

# UK Sport Athlete Representation Guidance

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## 1 Purpose

- 1.1 The Athlete Representation Guidance sets out the principles and recommendations for an effective athlete representation in the High Performance System (HP System).
- 1.2 Athlete representation provides an important mechanism for effective consultation between athletes, HP System staff and the wider NGB. It is a constructive and collaborative relationship that seeks to drive continuous improvement and a sustainable performance culture.

## 2 Scope

- 2.1 This Guidance applies to all funded performance programmes in the HP System and is reflected in the Grant Funding Agreement<sup>1</sup>, it is also considered best practice.

## 3 Principles

- 3.1 The principles below are designed to guide each performance programme in developing a structure that fits its needs:
  - 3.1.1 Athlete Representatives (AR) should reflect the structure, make-up and scale of the performance programme;
  - 3.1.2 there should be regular and open communication between AR, and their performance programme Senior Leadership Team (SLT);
  - 3.1.3 where a performance programme has more than two AR, they should form a group (ARG) with a Lead Representative responsible for engaging with the SLT;
  - 3.1.4 AR should be consulted on issues that are important to the athletes within the performance programmes; and
  - 3.1.5 AR should engage with the NGB Board via: the SLT; a named conduit; or attendance at NGB Board meeting - as appropriate to the sport - to provide the athlete voice.

## 4 Terms of Reference

- 4.1 It is recommended that terms of reference are adopted to provide clarity and understanding of the role of ARs and ARGs. A template set of terms of reference is at Annex 1 of this Guidance, which can be adapted to meet the needs of the performance programmes and athletes.

## 5 Selection Considerations

- 5.1 Each performance programme should consider a structure which seeks to achieve a fair and representative balance for: age, gender, disability; sport disciplines.

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<sup>1</sup> Grant Funding Agreement, paragraph s9.1.7

- 5.1 Recently retired athletes<sup>2</sup> could be considered for selection as they provide a different experience and perspective from current the athlete body.

## **6 Induction Training**

- 6.1 All AR should be given the opportunity to attend annual induction and training events run by UK Sport and the English Institute of Sport Performance Lifestyle Team.

## **7 Relationship with UK Sport and the BAC**

- 7.1 The principal function of the AR is interacting with their performance programme. However, there is also an opportunity for engagement with other sports, UK Sport and the BAC to share best practice.

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<sup>2</sup> A maximum of 4 years at the point of nomination.

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## Annex 1: Template Term of Reference – Athlete Representatives and Athlete Representative Groups

### Purpose

1. The Athlete Representatives (AR) and the Athlete Representative Group (ARG) are to represent the views of the athletes to the performance programme Senior Leadership Team (SLT) and the National Governing Body (NGB) board so that the performance programme:
  - a. is informed and updated about athlete experiences; and
  - b. [Insert any specific requirements for the particular performance programme.]

### Scope and Responsibilities

2. It is the responsibility of the AR/ARG to contribute to the performance programme SLT decision-making on matters of relevance to athletes. These may include, but are not limited to:
  - a. the design and provision of facilities and equipment;
  - b. games and major competition planning and de-briefing;
  - c. programme induction and transition;
  - d. end of season de-brief;
  - e. issues concerning athlete well-being;
  - f. rule changes, Paralympic classification and anti-doping from the athletes' perspective; and
  - g. feedback to athlete group.
3. On occasions AR may attend NGB board meetings to provide the athletes' perspective of the performance programme.

### Selection Considerations

4. Each discipline/squad should be represented by an AR.
5. Where there are more than two AR, a ARG may be formed. The ARG should select one member as Chairperson, or Lead Representative, to run ARG meetings and represent its views to the performance programme SLT, and the NGB Board as required. It is important that there is a gender and disability balance on the ARG [and it could include one retired Athlete].

### **Terms of Office**

6. The term of office for AR is [2 years]. As long as athletes meet the application requirements, candidates can stand for re-election. [An AR should not stand for more than two consecutive terms of two years.]

### **Eligibility**

7. All athletes on the NGB performance programme are eligible to be considered as an AR and a member of the ARG.
8. [Athletes on the NGB Performance Pathway Programme may be eligible to be members of the ARG, dependent on the structure of the pathway programme. Consideration can be given to include development athletes, where it is deemed appropriate].
9. [Retired athletes are eligible to be considered as an AR and member of the ARG.]
10. AR and ARG members will be required to sign a non-disclosure agreement regarding internal business of the NGB.

### **Nomination and Selection**

11. There should be a fair and transparent nomination and selection process that is understood by all athletes in the WCP.
12. Applicants can be asked to submit documentation outlining their suitability for the role as an AR.

### **ARG Meetings**

13. ARGs should meet regularly.
14. All positions are voluntary but the NGB should pay reasonable travel expenses for AR conducting their AR duties, in accordance with NGB expenses policy.
15. The Performance Lifestyle Team may provide support to the ARG.