



## Athlete Council Terms of Reference

<b>Mandate</b>	<p>The Athlete Council is a committee of Karate Canada (KC) that is representative of athletes who have represented Canada internationally on behalf of KC in the two major disciplines (Kata &amp; Kumite) over the past three years.</p> <p>The main role of the Council is to ensure that high-performance and national team athletes are properly represented in KC, including their interests, concerns, and perspectives.</p>
<b>Key Duties</b>	<p>The Council will perform the following duties:</p> <ul style="list-style-type: none"> <li>• Present athletes’ views and positions to the relevant decision-making body with regard to current or future programs, policies and procedures</li> <li>• Gather and disseminate feedback from their respective athlete groups to relevant committees, councils and the board of directors.</li> <li>• Gather and disseminate information and materials from the council, committees and board of directors.</li> <li>• Review and provide feedback on selection criteria and athlete agreements before the documents are made public.</li> <li>• Review and provide input on competition rules for the disciplines at the National level.</li> <li>• Ensure at least one of its members is included in the development of policies and criteria for team selection and AAP nominations</li> <li>• Engage in advocacy specific to its members.</li> <li>• Review this Terms of Reference annually and provide input of to the board on desired changes.</li> <li>• Name representatives as requested by KC and other bodies for activities where athlete representation is an integral element</li> <li>• The Athlete Representative on the Board of Directors will act as the liaison between the Athlete Council and KC staff, the Board of Directors, and any other KC committee.</li> </ul> <p>In carrying out these duties the Council will work closely with the</p>

	<p>technical staff of KC, and will report to the Board of Directors.</p> <p><b>Duties of the Chair:</b></p> <ul style="list-style-type: none"> <li>• Develop the agenda for Athlete Council meetings in consultation with council members</li> <li>• Chair the meeting and ensure that the Athlete Council makes recommendations within its mandate and organizational polices and plans</li> <li>• Ensure communication of the Athlete Council’s recommendations and actions to the Board of Directors</li> <li>• Ensure that the Athlete Council is represented to the Board of Directors and Members by the Athlete Representative</li> <li>• Stay informed on relevant organizational policies</li> <li>• Ensure that Athlete Council members are informed of all critical matters</li> <li>• Assist with enquires from national team athletes pertaining to national team activities and the policies of KC and the national team</li> </ul> <p><b>Duties of the Vice-Chair:</b></p> <ul style="list-style-type: none"> <li>• Attend Athlete Council meetings</li> <li>• Serve as alternate for the Chair, should the Chair be unavailable</li> <li>• Stay informed on relevant organizational policies</li> <li>• Aid the Athlete Representative in preparing written reports of recommendations, process or any other relevant information for submission to the Board of Directors and Members</li> </ul> <p><b>Duties of Individual Athlete Council Members:</b></p> <ul style="list-style-type: none"> <li>• Attend Athlete Council meetings</li> <li>• Be available to replace the Chair and Vice-Chair when necessary</li> <li>• Actively engage with athletes to gather and disseminate feedback to relevant committees and the Board of Directors.</li> <li>• Direct athlete concerns and views to the Athlete Council for discussion and action</li> </ul>
<b>Authority</b>	<p>To serve as a source of athletes’ opinions and to provide recommendations to KC staff, Board of Directors and committees on matters than affect athletes including but not limited to current or potential programs, policies or procedures.</p> <p>May from time to time invite to its meeting such other individuals as it deems can contribute to the work of the council.</p>

