

SENIOR ATHLETE REPRESENTATIVE PANEL TERMS OF REFERENCE

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Produced in collaboration with the British Athletes Commission

1. PURPOSE OF ARP

- To provide a group for athletes to share their feedback on all aspects of the Senior GBR structure
- To provide athletes with a mechanism for ensuring their views on important matters are heard and communicated to the Senior Leadership Team and at Board level
- To be the link between the athletes and the Senior Leadership Team and British Fencing Board

2. MEMBERSHIP

- The Athlete Rep Panel (ARP) shall comprise of a maximum of six elected athlete members; including male, female athletes and where possible an athlete from each discipline
- The Chair of the Youth Panel will also be included in the ARP taking the membership total to seven members (if the Chair of the YP is not themselves an AR)
- Members must hold a current BF membership, GBR FIE license, have represented GB in the current or previous season (as at nomination date) at Senior World Cup/Grand Prix/Euros/World level and be ranked in the Top 20 in the Senior Rankings (as at nomination date).
- The members of the ARP shall elect a Chair and Vice Chair to serve for a maximum of two years
- Athletes will be eligible to serve a maximum of a two-year term

3. DUTIES

- Represent the rights and interests of the British Fencing athletes, in particular the Senior GBR athletes
- Establish a means of seeking athlete's opinions prior to the ARP meeting
- Discuss any matters of interest and concern during ARP meetings
- Provide feedback to the Senior Leadership Team on both positive aspects and issues or concerns
- To make recommendations on issues of significance from the perspective of the athletes

ARP Terms of Reference

- Opinions of athletes to be fed back anonymously to the Senior Leadership Team
- Raise any safeguarding issues or concerns directly with the NGB Welfare Officer
- Report formally to the BF board at least twice a year through the production of a report or in person (The ARP has the right to send a member to attend all BF Board meetings as observer)
- All members must attend the BAC's Athlete Rep Induction Training Day within their first year and at least two other CPD opportunities during their two-year term. British Fencing will cover reasonable travel expenses (in accordance with British Fencing Expenses Policy)
- After a two-year term support the newly elected Athletes Panel athletes
- Where required signpost athletes to the British Athletes Commission (BAC)

4. ARP CHAIR

- Responsible for overseeing and leading the work of the ARP
- Responsible for appropriately communicating positive aspects and issues or concerns discussed during meetings to the Senior Leadership Team
- Following meetings with SLT, if necessary communicate agreed outcomes with ARG members and athletes
- Responsible for communicating with the Chair of the Youth Panel
- When the ARP Chair is unavailable, the above duties will be carried out by the Vice Chair
- The Chair will be eligible to serve a two-year term
- If the Chair leaves the British Fencing Programme during their two-year term, members of the ARP will nominate a new Chair

5. MEETINGS

- The ARP will meet four times per year either in person during training camps and/or post competitions or via Skype/Facetime
- The person taking the minutes will be agreed prior to the meeting, minutes should be shared with members (no later than 7 days post ARP meeting)
- If the Chair is absent, the Vice Chair of the ARP shall act on his/her behalf
- Agenda to be compiled by the Chair and sent out to all ARP members at least two weeks prior to the agreed meeting date
- Post meeting views to be fed back to the Senior Leadership Team (best method of this to be discussed by ARP members)
- Members must attend an annual meeting with British Fencing CEO to discuss progress of the ARP and review TORs
- Members must meet with the BAC AR Manager at least once a year to discuss Athlete Rep role and CPD opportunities
- Hand over meeting to take place after two-year term to support newly elected athletes onto the ARP

6. ELECTIONS

- Elections will take place every two years
- The formal election process will be administered by the NGB and the British Athletes Commission
- Athletes wishing to be nominated must hold a current BF membership, GBR FIE license, have represented GB in the current or previous season (as at nomination date) at Senior World Cup/Grand Prix/Euros/World level and be ranked in the Top 20 in the Senior Rankings (as at nomination date)
- Athletes will be given a time period of 21 days to express their interest of being part of the ARP and put forward a short supporting statement
- A confidential vote will take place using an online voting process
- Votes will be counted and the top athletes in each discipline will make up the ARP
- The members of the ARP must elect a Chair and Vice Chair during their first meeting
- If a member of the ARP leaves the British Fencing programme during their two-year term, another election process to fill that position will take place at the start of the new cycle

* Considerations will be taken into account if an athlete has been unable to compete during the last 12 months due to illness or injury

7. MORE INFORMATION

If you require any further information please email caitlin@britishathletes.org or contact 07739516069



Version History (can be placed at end)

Version Number	Date Updated	Updated by	Comments
v1.0			Final version agreed between BAC & BF