



ATHLETES' COUNCIL TERMS OF REFERENCE

1.0 Role and Responsibilities

The overall role of the Athletes' Council is to give a voice to those impacted the most by OVA programming. This Council will collaborate and give feedback to better support the growth of volleyball in Ontario.

By drawing on Council members' experiences, the Council will create objectives and action items that align with the OVA's strategic plan. The Council will also give opportunities for members to engage in personal development and leadership opportunities.

The OVA recognizes that there are many diverse communities in Ontario. The Athletes' Council will therefore work with the Inclusion, Diversity, and Equity Advisory Committee to support the athletes' needs to safely participate in our sport.

The Council will

- act as an advisory body to the OVA Board of Directors and OVA management;
- ensure that the Board and OVA management are receiving and implementing athlete feedback and ideas; and
- ensure effective sharing of information.

2.0 Purposes

The Council supports the OVA's strategic objectives through an athlete lens.

People

- Develop leadership skills and provide personal development opportunities to Council members and the OVA community
- Provide insight and input with respect to issues that impact athletes' health, safety, and performance

Operations Excellence

- Provide a safe sport experience

Programs & Events

- Encourage and facilitate exchanges of information and experiences about volleyball programs and initiatives through an athlete-centred lens
- Provide unique perspectives on program and services design and delivery



Athlete Development

- Support all athletes to reach their individual goals
- Continue to develop and share expertise

Community Engagement

- Communicate, educate and inform the broader community of OVA athletes on actions taken by the Council, Board, and OVA management

Development & Innovation

- Provide input to the Board regarding policy, and to OVA management on operational policies, practices, standards development, and implementation

3.0 Membership and Term

3.1 Overview

The Chair and Vice-chair – selected in accordance with 3.2 and 3.3 respectively – are the only permanent Council positions. The number of athlete appointees to the Council – selected in accordance with 3.4 below – is at the discretion of the Chair.

3.2 Chair

The Athletes' Representative shall be the Chair of the Council. The Chair's duties are outlined in subsections 4.1 (General) and 4.2 (Chair) below.

If the Board position of Athletes' Representative is vacant, the Board will appoint an at-large Director to serve as acting Chair until the position of Athletes' Representative is filled.

3.3 Vice-chair

The Chair and the Executive Director will jointly identify an OVA staff member to be Vice-chair of the Council. The Vice-chair's duties are outlined in subsections 4.1 (General) and 4.3 (Vice-chair) below.

3.4 Appointees

In the first sixty days following an Annual General Meeting, the Chair and Vice-chair will engage OVA management to put out a call for Athlete Council members. The Chair and Vice-chair may also issue additional calls for members at any time during the year.

When a call for members is issued, the call will require that candidates submit an application to the Athletes' Representative. To be eligible for appointment, candidates must

- be an active athlete member of the OVA;
- be on the roster of an OCAA or USports volleyball program based in Ontario;
- have participated in at least one OVA event or program in the past two years; or



- be a current national team athlete, or have been a national team athlete in the past five years.

The Council will include representation from each of the OVA-sanctioned volleyball disciplines (indoor, beach, sitting).

It is preferred that the Council include at least one member from each OVA region. However, where suitable candidates cannot be identified in every region, the Athletes' Representative will ensure that at minimum, four OVA Regions are represented on the Council.

3.5 Terms

Except as provided in 3.2, the duration of the Chair's term is synonymous with their term as Athletes' Representative on the Board of Directors.

The Vice-chair serves at the pleasure of the Chair and OVA Executive Director, and may be replaced at any time where the Chair and Executive Director agree to do so.

Appointees' terms do not have a fixed duration. However, on an annual basis, within sixty days of an Annual General Meeting, the Chair or Vice-chair will reach out to all current appointees to confirm their continued interest in serving on the Council.

4.0 Duties

4.1 General

- A. Provide feedback and insights on OVA programming and ensure that decisions support OVA's strategic planning.
- B. Participate in Council events and promote necessary ideas and initiatives to the broader OVA community.

4.2 Chair

The Chair's role is to work with the Executive Director to select a Vice-chair for the Council, and upon selecting a Vice-chair, to act as a liaison between the Board of Directors and the Vice-chair and Council appointees.

The Chair does not have to attend all meetings of the Council, but is required to regularly communicate with the Vice-chair to relay direction and information from the Board, and in turn, convey information from Council meetings to the Board through regular updates at Board meetings.

4.3 Vice-chair

The Vice-chair is responsible for

- in conjunction with the Chair, developing calls for Council members and appointing eligible candidates;



- convening meetings of the Council; and
- preparing summaries of Council business for the Chair to communicate to the Board.

5.0 Meetings

The Council shall convene at least twice each year.

The method of conducting meetings will be flexible to suit the unique needs of athlete members. Meetings do not necessarily have to be synchronous; the Vice-chair, in organizing meetings, may employ non-traditional methods to engage Council members, and Council business does not have to be transacted within a set meeting window.

Quorum for a Council meeting is one of either the Chair or Vice-chair.

6.0 Decision-making Process

Council decisions will be by consensus where possible, but if voting occurs, each voting member in attendance is entitled to one vote. In the event of a tie vote, the motion will not proceed.

7.0 Staff Support

The Council shall have access to resources from the OVA to fulfill its duties, as approved by the Executive Director.

8.0 Communication with the Board

An Athletes' Council update will be a standing item at Board meetings. The Chair or a designate will present Council updates at each Board meeting.

9.0 Terms of Reference Review

At any time proposed by the Chair of the Council, or at any time requested by the Board, the Council will review these Terms of Reference and submit the results of the review, including any recommended changes, to the Board for approval.