



Australian International Shooting Limited
(Trading as Shooting Australia)
Athletes' Committee Charter

Shooting Australia

Name: SA Athletes' Committee Charter

Date of Approval: 30/08/2022

This Charter replaces the previous version of the Athletes' Committee Charter dated 01/03/2011



SHOOTING AUSTRALIA VISION, PURPOSE, AND VALUES

VISION

Collectively driven sustained international Podium Success

PURPOSE

To enable AUS athletes to be World's Best

VALUES

Leadership, Unity, Courage, Integrity, Excellence

(Reference: Shooting Australia 2020-2024 High Performance Strategic Plan)

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1. INTRODUCTION

- 1.1 Any and all By-Laws previously made by Australian International Shooting Limited (**AISL**) trading as Shooting Australia (**SA**) concerning the Athletes Committee are expressly withdrawn. For the avoidance of doubt, this document withdraws previous iterations of the Athletes' Committee By-Laws and the Athletes Committee Charter.
- 1.2 Words and phrases in the Constitution of AISL (**Constitution**) have the same meaning in this Athletes Committee Charter and this document is to be read in conjunction with (and subject to) the Constitution. If there is any inconsistency between this document and the Constitution, the Constitution shall take precedence.
- 1.3 Under article 14 of the Constitution, the Directors of SA (**Board**) may from time to time make By-laws which in their opinion are necessary or desirable for the control, administration and management of SA's affairs. Article 5 of the Constitution provides the authority to establish an Athletes Committee through the establishment of this SA Athletes Committee Charter.
- 1.4 This By-Law is the SA Athletes Committee Charter. This Athletes Committee Charter is made by the Board under articles 5 (AISL Athletes Committee), 11.9 (Committees), 11.10 (Powers delegated to Committees) and 14 (By-Laws) of the Constitution.
- 1.5 Under article 14.2 of the Constitution this By-Law is binding on SA and all Members of SA and has the same effect as a provision in the Constitution.
- 1.6 In this Charter the following words have the corresponding meaning:

AISL means AISL trading as SA.

Board means the board of directors of SA.

Charter means this Athletes' Committee Charter.

Current Athlete means a person who is a member of the SA National High Performance Squad or Performance Squad at the time of Committee nominations.

Committee means the Athletes Committee.

Constitution means the Constitution of AISL as amended from time to time.

NSO means SA.

Past Athlete means a person who was a member of the SA National High Performance Squad or Performance Squad in the previous two (2) years prior to the nomination period.

SA means Shooting Australia.

SA National Squad Athlete means a person who is a member of either the High Performance, Performance or Pathways Squad within the SA National Squad.

Sport means Shooting governed by SA.

- 1.7 The interpretation of this document is solely the province of the Board. The Board may review and amend this Charter from time to time.

2. COMMITTEE PURPOSE

2.1 The Committee will:

- (a) represent the views of all SA National Squad Athletes and provide input to the Board in respect of those views; and
- (b) support all SA National Squad Athletes to succeed in both their sporting and non-sporting careers.

2.2 The Committee must abide by all relevant SA rules and policies including but not only the AISL Constitution.

2.3 The Committee's purpose is confined to the SA High Performance Program, SA National Squad Athletes, and matters pertaining to high performance sport.

3. ESTABLISHMENT AND ROLE

3.1 This Charter establishes the Committee. The role of the Committee is to represent the views of all SA National Squad Athletes and provide input to the Board in respect of those views.

3.2 Subject to this Charter and direction from the Board the Committee will:

- (a) advise SA and the Board on any matters relating to Shooting which impact on SA National Squad Athletes;
- (b) if required, recommend to the SA Board the nomination of eligible people for election to the Australian Olympic Committee's (**AOC**) Athletes' Commission (**AOC Athletes' Commission**) in accordance with the AOC's constitution and rules;
- (c) provide leadership and direction on any matter that relates to, or impacts on, SA National Squad Athletes;

- (d) provide advice and or recommendations to the development and review of SA National Squad Athletes -related policies, standards and education materials;
- (e) identify wellbeing challenges or concerns including but not limited to; mental health, cultural values, injury and illness, conduct and behavioural standards, selection and non-selection, equality and inclusion; and
- (f) set SA National Squad Athletes values in line with SA values and lead by example as a representative of their peers.

3.3 Having regard to the matters set out at clause 3.2, the Committee may:

- (a) offer or give advice or counsel;
- (b) offer an opinion;
- (c) make a recommendation;
- (d) consult; or
- (e) give information or notice;

to the Board on SA National Squad Athletes related matters relating to the Sport.

3.4 The Committee is not an independent legal entity.

3.5 The Committee has no role in any nomination and selection disputes or any anti-doping or other disciplinary hearings or tribunals involving SA National Squad Athletes.

3.6 Members of the Committee will:

- (a) liaise and be available to all SA National Squad Athletes;
- (b) always endeavour to be available to provide advice and support to SA National Squad Athletes in their personal capacity;
- (c) be reasonably available to be approached by SA National Squad Athletes on any matters relating to the Sport and SA National Squad Athlete-related issues; and
- (d) be positive role models for their fellow SA National Squad Athletes and as representatives of SA.

