



High Performance Committee - Terms of Reference

AMENDED, February 15, 2019

1. Overview:

The High Performance Committee (HPC) is a standing committee of Squash Canada as indicated in the letters patent & by-laws of the association. This Terms of Reference will outline the mandate of the committee, the roles and responsibilities, the composition of the committee and levels of authority of the HPC.

2. Mandate & Objectives:

The mandate of the HPC is to support the High Performance Director's mandate to deliver 'Best in Class' high performance management towards podium finishes at major international competitions and events. The primary objective of the HPC is to provide advice and support for the identification, development and sustainability of high performance teams, and for the development of program initiatives, selection policies and annual HP plans.

3. Composition:

The HPC will be chaired by the Athlete Director (as elected to the Board of Directors by National Team Athletes). The Athlete Director and High performance Director will enlist members with proven expertise in high performance development and excellence, taking into account gender representation. The High Performance Director will sit on the committee.

Committee appointments are subject to approval by the Squash Canada Board of Directors.

From time-to-time, Squash Canada reserves the right to appoint members to the HPC or allow for stakeholders to attend HPC meetings at the discretion of Squash Canada's High Performance Director.

4. Key Duties:

The primary duty of the HPC is to identify strategies and provide advice to the High Performance Director, Executive Director and Squash Canada's Board of Directors, with the goal of producing squash players with a high international ranking at senior levels.

The HPC is to focus on the group of players of any age, who are performing at or near high international rankings. Males and females are to be given equal consideration by the HPC but this may not necessarily mean that there will be equal numbers of males and females involved in squads or activities with which the HPC is involved.

In addition to this primary duty, the HPC may:

- provide advice or make recommendations primarily to the High Performance Director, and Executive Director where appropriate with regard to high performance player development;
- maintain a global watch for policy development, best practices and other opportunities to make recommendations for the improvement of any high performance policy

- provide support to criteria development and nominations related to the Athlete Assistance Program and targeted Squash Canada athlete funding support, and recommend policy changes when necessary;
- work with the High Performance Director to monitor the national team selection process and recommend selection policy changes when necessary;
- provide input into Squash Canada's Performance Pathway planning and LTPD implementation at the "Train to Compete" & "Train to Win" stages;
- provide advice and make recommendations primarily to the High Performance Director, and Squash Canada Executive Director where appropriate with regard to the role and function of high performance programming and matters;
- provide advice and make recommendations to Squash Canada's High Performance Director & Executive Director with regard to:
 - matters that have an impact on performances of Squash Canada teams in World Championships or other competitions;
 - international competition requirements of players on Canadian teams or squads or identified by the HPC as having the ability to reach this level; and
 - perform additional tasks as may be directed by Squash Canada Senior Staff (High Performance Director, Executive Director).

5. Authority:

The HPC will make recommendations primarily to the High Performance Director and the Executive Director where appropriate.

6. Appointment / Term:

Members of the HPC will be appointed by the High Performance Director in consultation with the Athlete Director and Executive Director, with each committee member serving up to a maximum of 3 consecutive terms of 2 years each on the Committee. Each term is for a 2-year period and shall be calculated from the date of the previous year's AGM. Should a vacancy occur, for whatever reason, the High Performance Director may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term.

The Board may remove any member from the Committee, for violating the Code of Conduct Policy, Conflict of Interest Policy and Confidentiality agreements as well as for any action, which is not consistent with the committee's mandate or Squash Canada's policies and bylaws.

Members must declare any conflicts of interest and sign the Conflict of Interest and Confidentiality Agreements.

7. Meetings:

The HPC will generally meet 3 times per year, by telephone or in person, and as otherwise required. Meetings will be called by the HPC Chair or Squash Canada senior staff member (Executive Director or High Performance Director).

8. Reporting:

The HPC will:

- send the approved minutes of each meeting in writing to Squash Canada's Executive Director;
- submit an annual report to the members at the Annual General Meeting, as may be requested.

9. Intellectual Property:

Any and all material, written or audio-visual, developed by Committee members in the performance of their duties, becomes and remains the property of Squash Canada.

10. Reimbursements:

Other than the normal reimbursements identified and approved in advance, no additional expenses may be claimed by any member of the Committee in the performances of service, unless authorized in writing by the Executive Director.

11. Review and Approval:

The Board of Directors will review the terms of reference for the HPC every three (3) years.