	<p>Can schedule meetings and other activities to facilitate decision-making.</p> <p>Review and make recommendations to revise terms of reference.</p> <p>The Council may establish subcommittees as it deems necessary to assist it in carrying out its work, may delegate its duties to sub-committees, may prescribe written terms of reference for such sub-committees, may appoint persons to and may remove persons from such sub-committees, and may dissolve any such sub-committees. A quorum for any sub-committee will be a majority of its members. The costs for any sub-committees must be provided for in the Council’s budget.</p>
<b>Composition</b>	<p><b>Composition</b></p> <p>The Council shall be comprised of up to 6 members, and no less than 4 members.</p> <ul style="list-style-type: none"> <li>• Athlete Representative from KC Board of Directors as Chair (3-year term) <ul style="list-style-type: none"> <li>○ NOTE: This position is filled as per Karate Canada’s By-Laws</li> </ul> </li> <li>• Vice-Chair (3-year term)</li> <li>• Council Member from Kata (2-year term)</li> <li>• Council Member from Kumite (2-year term)</li> <li>• Council Member from Kata (1-year term)</li> <li>• Council Member from Kumite (1-year term)</li> </ul> <p>At least one member will come from each discipline (kata or kumite) and, to the extent possible, at least two members will be of the opposite gender. If there are no interested candidates, additional spots need not be filled. Kata Council Members will also represent and can be nominated from the disciplines of Team Kata and Para-Kata.</p> <p><b>Terms</b></p> <p>The following members will be voted onto the council for up to two consecutive terms by the Senior National Team Roster annually at the immediate conclusion of the National Karate Championship Team Meeting. U21 athletes who meet eligibility criteria will also be eligible to attend this meeting for the purpose of voting on council members. In the event that no such meeting is held, a call for interested applicants will be made by the Athlete Representative no later than 8 weeks following the Senior National Karate Championships, with voting to take place electronically.</p> <p>For the purposes of the Athlete Council, eligible Athlete Council members must be a “National Team Athlete” who is at least 18 years of age and is</p>

defined as an athlete who has been a member of any of the following teams within the last three years:

- Olympic Games Team
- Senior World Championships Team
- Senior World Championships Para Team
- Senior Pan-American Championships Team
- Senior Pan-American Championships Para Team
- Senior AAP Athlete
- Development AAP Athlete
- Pan-American Games Team
- Top 50 in the WKF Karate1 Ranking
- Senior Canadian Champion
- U21 Canadian Champion
- Junior Pan-American Championships Team (U21)
- Junior World Championships Team (U21)
- A retired athlete within the last three years of their last competition from one of the above criteria to the date of voting.

### **Nominations**

Calls for nominations to the Athlete Council will be posted on KC's website, as well as through email correspondence to all eligible athletes, both via a link to a nomination form at least 4 weeks prior to the final day of the Senior National Karate Championships. Nominations will remain open until the National Team meeting, which occurs on the final day of the National Karate Championships.

In the case that more than one eligible athlete is nominated to a position, all nominated athletes to said position will have 60sec to present to their teammates why they want to be part of the Athlete Council, in the official language of their choosing, after which the Senior National Team Roster and U21 athletes will vote. The winner will be the person with the majority of votes. If only one person is nominated to a position on the Athlete Council, that person will win through acclamation.

Note, athletes who are nominated must first accept the nomination before entering into the voting process. Athletes may nominate themselves to a position on the Athlete Council.

### **Voting**

Decision-making during Athlete Council meetings is by majority vote. Quorum shall be the majority of Athlete Council members.

	<p>Each Athlete Council member will have one (1) vote. There are no proxy votes.</p> <p>In the event of a tie, the vote of the Chair will be the tie-breaking vote.</p>
<b>Meetings</b>	The Athlete Council will meet at least once per year and may meet more frequently as required by telephone conference. Meetings of the Council will be at the call of the Chair, or at the call of the Vice-Chair at the request of the Chair.
<b>Resources</b>	The overall budget for the Council will be determined by the Board of Directors. Subject to any restrictions on funds prescribed by funders, the Council will have authority over expenditures within the overall approved budget. The Athlete Council may from time to time have KC staff assigned to assist the Athlete Council with its work.
<b>Reporting</b>	The Council will report to the KC members annually, at the Corporation's Annual General Meeting, in the form of a written report presented by the Athlete Representative. The Council will report to the Board of Directors annually, at a time and location as determined by the Board of Directors and within the budget of KC, or as requested by either the Board of Directors or the Athlete Council.
<b>Approval and Review</b>	These Terms of Reference were approved by the Board on March 19 <sup>th</sup> . 2020. This document will be reviewed annually by the Athlete Council and the Board and will be updated by the Board as required.