4. FINANCE

- 4.1 The Board shall at its discretion from time to time determine what (if any) financial support may be provided toward the cost of conducting the business of the Committee.

5. FORMATION OF THE COMMITTEE

5.1 Composition and eligibility

- (a) The Committee will:
- (i) only comprise Current Athletes and Past Athletes;
 - (ii) comprise a chairperson and no less than 2 and no more than four (4) other athletes, subject to (clause 5.1(b) and (c)); and
 - (iii) include as an ex officio member, in addition to those members referred to in clause 5.1(a)(ii), any Athlete that meets (and continues to meet) the criteria set out in clause 5.6. The ex officio member does not receive voting rights.
- (b) The Committee shall include within its membership where possible;
- (i) a representation of male and female genders;
 - (ii) one (1) representative (and no more than two (2) representatives) from each of the Rifle, Pistol, Shotgun and Para disciplines.
- (c) Current Athlete or Past Athletes are ineligible to be nominated, elected or remain a member of the Committee or otherwise participate in the activities of the Committee, including the nomination or election of Committee members, if the Current Athlete or Past Athlete have:
- (i) at any time been found guilty, in respect of any integrity rule violation including but not limited to anti-doping or match fixing offence by any tribunal or other body holding requisite jurisdiction; or
 - (ii) been subject to sanction or disciplinary action by SA during their membership or within the four (4) years prior to the nomination period; or
 - (iii) breached their athlete agreement during their membership or within the four (4) years prior to the nomination period.
- (d) The Committee will include an independent mentor for the first two (2) years to help guide and educate the Committee. Such person is not a Committee

member and does not receive voting rights. This position is to be reviewed by the Committee at the end of the first two (2) years with recommendations provided to the Board.

5.2 Nomination of Committee members

- (a) Current Athletes or Past Athletes who are eligible for nomination as per clause 5.1 may;
 - (i) nominate themselves to be put up for election for one position on the Committee;
 - (ii) nominate one other Current Athlete or Past Athlete to be put up for election for one position on the Committee.
- (b) The Committee Secretary shall, 6 weeks before the expiry date of a Committee member's term, call for nominations of eligible persons interested in joining the Committee followed by the election process of the Committee members.
- (c) All nominees must approve their nomination before being put up for election.

5.3 Election of Committee Members

- (a) Election of persons to the Committee shall be conducted before 28 February every two (2) years for the period commencing 1 March in that year.
- (b) Only a Current Athlete shall be entitled to vote in an election of candidates to the Committee, provided that person is not ineligible by operation of clause 5.1(c).
- (c) In any election held to appoint any person to the Committee:
 - (i) a person eligible to vote in the election shall have one (1) vote;
 - (ii) a person may cast a vote in any manner determined by the Committee; and
 - (iii) no person eligible to vote shall be entitled to appoint any other person to act as the first person's proxy for the purposes of voting;
- (d) Elections will be conducted as follows:
 - i) the nominee within each discipline with the highest number of votes will be elected;
 - ii) if all candidates elected under (i) are of a single gender; the candidate who identifies with a different gender with the next highest number of votes will also be elected;

- iii) if there are still remaining vacancies, the next candidate with the highest number of votes will also be appointed, to a maximum of two representatives per discipline. This will be undertaken successively until all vacancies are filled.
- (e) SA's Chief Executive Officer, Chief Operating Officer and the Athlete Wellbeing & Engagement Lead will determine the members of the first committee only, to be appointed subject to clause 5.1.

5.4 Term of Committee Members

- (a) A Term on the Committee is two (2) years (Term).
- (b) The persons appointed to the Committee are appointed for a period starting from the 1 March and ending on 28 February every two (2) years starting from the year 2022.
- (c) A Committee member may re-nominate but cannot be elected for more than four (4) consecutive terms.
- (d) Should a Committee position become vacant during a term, by reason of resignation, illness, incapacity or for any other reason, an interim Committee member may be appointed directly by the Committee and fill the position until the end of that current term.

5.5 Roles of Chairperson and Secretary

The Committee shall appoint separate Committee members to each of the following roles for the duration of their Term:

- (a) chair of the Committee (**Committee Chairperson**); and
- (b) secretary of the Committee (**Committee Secretary**).

The Committee Chairperson shall attend meetings of the Board as and when requested by the Board to discuss matters relevant to the Committee (with such attendance at the Board meeting to be as a non-voting attendee).

5.6 Ex Officio member

- (a) Any athlete from the Sport who is a current member of the AOC Athletes' Commission will be an ex officio member of the Committee, in accordance with clause 5.1(a)(iii), for the duration of their term on the AOC Athletes' Commission.
- (b) An athlete who is a member of the Committee under clause 5.1(a)(iii) will automatically cease to be a member of the Committee on the date that the athlete ceases to be a current member of the AOC Athletes' Commission.

