

# **World ParaVolley Athlete Health & Medical Commission**



## **TERMS OF REFERENCE**

### **1.0 Purpose:**

The World ParaVolley Athlete Health & Medical Commission is responsible for providing advice and direction for all matters pertaining to the health and safety of World ParaVolley Athletes.

### **2.0 Responsibilities:**

The Commission's responsibilities are to:

- Provide advice to the Medical Director and World ParaVolley Board on all policy matters related to the medical care of World ParaVolley athletes;
- Develop, adhere to, and review annually the World ParaVolley Medical Code as it relates to the IPC Medical Code
- Monitor significant medical encounters and assess risk by sport discipline in collaboration with the Scientific Research Commission of World ParaVolley
- Manage the World ParaVolley Illness and Injury Surveillance project logistics/tasks related to competitions in collaboration with the Scientific Research Commission and external parties
- Serve as medical advisors to World ParaVolley to develop and implement prevention programs in areas that affect the health and safety of World ParaVolley Athletes, and to monitor the implementation of medical services programs at World ParaVolley sanctioned Events.
- Liaise with the Scientific Research Committee and the Beach Volleyball Commission for areas of Medical Research relating to medical aspects of ParaVolley sport disciplines
- Promote the education of athletes, athlete support personnel, and others on best practices to ensure the health and safety on World ParaVolley athletes

### **3.0 Membership and Voting**

The membership will include:

- Chair and a minimum of 3 additional members with knowledge in areas relevant to athlete health and injury prevention. One member must be an athlete whose nomination is supported by the World ParaVolley Athlete's Commission
- The Medical Director will be an ex-officio member, with speaking rights.
- The Chair and greater than 50% of the voting members of the Commission should not have any official responsibility in World or Zone ParaVolley Boards.
- The Commission may seek whatever medical or scientific expertise they deem appropriate in support of their mandate.

All members are expected to:

- Participate in a minimum of 2 meetings of the Athlete Health & Medical Commission per year,
- Inform the Chair if they will miss a meeting,
- Cooperate and participate in developing documents that improve Commission actions and outcomes,
- Inform the Commission of new research relating to ParaVolley medical issues.
- Respond to emails from members and stakeholders of World ParaVolley and cc the Commission Chair, or direct the sender’s email to the Commission Chair.

**4.0 Commission Structure**

- The Chair of the Athlete Health & Medical Commission
- At least three members in addition to the Chair with knowledge in areas of sport medicine and health, and/or injury prevention; one of whom must be an athlete representative
- The Medical Director is an ex-officio member of the Commission

**5.0 Term & Selection**

- Members will participate for a 4 year term and can serve for a maximum of 2 terms.
- A review of Committee Terms of Reference shall occur every 4 years.

**6.0 Governance – Authority, Accountability & Reporting Relationships**

The Commission is responsible and accountable to the World ParaVolley Board through the Medical Director. The Commission must recommend changes in policy or procedures or the Terms of Reference to the World ParaVolley Board of Directors to be approved by the Board.

**7.0 Meetings**

<b>Frequency</b>	The Commission will meet a minimum of 2 times per year via video-conference at the call of the Chair of the Athlete Health & Medical Commission. Voting can also occur via emails in addition to the meetings
<b>Meeting Procedures</b>	Meetings will be chaired by the Chair of the Commission
<b>Attendance of non-members</b>	Other representatives may be called upon to participate in specific agenda items or as subject matter experts at the discretion of the Commission
<b>Absence of the Chair</b>	The Chair will designate a member of the Commission to lead discussions or items in the absence of the Chair
<b>Meeting Agendas</b>	Agenda items can be submitted at any time to the Chair but at least one week prior to the meeting. The Agenda, minutes of the previous meeting and all meeting papers will be circulated to all meeting participants a minimum 4 days prior to the meeting
<b>Decision-making</b>	The Commission will strive for consensus and will use voting

	when there is no clear agreement. Voting may also take place via email when a timely response is required.
<b>Minutes/Records of Decision</b>	The Chair will appoint a Commission member to record and distribute meeting minutes and/or records of decisions via email within 2 weeks of the meeting. Minutes will be approved by the Chair of the Commission and distributed to all attendees of the meeting and to the Medical Director of World ParaVolley

## 8.0 Position Responsibilities

### 8.1 Chair Athlete Health & Medical Commission

The Chair of the Athlete Health & Medical Commission is appointed by the World ParaVolley Board, and serves a term period of four years.

The duties of the Chair of the Athlete Health & Medical Commission include but are not limited to:

- **Administer and coordinate** the Commission on matters related to World ParaVolley Athlete Health Care by
  - collaborating with the Medical Director, providing advice and assistance to the local organizing committee/Technical Delegate at World ParaVolley sanctioned events to ensure that the necessary arrangements are made for an appropriate level of medical services at Competitions
  - Chairing and providing leadership at Athlete Health & Medical Commission meetings
  - collaborating with the Medical Director, and providing operational support to Athlete Health & Medical Commission activities, eg. Team health care personnel accreditation
  - monitoring and maintaining an updated database of National member organizations accredited team health care members (Doctors and Therapists) and provide appropriate lists of accredited team health care members to the Technical Delegate of Competitions in which the National teams are participating
  - liaising with the FIVB re their accredited team health care members list
- **Communicate and Liaise**
  - regularly with the Medical Director, providing advice on all medical matters relating to the athletes and officials, e.g. athlete safeguarding, concussion policy, health and nutrition, and injury prevention
  - on behalf of World ParaVolley - with other organizations such as IPC, FIVB, LOCs, World ParaVolley Zone Medical Representatives and with

other World ParaVolley Commissions on all matters pertaining to Athlete Health Safeguarding and Injury Prevention:

- with IPC relating to the IPC Medical Code and standards and research/programs relating to Paralympic Athletes – e.g. injury surveillance
  - by representing World ParaVolley at IPC Medical conferences (budget permitting)
  - with FIVB relating to volleyball specific education and programs and team health care members
  - with LOC on organizing Medical Services for Competitions (through the TD or Medical Director of WPV)
  - with Zone Medical Representatives to increase awareness of local/zonal medical issues that arise and to ensure medical standards are implemented across Zones
  - with WPV Scientific Research Commission to plan and deliver research projects and to exchange information and knowledge related to scientific aspects of athlete health and injury prevention
- **Plan and Develop**
    - clear strategic priorities related to Medical services and programs that align with the World ParaVolley strategic plan
    - the World ParaVolley Medical Code (with consideration to the most recent and upcoming IPC Medical Code standards)
    - educational materials for World ParaVolley stakeholders as required
    - Medical /Health Activities that will require Budget allocation for the subsequent year annually with the Medical Director or as requested by the World ParaVolley Board.
    - potential sources of revenue such as grants etc. for programs and research related to Athlete Health and Injury Prevention in collaboration with the Medical Director and Scientific Research Commission
  - **Monitor**
    - activities to ensure proper medical-related processes are followed by complying with the constitution and policies established for the conduct of World ParaVolley activities.
  - Undertake any other reasonable duties as requested by the Medical Director.

## 9.0 Review

The Commission will review these terms of reference every 4 years and approve any revisions.