

WPS Athletes' Committee

Terms of reference

These terms of reference for the Athletes' Committee of each IPC Sport (**Athletes' Committee**), and any amendments thereto, will be approved by the IPC Governing Board.

These terms of reference are subject to the provisions of the IPC Constitution and the IPC Sports Regulations. In the event of any conflict or dispute, the terms of the IPC Constitution and the IPC Sport Regulations shall prevail.

Unless specified otherwise, defined terms used in these terms of reference (denoted by initial capital letters) have the meaning given to them in the IPC Constitution.

1. Authority

1.1 The Athletes' Committee is advisory to the World Para Sport (WPS) Unit Board and the relevant IPC Sport management team.

1.2 The Athletes' Committee has no authority to make decisions for or on behalf of the IPC and/or the relevant IPC Sport, or to incur any expense or bind the IPC and/or the IPC Sport to any financial or other commitments. The Athletes' Committee is advisory only, and can only make recommendations to:

(a) the WPS Unit Board, through the WPS Managing Director, on the transition of the relevant IPC Sport to separation; and

(b) the management of the relevant IPC Sport on matters affecting the athletes of the sport, while the IPC remains its international federation.

2. Role

2.1 The Athletes' Committee will be responsible for the following:

(a) When requested by the IPC Sport management and the WPS Managing Director, providing the athletes' perspective on the relevant IPC Sport's 'leaving plan'.

(b) When requested by the IPC Sport management or the WPS Managing Director, advising and assisting the IPC Sport management on matters affecting the athletes of the sport.

(c) Acting as the link between the athletes and the management of the relevant IPC Sport, to convey the athletes' views to the management of the sport and vice versa.

3. Membership

- 3.1 The size and composition of the Athletes' Committee will be decided by the WPS Unit Board. The Athletes' Committee will ordinarily consist of 5 elected members, and at least 40% of each gender represented. However, in the first year of operation, the WPS Unit Board shall have the power to appoint athletes to the Athletes' Committee by calling for expressions of interest.
- 3.2 One member shall be appointed as the Chair of the committee by its members. The appointed Chair will be the member of the Sport Committee for the relevant IPC Sport.
- 3.3 The process for election of Athletes' Committee members will be approved by the WPS Unit Board on the recommendation of the WPS Managing Director.
- 3.4 All Athletes' Committee members must meet the following requirements:
- (c) Be active athletes of the relevant IPC Sport. 'Active athletes' means athletes who are either:
 - (i) Paralympians who have competed in at least one of the previous three editions of the summer or winter Paralympic Games at the time of election or appointment; and/or
 - (ii) Para athletes who have represented their Country or Territory at sanctioned competition level or above (as defined by each IPC Sport) within the previous eight years at the time of their election or appointment.
 - (d) At any one time there may not be more than one person on the Athletes' Committee of each IPC Sport representing or who have represented the same Country or Territory.
 - (e) For avoidance of doubt, athletes elected or appointed to the Athletes' Committee are not required to stand down during their term of office based on any post-retirement period being reached.
- 3.5 A member's election or appointment to the Athletes' Committee is subject to the member agreeing to the obligations, expectations and commitments set out in the letter of appointment.
- 3.6 Any vacancies on the Athletes' Committee (occurring through resignation, removal, death or any other reason) will be filled by appointment of the WPS Unit Board until the next election held by the relevant IPC Sport.
- 3.7 No substitutes are allowed for members of the Athletes' Committee. Members are elected or appointed in their personal capacity and are not

representatives of any member or stakeholder within the Paralympic Movement, including those they may be employed by or otherwise associated with.

- 3.8 The Athletes' Committee will be automatically disestablished upon separation of the IPC Sport from the IPC, and additionally may be disestablished by the WPS Unit Board at any time, at the WPS Unit Board's absolute discretion.

4. Term of office

- 4.1 Membership of the Athletes' Committee will begin on the date of election or appointment and, subject to Article 4.2, will end on the appointment of a new Athletes' Committee by the incoming WPS Unit Board, i.e. a term of office of approximately four years (corresponding broadly to the term of office of the members of the WPS Unit Board).
- 4.2 The membership of an individual on the Athletes' Committee may be terminated by the WPS Unit Board at any time, at the absolute discretion of the WPS Unit Board.
- 4.3 Individuals may serve a maximum of two consecutive terms on the Athletes' Committee or until the Athletes' Committee is disestablished (in accordance with Article 3.8).