6. MEETINGS AND PROCEDURAL MATTERS

- 6.1 Should the chairperson of the Committee be absent from a meeting, the members of the Committee present will appoint a chair for that meeting.
- 6.2 If a Committee member is absent for three (3) consecutive meetings without notice or a justifiable reason, the Board will review their membership and may remove that Committee member.
- 6.3 From time to time the Committee may invite an external expert (with relevant industry and/or subject-matter expertise as required) to attend and assist the Committee for such period as is required. Such invitee is not a member of the Committee and shall have no voting rights on the Committee.
- 6.4 Only the Committee chairperson, the Committee Secretary, or any two (2) Committee members may call a meeting of the Committee.
- 6.5 The Committee shall meet a minimum of two (2) times per year.
- 6.6 For the avoidance of any doubt:
- (a) meetings can take place either face to face or by video or teleconference. The location for each meeting is to be confirmed and circulated amongst the Committee;
 - (b) the quorum of the Committee is three (3) members of the Committee;
 - (c) no business shall be transacted unless a quorum is present within half an hour of the time appointed for the meeting; and
 - (d) the Committee may act notwithstanding any vacancy.
- 6.7 On any vote taken at any meeting of the Committee:
- (a) Each member of the Committee has one (1) vote
 - (b) A resolution may be passed by a simple majority of Committee members present and entitled to vote on that resolution.
 - (c) In the case of a deadlock, the Committee Chair may exercise a casting vote in addition to their deliberative vote.
- 6.8 The Committee Secretary shall keep minutes of all meetings of the Committee including but not limited to:
- (a) the Committee members present
 - (b) any resolution of the Committee

- (c) the proceedings of the meeting of the Committee and
- (d) any other such matter determined by the Committee chairperson.

6.9 The Committee Secretary shall ensure that minutes are sent to Shooting Australia's CEO and Performance Manager as well as all SA National Squad Members within 14 days of any meeting.

7. AUTHORITIES AND LIMITATIONS

7.1 The Committee has the following authorities and limitations:

- (a) the Committee is charged by the Board to act in accordance with its role;
- (b) the Committee is authorised by the Board to investigate and pursue any activity covered by its purpose;
- (c) the Committee should make decisions and/or provide advice within this Charter and communicate them to the Board. The Board will consider those decisions and has the absolute discretion to moderate, not act upon, review or ratify the decision having consideration of any relevant circumstances. Relevant circumstances may include, but are not limited to, budget, resources, and other projects being undertaken;
- (d) the Committee shall have no executive powers regarding its activities and recommendations and cannot commit or bind SA or the Board to any action, cost, contract, commitment or decision unless the Board, in advance delegates such authority in writing;
- (e) positions on the Committee are honorary. The Committee must seek approval of the Board prior to incurring any expenses;
- (f) the Committee acknowledges it has no role in any nomination and/or selection disputes or any anti-doping or other disciplinary hearings or tribunals;
- (g) the Committee may speak publicly as to its general role or operation, however requests for comment on specific matters, or official positions on a given topic, require the prior written approval of the Board; and
- (h) the Committee must, in the exercise of its powers or otherwise, at all times conform to any directions or regulations that may be prescribed by the Board. The Board may recall or revoke this power of delegation.

8. DUTIES OF COMMITTEE MEMBERS

8.1 Duties

Committee members must:

- (a) act solely in the best interests of SA and its members,
- (b) exercise their powers and discharge their duties with reasonable care and diligence, in good faith and for a proper purpose and
- (c) not make improper use of their position or information gained by virtue of their position.

8.2 Conflicts of interest

- (a) A Committee member must declare their interest in any matter in which a conflict of interest arises or may arise, and must absent themselves from discussions of such matter and will not be entitled to vote in respect of such matter.
- (b) If any uncertainty arises as to whether it is necessary for a Committee member to absent themselves from discussions and refrain from voting, the issue should be immediately determined by vote of the Committee, or if this is not possible, the matter will be adjourned or deferred.
- (c) This clause 8.2 does not apply to a material personal interest that exists only because a Committee member is a member of the Committee.

9. REPORTING, REVIEW AND PLANNING

9.1 Monitoring and Review

- (a) The Committee must develop a monitoring framework and process to measure its performance against the Committee's purposes and functions as set out in this Charter.
- (b) The monitoring framework will include an annual summary to the Board on the achievements and performance of the Committee, and communication to SA National Squad Athletes of the Committee's functions over the year.
- (c) The Board shall annually review the activities of the Committee.
- (d) The Board may request attendance from the Committee chairperson (and potentially other Committee members) at any time.

9.2 Succession Planning

- (a) The Committee will collaborate with SA to ensure that a succession plan and mentoring process is in place for both the Committee Chair position and Committee member positions generally and monitor its effectiveness.
- (b) The succession plan in clause 9.2(a) will address the transfer of responsibility and accountability for the performance of the Committee, and the need to ensure continuity of purpose and ongoing representation.
- (c) The Committee must provide each new Committee member with an induction pack and training session. The pack will include, at a minimum, a letter of appointment, position statement, key contacts and dates, and a copy of this Charter.

9.3 Professional Development

The Committee will annually liaise with the Athlete Wellbeing & Engagement Lead (who may refer to the Australian Institute of Sport People, Development & Wellbeing team as required), to arrange for professional development opportunities for Committee members as required.