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## WORLD CURLING ATHLETE COMMISSION

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### DUTIES OF THE CHAIR

Regularly review TOR and AC Member responsibilities to ensure commission is covering all responsibilities.

#### *PRESENTATION TO THE MEMBERSHIP DURING OPEN MEETINGS & AGM*

- Should attend the Congress/AGM each year as well as the Open Meetings each spring to provide a summarized report on the work done by the AC during the year
- Will work with WCF Communications team to provide written summary of yearly work done for Annual Report document

#### *WCF INTERNAL RESPONSIBILITIES*

- Maintain at a minimum a monthly call with the Secretary General of the WCF to discuss topics and forward planning for the AC and the sport
- *Board representative* – motion passed at September 2021 meetings where the AC Chair will be a non-voting member of the WCF Board and will be expected to attend board meetings and calls.
- Provide updates, reports, and presentations to the Board when needed.

#### *CONFERENCE CALLS AND REPORTING RELATED IOC*

- Call into quarterly (or as called) IOC AC update calls which are available for Chairs of NOC AC's and IF's
- Update the AC and the WCF Board on these calls as they relate to Curling
- Attend IOC Athlete Forum when presented by IOC AC on behalf of Curling and the WCF AC
- Maintain working relationship with IOC AC representative that is assigned the Curling IF as part of their duties

#### *AS NEEDED OPINIONS FOR AD-HOC WORKING GROUPS AND PROJECTS*

- Must be able to report and provide opinions in a *timely manner* to ad-hoc working groups created by the WCF for time sensitive issues

#### *LOGISTICS PLANNING FOR MEETINGS*

- Ensure athletes attend Congress
- Appoint replacement for any Chair/Member obligation.
- Work with WCF Operations, including Athlete Support Officer, to ensure meetings are setup and logistics for attendance outlined in a timely manner
- Coordination may include; member travel/accommodation, meeting space, A/V needs, event passes, banquet tickets, meeting agenda, other document prep

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## **RESPONSIBILITIES OF THE MEMBERS**

These are other duties that should be assigned to Members of the AC for their ownership and responsibility to the larger group. Members are encouraged to keep up to date on WCF issues, and stay in regular communication with the AC Chair.

### *Attendance at Championship Events*

One member of the group should attend the World Men's, World Women's, World Mixed Doubles, World Wheelchair Championships, PCCC, and ECC as a resource for discussion and support for the athletes attending those events. Other events members of the group should possibly attend are Grand Slam of Curling events.

An Athlete Commission member will be assigned to each specified WCF event. Athlete Commission member on site should not be competing in Championship.

### *Attendance at in-person meetings*

All members of the Athlete Commission plus Athlete Support Officer (ASO) meet in-person at European Curling Championships third week of November, unless otherwise arranged.

AC appointed representative to the C&R Commission attends C&R meeting which is normally held end of January or early February.

At least two members (Chair and one other) to attend the Open Meetings.

Minimum of three members (Chair and two others) to attend Congress.

### *Responsibilities for assigned WCF Events*

- Work with TD in lead up to event to ensure field of play, set up of venue, and other logistics are up to standard for athletes.
- Be copied on correspondence between LOC and TD regarding site visits in preparation for the event.
- Send an email to all competing teams prior to the start of the event detailing your role at the event and how athletes can contact you.
- Attend the start of the event to ensure things run smoothly and any challenges can be preemptively amended.
- Offer support to athletes while on site at the event.
- Create a post event report to share with the commission.

## *Group Calls*

Athlete Commission members are expected to attend virtual calls as required, including:

- Annual group call in May
- In an election year, there will be a call with the outgoing commission members and separate call with incoming commission members
- In advance of 90-day window for MA's and the AC to submit proposals for the Congress, the group will effort to meet on a video call to ensure all work plans are completed and any proposals are submitted to the Congress.

## *Other Commissions and Working Groups*

- *C&R Commission representative* – one AC member will be named as representative to the C&R. Expected to be on-hand for C&R meetings (virtual or on-site) to ensure context and background of each idea is presented to the AC for consideration and final opinion. This member should connect with the AC Chair prior to any C&R meeting.
- *Communications representative* – in consultation with the WCF Communications Manager, this representative will manage the communication channels between the Athlete Commission and active athletes through various channels including social media, newsletters, webinars and other means as necessary. AC Chair should be copied on this communication.
- *World Team Rankings Committee* – one AC member will be named to the committee to offer an athlete perspective when making recommendations and decisions regarding the rankings.
- *Mixed Doubles Points Group* – one AC member will be named to the committee to offer an athlete perspective when making recommendations and decisions regarding the rankings.
- *Wheelchair Classification Group* – Wheelchair representative will be named to the committee to offer an athlete perspective when making recommendations and decisions regarding the Wheelchair Curling discipline.
- *Other Commissions and Groups as assigned*

It is the responsibility of the AC member representative to create a post meeting report or share the meeting minutes with the commission.