5. Organisation

- 5.1 The Athletes' Committee will receive its direction from the WPS Unit Board, through the relevant IPC Sport management or the WPS Managing Director.
- 5.2 The Athletes' Committee will be assigned a member of the relevant IPC Sport management team to act as liaison and to manage and assist the Athletes' Committee in its role as set out in Article 2.
- 5.3 Ordinarily, the Athletes' Committee will meet two times per year, using virtual technologies as determined by the chairperson. Any meetings in person may take place at the World Championships of the relevant Para sport with prior approval by the sport's management. Additional meetings may be requested by the IPC Sport management.
- 5.4 The chairperson of the WPS Unit Board, the WPS Managing Director and such member(s) of the IPC management team as determined by the WPS Managing Director are entitled to attend meetings of the Athletes' Committee, with speaking rights only.
- 5.5 Decisions of the Athletes' Committee will generally be made by consensus. If a consensus cannot be reached there will be a vote with each member having one vote. A majority of votes in favour of a decision by those members present

at the meeting is required for it to be passed. In the event of a tie in votes the chairperson will have the right to a casting vote.

- 5.6 The quorum for meetings and decisions of the Athletes' Committee will be a majority of the total number of members on the Athletes' Committee.
- 5.7 Minutes of Athletes' Committee meetings will be produced and circulated to the Athletes' Committee, and any amendments agreed by the Athletes' Committee. The final minutes will then be archived by the relevant IPC Sport.
- 5.8 Subject to the approval of the WPS Unit Board, the Athletes' Committee may decide to allocate specific responsibilities of the Athletes' Committee to a smaller group or groups of members within the Athletes' Committee with the necessary expertise for the task (in which case, the quorum and voting requirements will be adapted and read accordingly).
- 5.9 The WPS Managing Director or the IPC Sport management team may engage advisors to provide particular expertise or advice to the Athletes' Committee (including any sub-groups of the Athletes' Committee), following consultation with the chairperson. The role of any adviser should not duplicate or conflict with the role of the Athletes' Committee. Such advisers are not members of the Athletes' Committee.
- 5.10 In undertaking any work in connection with the Athletes' Committee, each Athletes' Committee member must act for the benefit of and in the best interests of the IPC.
- 5.11 All meetings and work of the Athletes' Committee are confidential. No documents, information, discussion or decisions made at an Athletes' Committee meeting or otherwise exchanged or agreed in connection with the work of the Athletes' Committee may be disclosed (other than, through the chairperson, to the WPS Unit Board, the WPS Managing Director and relevant members of the IPC Sport management team) unless:
 - (a) the chairperson of the WPS Unit Board, the WPS Managing Director and the chairperson of the Athletes' Committee all authorise such disclosure;
 - (b) the matter is in the public domain; or
 - (c) such disclosure is required by law or any applicable authority, including the IPC Constitution and regulations.
- 5.12 The Athletes' Committee and its members may not make any public statements (including on social media) about the Athletes' Committee or any aspect of its work unless approved in advance by the WPS Managing Director and the chairperson of the WPS Unit Board.

5.13 The chairperson of the Athletes' Committee will ordinarily provide an annual report to the WPS Unit Board (written and/or verbal), as requested by the WPS Unit Board. The chairperson will otherwise report on the work of the Athletes' Committee at such times as requested by the WPS Unit Board. The chairperson of the Athletes' Committee (or their designee) may be invited to attend meetings of the WPS Unit Board and/or may be invited to provide a written and/or verbal report at a meeting of the IPC Governing Board on a specific topic.

6. Finances

6.1 The IPC will produce a budget for the WPS Unit (including a budget for the Athletes' Committee). The budget will be included in the overall IPC budget and submitted for approval to the IPC Governing Board in accordance with IPC financial policies.

7. Evaluation process

7.1 During the last year of the term of office, the chairperson of the Athletes' Committee will ordinarily submit to the WPS Unit Board a summary report on the work conducted by the Athletes' Committee during the term, along with any recommendations for the next term of office, unless not required by the WPS Unit Board.

7.2 At the end of the Athletes' Committee's term of office, the outgoing WPS Unit Board may evaluate the overall work of the Athletes' Committee and may make recommendations to the incoming WPS Unit Board, including on the mandate, structure and/or membership of the Athletes' Committee.