

**Commonwealth Games Scotland – Athlete Representatives on the Athlete  
Advisory Panel  
Terms of Reference**

**PURPOSE:**

To advise Commonwealth Games Scotland (CGS) on matters and requirements relating to athletes concerning Team Scotland, the Commonwealth Games, and related matters.

The purpose of each Athlete Representative (AR) is to represent and promote the views and interests of Team Scotland athletes and sports on issues which directly or indirectly affect athletes at the high-performance level.

**COMPOSITION:**

- The CGS Athlete Director (Chair) and a minimum of 6 other Commonwealth Games athletes, covering a range of different sports, different parts of the country; backgrounds (including age, ethnicity, and gender) and include at least 1 para-athlete.
- There shall be representation from both team and individual sports.
- Athlete members will have:
  - Competed in at least one of the previous two Commonwealth Games and are actively involved in their sport or sports, or
  - Retired, must have competed at a previous Commonwealth Games or Olympics and must be actively involved in Scottish sport, or
  - Competed at the last Commonwealth Youth Games and be actively involved in their sport or sports.

**SCOPE OF RESPONSIBILITY:**

- To provide individual and collective advice to the CGS Board, in particular the Athlete Director, and CGS staff on matters regarding policies and procedures relating to athletes. In particular those regarding:
  - CGS operations including clothing, Team Member Agreements and Code of Conduct policy.
  - Team Scotland Youth Trust (TSYT) and related partner policy and procedures including Achieve and PHM Athlete Awards.
  - Commonwealth Games Federation (CGF) and Games Organising Committee operations.
  - It is recognised that there will be other topics arising for discussion and these should be dealt with as appropriate.
- To actively participate in CGS programmes including Thistle Club events for past athletes and community engagement initiatives.
- To reflect views of others including those from all sports.
- To be a Team Scotland ambassador and advocate for Team Scotland. This includes, but is not limited to, participating in CGS and communication programmes including writing at least one blog post for [www.teamscotland.scot](http://www.teamscotland.scot).
- To support activities of the TSYT including fundraising activities to benefit future athletes.
- To exhibit leadership, representing a portfolio of sports giving you an opportunity to connect with sports and teammates across the Team Scotland network.
- To meet and work with other ARs from various sports, exchanging ideas, networking, and strengthening the voice of Scottish athletes.

- To ensure that you encourage and share feedback across your portfolio. You will also likely have access to sensitive information, so you must ensure that you keep this confidential both during and after your term with CGS.

**MINIMUM TIME COMMITMENT:**

- Panel member should attend all 3-4 meetings per year (these will be a combination of in-person, Microsoft Teams or contribution via other methods).
- Input to tasks arising from these meetings will also be required as well as pre-meeting reading.
- Attendance of local events to represent Team Scotland increasing the visibility between Games periods.

**SUPPORT:**

- Panel support will be provided by CGS staff.
- Following an introductory meeting, development training will be provided throughout the year.

**TERM OF APPOINTMENT:**

- Appointments will be made directly by CGS for a term of two years to a maximum of 3 terms. At the end of each term a review will take place.
- AR members may be removed from the AR position due to the following:
  - Violation of CGS Code of Conduct and Ethics Policy.
  - Missing more than one meeting per year, unless otherwise previously agreed.
  - Resignation, in which case the AR must make reasonable effort to recommend a suitable replacement.