



HIGH PERFORMANCE COMMITTEE

Terms Of Reference

As per the revised Ski Jumping Canada (SJC) Bylaws (June 2014) – section **5.11 Appointment of Committees**

The Board of Directors will appoint a Finance Committee, Governance and Nomination Committee and High Performance 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: Dec 2024 Approved by SJC Board.

Purpose

The Committee provides technical expertise and guidance to the High Performance Director and the Board on athlete selection, program objectives, and, as required, other tools and strategies to meet international high-performance objectives. The Committee will fully align with Ski Jumping Canada's goals presented in the SJC strategic plan.

Mandate

The High Performance Committee has a mandate to:

1. Vet, recommend, develop, implement and apply criteria and procedures governing the selection of athletes to
 - a. the National Team;
 - b. the Sport Canada Athlete Assistance Program (AAP);
 - c. National team camps, competition teams and trips,
 - i. World Cup
 - ii. Inter-Continental Cup
 - iii. FIS Cup
 - d. Olympic Games and World Championships;
 - e. Youth Olympic games
 - f. Other international selections;
2. Vet, recommend, develop, implement and apply criteria and procedures governing the selection of coaches to
 - a. Olympic Games and World Championships;

- b. Youth Olympic Games
 - c. Nordic World Junior Ski Championships
 - d. other international selections;
3. Review and provide input into the National Coache’s High Performance Plan in alignment with Ski Jumping Canada’s strategic and business plans;
 4. Review and provide recommendations for hiring high-performance staff, including coaches, ISTs, contractors, and others as needed.
 5. Develop and continually review the LTAD plan;
 6. Ensure the accuracy of, and publish the Canadian Ranking List (CRL);
 7. Ensure the appropriate policies and budget are in place to ensure adequate training, selection, and competition for high-performance athletes;

3. Authority/Decision Making

1. The Committee makes recommendations and reports to the SJC chair through the High Performance Director. The committee does not have the authority to make decisions on behalf of the SJC chair or to bind Ski Jumping Canada in any way unless authorized by the SJC chair in writing or by email.
2. Committee Members are required to declare potential, real, or perceived conflicts of interest before the debate begins and immediately recuse themselves from the discussion.
3. Members must not vote where there is a perceived or actual conflict. If a committee member fails to declare an interest that is known to the chair, the chair will declare that interest.

4. Responsibility

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

- Long term development in consultation with persons identified by the SJC board
- Budget in consultation with the appropriate Daily Training Environment of National Team coaches
- National Team AAP criteria
- National Team Camp criteria
- Competition trip team criteria
- Other policies as needed as defined by the Board of SJC

5. Membership

The High Performance Committee shall be composed of:

1. The High Performance Director.
2. A member of the Board who brings, together with other committee members, a balance of the following expertise: policy development, high-performance sport
3. One athlete representative nominated by the National Team
4. One athlete who has been a member of the National Team and has been retired from FIS-sanctioned competition for at least three years.
5. One PTSO Executive Director with involvement in LTAD implementation and development.
6. The National Team Head Coach.
7. The SJC chair (ex-officio)

The Board of SJC shall appoint the members of the High Performance Committee:

1. The membership term for voting members shall be two years, expiring June 1, and is renewable to a maximum of two consecutive terms.

The HPC may consult additional individuals from time to time as needed.

HPC Chairperson

1. The committee will select the HPC chairperson among the members of the committee.
2. The chairperson is responsible for
 - a. Providing leadership to the HPC in respect of
 - i. Convening meetings
 - ii. Providing meeting agendas
 - iii. Ensuring quorum
 - iv. Calling votes
 - v. Documenting decisions
 - vi. Assigning, supervising and coordinating the committee work;
 - b. Representing the Committee in communication to the Board of SJC or with the consent of the Board of SJC to the National Team Head Coach.

6. Appointment

The SJC board appoints new, replacement, or additional members to the Committee at the SJC Board Meeting immediately following the AGM. Members will serve from appointment until the following AGM. Should a vacancy occur on the Committee, the Board may appoint a person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.

7. Meetings

1. The chairperson will determine the meeting schedule. Meetings will be held Quarterly. However, the committee may be consulted on an ad-hoc basis.
2. Meetings may be by phone, video conference, in person, or by any other means that facilitates simultaneous communication among attending Committee members
3. The committee will document recommendations and decisions and provide this record to the SJC chair through the HPD.
4. A quorum for each meeting of the Committee will be two thirds (2/3) of members

8. Resources

The committee will receive the necessary resources from SJC to fulfill its mandate and may occasionally have persons assigned to assist it with its work.

10. Evaluation

The SJC board will evaluate the Committee's performance, which 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 submit a written report to the Board, as requested by the Board, and to the SJC membership at the SJC Annual General Meeting.

12. Review and Approval

The Board of Directors will review these terms of reference at least two years or more frequently if required.

13. Definitions

AAP – Sport Canada Athlete Assistance Plan

AGM: Annual General Meeting

CRL – Canadian Ranking List

FIS – Federation International du Ski

LTAD: Long-Term Athlete Development is a multi-stage training, competition and recovery pathway guiding an individual's experience in sport and physical activity.

HPD: High Performance Director

PTSO: Provincial or Territorial Sport Organization

IST: Integrated Support Team is a multidisciplinary team of sports science, sports medicine, and sports performance professionals that supports coaches and athletes in their Daily Training and Competition Environments (DTE/CE).

SJC: Ski Jumping Canada