



# **Athlete Leadership Group Terms of Reference**

Date of Issue	August 2023
Committee	Operational
Controlling Body	Western Australian Karate Federation Board



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## 1 Introduction

The WAKF Athlete Leadership Group (ALG) is established to support the WA Karate Federation (WAKF) in promoting athlete well-being and ensuring appropriate athlete recognition and assistance throughout an athlete's careers.

This Terms of Reference outlines the purpose, composition, and responsibilities of the ALG. This group is a WAKF operational committee.

## 2 Purpose

The purpose of the ALG is to act as a representative body for athletes within WAKF, fostering effective communication, addressing athlete-related challenges, and providing recommendations to the WAKF. The ALG also serves as ambassadors for the sport, undertaking special projects and initiatives to enhance athlete development and wellbeing.

The representative group will be made up a diverse athlete membership including gender, age and division.

## 3 Definitions

- **Athlete** in reference to Athlete Leadership Group is a State Level athlete or higher

## 4 Roles and Responsibilities

The ALG shall have the following roles and responsibilities:

### 1. Aid in Athlete Well-being

Assist the WAKF in fulfilling its responsibilities concerning athlete well-being during their athletic careers.

Identify athlete-related challenges and issues by establishing open lines of communication with athletes and the WAKF. Assist the WAKF with addressing the challenges or issues.

### 2. Recommendations to WAKF

Seek feedback from athletes on their experiences and suggestions for improvement and provide recommendations to the WAKF on matters relevant to athletes, ensuring their voices and concerns are heard.

Offer valuable insights and perspectives to influence decision-making processes affecting athletes.



### **3. Sport Ambassadorship**

Act as ambassadors for the sport of karate, representing WAKF internally and externally.

Promote the positive image of athletes and contribute to the development and growth of karate.

### **4. Special Projects**

Undertake special projects aligned with the objectives and scope of the ALG.

Execute initiatives that support athlete development, welfare, and engagement within WAKF.

### **5. Resource Development and Promotion**

Develop, collate, provide, and promote resources for athletes on topics directly relevant to their concerns, such as athlete health and welfare, anti-doping, and ethics.

Disseminate these resources to ensure athletes have access to necessary information and support.

### **6. Support for New State Team Athletes**

Support new State Team athletes in both training and competition settings, offering guidance and assistance.

Extend support to new athletes beyond training and competitions, helping them integrate into the WAKF community.

### **7. Communication with Coaching Staff**

Maintain regular communication with the coaching staff through monthly meetings or as required.

Effectively convey any thoughts, issues, or concerns raised by athletes to the coaching staff for appropriate action.

### **8. Training Sessions**

Be active in warm-ups and cool-downs within state squad training sessions to boost morale amongst the athletes.

## **5 Selection and Appointment of the ALG**

- Athletes who wish to nominate for a position of the Athlete Leadership Group must be over 16 years old and be at a state, national or international level of the sport.



- The WAKF will call for nominations from the athlete community to become part of the Athlete Leadership Group, with the exemption of the Chairperson of the group and the WAKF staff member whom the Board will automatically appoint to the committee.
- The due date for nominations will be advertised through the e-newsletter, website, and social media.
- Interested applicants must submit a nomination form by the due date.
- All nominees will be notified via email on their selection or non-selection to the committee via email. After 48 hours of being notified, the WAKF may communicate to the community via social media and the newsletter the members of the Event Committee.

## **6 Length of Term**

Selected committee members are appointed on a two-year term.

In the initial set-up of the Athlete Leadership Group, 2 committee members will be appointed for one year and two athletes for 2 years. After the first year, all group members will have a two-year term.

## **7 Casual Vacancies**

The WAKF will appoint casual vacancies occurring in the ALG at their discretion.

## **8 Committee Composition**

- Chairperson  
The ALG shall be chaired by a designated athlete representative, appointed by the WAKF Board. This person will hold the role of Youth Leadership Position on the WAKF Board.
- Athlete Leadership Group Members will be a minimum of 4 positions.  
The ALG members shall be selected based on their experience, leadership qualities, and commitment to promoting athlete well-being.
- WAKF Staff Member



## **9 Voting Rights of the ALG**

All athlete members have voting rights at the meeting on matters and decision-making within the scope of the Athlete Leadership Group.

The WAKF Staff Member will assist the group in the decision-making process, including risks, governance and strategy, however, will not have a vote.

## **10 Governance**

Group members must:

- Abide by the Code of Conduct and Conflict of Interest Charter that applies to the WAKF Board and all committees. These documents illustrate the behaviours expected of the committee.
- Abide by the WAKF Financial Delegation and Management Policy.
- Align with the Strategic Direction 2022 – 2025 with planning event opportunities.
- Be able to provide quarterly updates to the Executive Officer, who will report to the Board.
- Abide by the WAKF policies and guidelines.

## **11 Operational Committees**

- The ALG reports to the WAKF Executive Officer.
- All WAKF committees and groups must have an up-to-date action plan, and budget before any approval of spend is granted. The budget needs to align with the overall WAKF Budget, and all budgets must be approved as per the WAKF Financial Delegation and Management Policy
- Follow the financial processes as in the WAKF Financial Delegation and Management Policy - 9.1.2



## 12 Meetings

- A quorum for any meeting will be more than 50% of the voting group.
- The Athlete Leadership Group will meet as required.
- Meetings can be online, face-to-face or by communication via email.

## 13 Monitoring and Evaluation

These Terms of References will be reviewed biannually or as required to ensure they reflect members' needs.

## 14 Revision History

Version	Date Reviewed	Date Endorsed	Content Reviewed/ Purpose
1	NA	August 2023	Original version. New Athlete Leadership Group Terms of Reference Resolution at the WAKF August Board Meeting.

