



Athlete Representative on Club Committee

Purpose:

As an “athlete centred” organisation, any decision-making group that represents people should include the very people they serve as their members. This position provides a formal process/way to bring forward athlete ideas and concerns to the local executive, and be part of ensuring fully informed decisions are made.

Functional Relationships:

- Club Executive Committee
- Mentor/supporter
- Athlete Representative on the Regional Council
- Athletes
- Volunteers
- Special Olympics New Zealand staff (*The key liaison point will be the Regional Sports Coordinator*)
- Other Club partnerships as deemed appropriate

Main Tasks:

- To actively and enthusiastically liaise with club athletes in all sports to ensure athlete opinions on issues and matters of interest are consulted in decision-making processes at Club and regional council level.
- Have an active role in the club and on the committee as an advocate for fellow club athletes.
- Liaise directly with athlete representative on the Regional Council and local Global Messengers on athlete on issues and matters as required.
- Willingness to act as spokesperson for peer athletes in the club as and when required.
- Promote Special Olympics in the community alongside committee members and/or Special Olympics New Zealand Staff

Skill Set:

Essential

- Possess good communication skills (especially in listening & speaking)
- Have a good relationship with fellow athletes
- Be known for having or understanding the importance of fair and consistent behaviour
- Be willing to work throughout the year to gather the concerns and issues of their fellow athletes, independent of their own opinion, and bring them to the Executive Committee in whatever method is set out by the local club
- Registered as a Special Olympic athlete (length of time determined by their local committee)
- An ability to maintain confidentiality when required
- Available to attend meetings and do ground work between meetings.

Desirable

- Enthusiasm and a “can do” attitude;
- Motivational skills.

Accountable to:

- Club Chair or designated support person

Guidelines for Club Athlete Representative

Your role is to listen and talk to as many athletes, within your Club and across all sports, so you can report back their successes and ideas at each monthly meeting of your Club.

What you need to do –

1. Work with your Club Coordinator or designated support person, (*provide name*), to discuss your ideas and to plan visits to trainings, events and athletes.
2. Contact the coach of each sport to let them know you would like to visit the athletes. Also find out when and where they train (just in case they change a time or venue).
3. Ask the coach if you can have 5 minutes with the athletes so you can explain your role.
4. After your first visit to a sport the best times for athletes to talk to you would be before and/or after the training session or event.
5. After each training session or event write a short note about what you learned - athletes' successes and ideas.
6. Attend each Club monthly meeting and present a brief report.
7. After each club committee meeting discuss with your support person what issues in the minutes need to stay confidential, and what you are going to ask athletes for feedback on.
8. Report back to the athlete/s what was decided at the Club meeting.
9. If your club has a lot of sports, you may want to select an athlete from each sport to let you know about athlete ideas, concerns and successes. You may decide to set up a monthly meeting with them all to discuss, before the committee meeting.

Items to think about –

1. Successes - Has an athlete/s done something special e.g., attended their first event, won their first ribbon or medal, completed a coaching or referees course or just did something special?
2. Ideas – Has an athlete/s had an idea on how to make something better or, an idea about fundraising or, an idea about a social occasion or just a good idea?
3. What issues or concerns are the committee discussing, that you can ask athletes about their opinion on, so you can report back to the committee?
4. Club/Regional Sports calendar – are athletes in each sport happy with the number of events offered in the region in their sport, or would they like more/less, at different times of the year, have more variety (e.g. swimming – have more long distance or developmental events?).
5. Are they happy with the number of events they compete in their sport during the year or are there too many, too few, or just enough?