



## **HIGH PERFORMANCE ATHLETE COMMITTEE TERMS OF REFERENCE**

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As per the revised Nordic Combined Ski Canada (NCSC) By-Laws ([•]) – 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: [•], 2022

### **1. Mandate**

The High Performance Athlete Committee has a mandate to:

- a) Review athlete results and set targets in conjunction with the NCSC 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 Nordic Combined Ski Canada, one will be the High Performance Director one will be a current NCSC athlete and the other will be a NCSC 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 NCSC 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.