Rowing Canada Aviron (RCA) on all issues which, directly or indirectly, affect national team rowers, high performance rowers and/or any national caliber rower.

### **OBJECTIVES:**

1. To ensure athletes are able to participate in a constructive manner in the decision-making process of RCA.
2. To ensure that, to the greatest extent possible, RCA policies and programs meet athletes' needs by means which include:
  - Utilizing the RCA staff as resource people for such background or other information as may be needed by RCA;
  - The presentation of the athletes' views and position to the relevant decision-making body on all issues identified by RCA as affecting athletes, directly or indirectly;
  - Monitoring programs;
  - Negotiating the contract between RCA and athletes participating in the Athletes Assistance Program of Sports Canada;
  - Providing meetings for discussions and information exchange among athletes;
3. Developing annual and quadrennial plans for athletes as a group.
4. To keep athletes informed of policies and programs and their development through the mechanism of a regular email or by other means of communication.
5. Liaison between the Athletes Council and RCA (i.e. VP of High Performance, High Performance Director, Team Coordinator, etc.)
6. To ensure the support staff that travels with the team meets the needs of the athlete. The necessary combination of medical staff accompanies the team (i.e. doctor, physiotherapist, chiropractor, and message therapist).
7. Administering/distributing the Athlete Feedback Form

### **ELIGIBILITY FOR ATHLETES' REPRESENTATIVE:**

1. A Retired Athlete Representative or Athlete Council Member will be elected to the position of Athletes' Representative to the RCA Executive Committee. This retired athlete will be within 4 years of sitting as RCA Athlete Representative or on the Athlete Council.
2. A male and female representative will be elected to fill the two positions of Athletes' Representatives.
3. The Retired and Active Athletes' Representatives must be or have been an athlete and competing member of a major Canadian National Team within four (4) years preceding election to the position of Rep. Major Team competitions are identified as any one of the following:
  - Olympic Games
  - World Championships
  - World CupOR
  - Have been an SR-1, or SR-2, or Development carded athlete in Rowing in the past four years.
4. The Active Athletes' Representatives must reside in Canada.
5. The National Team members that will make up the voting body will consist of all rowers currently carded through Sport Canada and those rowers training in the designated Camps (i.e. Victoria, B.C., or London, Ont.). The coaching staff, one-month prior to election must identify rowers training in designated camps that are not carded athletes.

## **Athlete Representative Terms of Reference (Cont.) Rowing Canada Aviron**

### **ELECTION OF ATHLETES' REPRESENTATIVES**

#### **Election process:**

1. Election of the Male and Female Athlete Representatives will take place in the 1st and 3rd year of the quadrennial at the Speed Order Regatta (Spring/Summer).
2. Terms of office are for two years.\*

#### **ATHLETES COUNCIL:**

There shall be one council member for each of the following programs:

- Lightweight Women
- Light Men
- Heavyweight Women
- Heavyweight Men

1. The National Team members of each respective program shall elect their program representative to the Athletes' Council. Ballots will be generated and distributed to the National Team members by the RCA staff member liaison to the Council. Only the members of the respective program may vote for that program's representative.
2. The Program representatives will take any concerns directly to the Athletes' Representatives or to the Council. If necessary these concerns will be forwarded to RCA or responsible bodies via the Athletes' Representatives.
3. The two elected Athlete Representatives will assume the positions on the Athlete Council for the particular programs.

#### **RESPONSIBILITIES OF ATHLETE COUNCIL MEMBERS:**

The Athletes Council Members will serve as a source of athletes' opinion and advice to the Athletes' Council and to assist the organization in program and policy development for the benefit of Rowing in Canada.

#### **WHAT IS EXPECTED OF COUNCIL MEMBERS?**

1. To attend Council meetings and be prepared to contribute to the discussions.
2. Communicate the activities and concerns of the Council to the athletes within their particular program through direct contact or written communication.
3. Actively solicit the opinions and ideas of athletes within their particular program on issues that are before the Council or are of importance of the team.
4. Represent the Council's views on other committees that require an athlete member, when requested, and communicate the activities of that committee to the Council.

*\*AthletesCAN Note: Terms of service will vary by sport. Where terms of service do not exist, it is recommended to review historical data and solicit feedback from past reps and NSO to determine the best fit for your sport.*