



HIGH PERFORMANCE ATHLETE COMMITTEE TERMS OF REFERENCE

As per the revised Ski Jumping Canada (SJC) By-Laws (June 2014) – section **5.11**

Appointment of Committees

The Board will appoint a Finance Committee, Governance and Nomination Committee and High Performance Athlete Committee (with athlete and coach representation), and may appoint such other committees, as it deems necessary for managing the affairs of the Corporation (each such committee being a "Committee" and together being "Committees"). The Board may appoint members of Committees or provide for the election of members of Committees (including athlete and coach representatives), may prescribe the terms of reference and operating procedures of Committees, and may delegate to any committee any of its powers, duties, and functions except where prohibited by the Act, the constitution or this Bylaw.

Updated: June 2019

1. Mandate

The High Performance Athlete Committee has a mandate to:

- a) Review athlete results and set targets in conjunction with the SJC strategic plan;
- b) Implement and continually review the Long Term Athlete Development (LTAD) plan;
- c) Review and publish selection criteria including but not limited to; the National Team Selection Criteria, Competition and Training Camp Criteria, Olympic Games Selection Criteria, Athlete Assistance Program (AAP) Carding Criteria, Athlete Agreement;
- d) Ensure the accuracy of, and publish, the Canadian Ranking List (CRL);
- e) Ensure the appropriate policies and budget are in place to ensure effective training/competition for high performance athletes;

2. Key Duties

The key duties of the Committee are:

- a) Work with the Provincial Territory Sport Organizations (PTSO) to discuss up and coming athletes, including training plans, etc.
- b) Set clear training plans and budgets
- c) Set clear and measurable criteria for team movement, travel and competitions

- d) Work with Sport Canada in the nomination of athletes for carding monies

3. Authority

This committee has the authority to make policy, budget and athlete movement and team recommendations to the board.

4. Policy Responsibility

The High Performance Athlete Committee will be responsible for policy research and oversight of the following:

- a) Long Term Athlete Development
- b) Training schedules and budget
- c) Travel and competition criteria, schedule and budget

5. Composition

The Committee will be composed of a minimum of five (5) persons, one of which will be a Director of Ski Jumping Canada, one will be the High Performance Director one will be a current SJC athlete and the other will be a SJC Coach.

6. Appointment

The Board appoints members to the Committee at the Board Meeting immediately following the Annual General Meeting (AGM). Members will serve from appointment until the following AGM. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee. The qualified individual must not be a parent of a National or Provincial level athlete.

7. Meetings

The Committee will meet by telephone, video conferencing or in person, as required. Meetings will be as called by the Chairperson.

8. Resources

The Committee will receive the necessary resources from SJC to fulfill its mandate, and may from time to time have persons assigned to assist the Committee with its work.

9. Objectives/Deliverables

- a) Long Term Athlete Development Plan
- b) Podium Results

10. Evaluation

The Board of Directors will evaluate the performance of the Committee. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables. This review will take place immediately prior to the AGM

11. Reporting

The Committee will report to the Board, as requested by the Board. The Committee will report to Members at the Annual General Meeting, in the form of a written report.

12. Review and Approval

The Board of Directors will review these terms of reference every two years.