

# Ghana Badminton – Athletes' Commission

## Terms of Reference

### PURPOSE

The purpose of the Athletes' Commission (AC) shall be to represent and promote the views and interests of the various national team and to ensure the views and interest of athletes are represented at the highest level of BAG in furthering the objectives of BAG to be the leading federations in the country.

### AUTHORITY

- The AC is an active advisor to the Board of Directors of BAG (the board) through the athlete representative to the Board. The AC may establish sub-committees to deal with specific issues in relation to the mandate of the AC. The AC will exercise its authority under the direction of the Board, and the bylaws and policies of BAG, besides the provisions set out in these Terms of Reference.
- Representatives of the AC shall use all reasonable efforts to represent the interests of BAG athletes and shall avoid using the AC to purely further their own interests where in conflict with the interests of BAG athletes. Further, they must respect the confidentiality of athletes represented by the AC.
- To proactively consider issues relating to players and give advice to the BAG on player related matters;
- To represent the rights and interests of the players to the Board to ensure the athlete's opinion is heard at the highest level of governance of Badminton in Ghana

### OBJECTIVES

1. Ensure that athletes take part constructively in the decision-making and feedback processes of BAG.
2. Ensure, to the greatest extent possible, that BAG policies and programs meet the needs of the athletes by engaging in:
  - Providing representatives to the Board, BAG committees, and other bodies where athlete representation is an integral element. i.e. Technical Committee, etc.;
  - Presenting the views of the athletes to Board on issues identified by the AC as affecting athlete performance or well-being;
  - Submitting a semi-annual report to the Board and for the Annual General Meeting (AGM); to provide constructive feedback on factors that directly or indirectly affect athletes such as training, competition, selection criteria, and planning;
  - Providing athlete representation to the Board;

- Providing input prior to approval on key documents/policies/topics directly or indirectly affecting athletes; including but not limited to: athlete agreements, team selection, Nomination Criteria, etc., through their respective Technical Committees;
- Providing athlete representation to the AGM and any Special General Meeting of BAG;
- Obey at all times the constitution of BAG and its internal processes for seeking redress if any
- Ensuring there is a formal athlete meeting at the AGM, and other meetings from time to time at events where quorum can be maintained, to provide an opportunity for discussions and information exchange among athletes. The foregoing shall not be construed as preventing the solicitation of the views of athletes informally that do not make up a properly convened meeting;
- Developing various forums and platforms in which athletes may share and develop information or ideas as they relate to the development or well-being of the athletes at all levels;
- Developing leadership succession and skills within the athlete community and within BAG;
- Being available as a resource to athletes for any reason, including, without limitation, all matters relating to the performance and well-being of the athletes.

## COMPOSITION

The Athletes Commission shall comprise a maximum of *five (5)* members elected from:

- AC eligibility includes all National Team athletes who have taken part in a Level 1 and 2 domestic event the last decade;
- Retired athletes may remain eligibility for two years following their retirement.

The members of the Athletes' Commission shall include:

- No less than one male;
- No less than one female;
- No less than one Para and Able athlete from Juniors, Sub-Juniors, youth, and Seniors (veterans) of up 90 years.

The roles on the Athletes' Commission shall be as follows:

- Chair, to be filled by the then appointed BAG athlete representative to the Board with no voting rights;
- Vice-Chair;
- Secretary;
- Any other representative as deemed necessary or desirable to adequately represent the various interest groups affected by the purpose of the Athletes' Commission. i.e. Liaison to the Junior and Development national teams.

## PROCEDURES

Under Article 42 clause 5.3, Athletes Commission is one of the specialist groups with expertise and comprise both Council members and external expertise. All committees will have terms of reference and the Board will approve the membership of the Commission.

## TERM

- AC members shall be in office for two (2) year term;
- AC members can serve up to a maximum of two (2) terms;
- Athletes may be removed from the AC in the following ways:
  - Violation of BAG 's Constitution, Code of Conduct and Ethics Policy;
  - A vote of non-confidence supported by at least three-quarters of the AC members in good standing;
  - Resignation. Should a member of the AC not be able to complete their term of office, the next interested candidate the Board will nominate an athlete and would be asked to join the AC. If there were no other interested candidates, then the current AC can appoint a member to fill the position or keep it vacant.

## ROLES & RESPONSIBILITIES

1. The AC shall:
  - Abide by the terms of membership under the Bylaws of BAG which it is acknowledged and agreed includes the BAG's rules, regulations, policies, and procedures;
  - Ensure that the current national team athletes are democratically, faithfully, and fairly represented; and
  - Have a structure that ensures a democratic election of members in subsequent years
2. At the first meeting of the AC, by the members of the AC including it shall nominate and appoint by themselves:
  - Vice-Chair;
  - Secretary;
  - Any other representative as deemed necessary or desirable to adequately represent the various interest groups affected by the purpose of the AC. i.e. Liaison to the junior and development national teams.

### **The Chair shall:**

- Be the chair of the AC and represent the AC to the BAG High Performance Director, Board, BAG staff, coaches, and officials besides the BAG AGM;
- Prepare meeting agendas and preside at all meetings of the AC;
- Have the general and active management of the affairs of the AC;
- See that all orders and resolutions of the AC members are carried into effect; and
- Disseminate pertinent information to and from the AC and Chair of the Board of Directors.

### **The Vice-Chair shall:**

- Perform the duties and exercise the powers of the Chair in the absence or disability of the Chair; and
- Perform such other duties as may from time to time be directed by members.

### **The Secretary shall:**

- Ensure that minutes and actions from each meeting of the AC are prepared and distributed as needed.

### **Other roles of the AC:**

- The AC may appoint one member to be a liaison to the BAG Athletes and one member to be the liaison for athletes should the AC determine this to be beneficial from time to time;
- The members shall serve without remuneration and no member shall directly or indirectly receive any profit from their position; provided that it may pay a member, reasonable expenses incurred by them in performing their duties with prior approval from BAG.

### **GOVERNANCE & OPERATIONS**

- The AC members will meet by telephone, online, or in person. Meetings will be as called by the Chair, Vice-Chair, or any three (3) members of the AC at any time. I shall take minutes at all official meetings;
- Notice of the time and place for the holding of a meeting shall be given on not less than 48 hours if notice is given by telephone or electronic correspondence;
- No notice shall be necessary if enough members are present to make up quorum, and the non-present members do not object to the holding of the meeting; or
- The members may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A notice of the members fixing the place and time of such regular meetings shall be sent to each member forthwith after being set, but no other notice shall be required;
- There shall be at least four (4) meetings per year of the AC members, and more than required;
- A majority of members, but no less than three (3) members, shall make up a quorum for meetings. Any meeting at which a quorum is present shall be competent to exercise all or any of the authorities, powers, and discretions by or under the terms of reference of the AC;
- Each member is authorized to exercise one (1) vote except chair to have a casting vote if any

### **RESOURCES**

1. The AC will receive the necessary resources from BAG to fulfill its mandate within the financial constraints and budgetary process of BAG, and may, from time to time, have staff persons assigned to assist the AC with its work where possible.

### **APPROVAL**

These Terms of Reference have been approved and active since June 29, 2020

### **REVIEW**

The BAG will review these Terms of Reference to an as needed basis and will make changes.