TTCAN - ATHLETES' COMMISSION TERMS OF REFERENCE (Last Updated: Dec 2024)

1. MANDATE

The Athletes' Commission (AC) is an operational commission of Table Tennis Canada (TTCAN). The AC will be the collective voice of all TTCAN's high performance athletes and will assist the organization in its fulfillment of its mission and the pursuit of its vision.

2. AUTHORITY

The AC, through the Chair, will be an active advisor to the Board of Directors. The AC will exercise its authority in accordance with the bylaws and policies of TTCAN, in addition to the provisions set out in this Terms of Reference.

Representatives of the AC shall not take stands on issues or represent themselves as members of the AC in areas of personal interest having no connection with official AC responsibilities; nor shall they falsely speak on behalf of the entire AC membership or reveal matters deemed confidential by the AC.

3. KEY DUTIES

The AC will perform the following key duties:

3.1 Ensure to the greatest extent possible that TTCAN's policies and programs meet the needs of athletes.
3.2 Provide input prior to approval on key documents/policies/topics directly affecting athletes including but not limited to Athlete Agreements, Team Selection, AAP Nomination Criteria, High Performance training and competition plans, coaching, etc.
3.3 Present athletes' views and positions to any relevant decision-making body on issues identified by the Athletes' Commission as affecting athlete performance.
3.4 Provide an annual Athlete Report, through the Chair of the AC, to the TTCAN Board of Directors with a copy circulated to Eligible Members (defined below).
3.5 Build leadership succession and skills within the athlete community as a whole and within TTCAN.
3.6 Recommend athlete representation, where appropriate, to external agencies including but not limited to the AthletesCAN Board of Directors, Canadian Olympic Committee Athletes' Commission and Canadian Paralympic Committee Athletes' Council when possible.

4. COMPOSITION

4.1 The Athletes' Commission shall consist of a minimum of four (4), and a maximum of eight (8) members elected from Eligible Active Members and Eligible Alumni Members.
An Eligible Active Member is any able-bodied or ParaTT Senior or U19 National Team athlete over the age of 16 who is actively competing in the calendar year prior to the call for nominations.
4.2 An Eligible Active Member must be a current registrant of TTCAN through their province and appearing on the TTCAN's Ranking List.

4.3 Eligible Alumni Members are Alumni of any of TTCAN's Senior or U19 National Teams within the last six years, who are not employed by TTCAN or a provincial association and are not actively coaching at the national or international level.

4.4 The members of the Athletes' Commission shall include:
- No less than one male;
- No less than one female;
- No less than one ParaTT athlete;
- No more than three able-bodied males, three able-bodied females, three para males, and three para females (maximum of eight (8) members at any given time);
- A blend of active and recently retired athletes

5. NOMINATION AND ELECTION PROCEDURES

5.1 Eligible Members (as defined above) will be called upon electronically to make nominations no less than thirty (30) days prior to TTCAN's AGM.
5.2 An Eligible Member may nominate himself or herself for an AC position.
5.3 After receipt of nominations, the eligible nominee(s) will be notified. The nominees will be called upon to accept or reject their nominations.
5.4 An electronic election will be held with the names of the eligible nominee(s) that have accepted their nominations.
5.5 Eligible Active Members hold one (1) vote each.
5.6 Eligible Active Members and Eligible Alumni Members who received the most votes will be appointed to the AC, ensuring the mandatory composition elements of the AC are met.
5.7 The nomination and election process will be conducted by at least two (2) TTCAN staff members to ensure proper election procedure is met and to confirm final results.

6. TERM

6.1 For the first election of the AC, the half of the appointed members who received the most votes will be elected for a two (2) year term, and the half of the appointed members who received the least votes will be elected for a one (1) year term. If there is an odd number of appointed members, there will be more members with two (2) year terms.
6.2 Thereafter, AC members shall be elected for a two (2) year term.
6.3 AC members can serve up to a maximum of four (4) terms.
6.4 Athletes may be removed from the AC in the following ways:
- Violation of TTCAN's Code of Conduct and Ethics Policy.
- A vote of non-confidence supported by at least three-quarters of the AC representatives.
- Resignation, in which case the position shall remain vacant until the next election, or the remaining AC may agree on a suitable replacement by majority vote.

7. ROLES AND RESPONSIBILITIES

7.1 At the first meeting of the AC following their election, vacant officer roles shall be elected by the members of the AC including:

7.1.1 Chair;
7.1.2 Vice-Chair;

7.1.3 Secretary
7.1.4 Any other representative as deemed necessary to adequately represent the various interest groups affected by the purpose of the AC. i.e. Liaison to the junior and development national teams.

7.2 The Chair shall:

7.2.1 Be the leader of the AC and represent the AC to the Board of Directors as a voting member;
7.2.2 Preside at all meetings of the AC;
7.2.3 Have the general and active management of the affairs of the AC;
7.2.4 See that all orders and resolutions of the AC members are carried into effect; and, disseminate pertinent information to and from AC and the Board of Directors.
7.2.5 Appoint a member of the AC, who does not have a conflict of interest, to the National Team Committee.
7.2.6 Present an annual Budget to the Board of Directors for the AC operational expenses.

7.3 The Vice-Chair shall:

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

7.4 Secretary shall:

7.4.1 Serve as the alternate for the Chair / Vice-Chair if ever required.
7.4.2 Take the minutes at AC meetings and ensure that minutes and action items from each meeting of the AC are prepared and distributed as needed.

7.5 The duties of all other members of the AC shall be such as the AC requires of them.
7.6 The members shall serve as such without remuneration and no member shall directly or indirectly receive any profit from his/her position as such; provided that a member may be paid reasonable expenses incurred by him/her in the performance of his/her duties with prior approval from TTCAN.
7.7 All AC members are subject to and must adhere to conflict of interest rules. The AC shall establish a Conflict of Interest Policy that shall include annual submissions of declarations specifying any conflict of interest or the lack thereof.

8. GOVERNANCE AND OPERATIONS

8.1 The AC members will meet electronically or in person. Meetings will be as called by the Chair, Vice-Chair, or any two (2) members of the AC at any time. Minutes shall be taken at all official meetings.
8.2 Notice of the time and place for the holding of a meeting shall be given within 48 hours if notice is given by telephone or electronic correspondence.
8.3 There shall be at least four (4) meetings per year of the AC members, and more as required.
8.4 A majority of members, but no less than four (4) members, shall constitute 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.

8.5 Each member is authorized to exercise one (1) vote.

8.6 Motions will be passed by a simple majority.

9. MEETINGS

The Committee will meet by telephone, online, or in person, as required. Meetings will be called by the Chairperson.

10. RESOURCES

The Committee will receive the necessary resources from TTCAN to fulfill its mandate and may from time to time have staff persons assigned to assist the Committee with its work.

11. REPORTING

The AC will report to Board of Directors and Members annually with a written Athlete Report at the Annual General Meeting reflecting the business and recommendations of the AC at the end of each competitive season or fiscal year.

12. REVIEW

The AC will review these Terms of Reference on an as needed basis and will make changes if necessary.