

TERMS OF REFERENCE HIGH PERFORMANCE COMMITTEE

1. **Overview:**

A core component of the activities led by Cross Country Ski Ontario (XCSCO) is the shaping, development and delivery of a high performance system. High performance skiing is important to XCSCO as it helps to elevate the profile of the sport locally and across the Province and inspire individuals and families to support the sport and embrace winter. An effective high performance system creates an environment that attracts and retains athletes across all skill levels as well as providing experiences that propels athletes to national and international success. In order to create this environment XCSCO requires direction and advice.

2. **Purpose:**

The High Performance Committee (HPC) is an operational committee of Cross Country Ski Ontario (XCSCO). The HPC facilitates the development and successful operation of XCSCO's high performance system and the Ontario Ski Team (OST) and Ontario Talent Squad (OTS) programs. Consistent with the XCSCO mission, the HPC is guided by the commitment to create the environment and programs that support Ontario skiers and help them to achieve national and international excellence.

3. **Accountability:**

Reports to the XCSCO Board of Directors, does not have authority to make decisions on behalf of the Board or to bind XCSCO in any way, unless specifically authorized to do so by the Board. The HPC Chair is elected annually at the XCSCO Annual General Meeting.

The Chairperson of the HPC is authorized to:

- a. Act as the spokesperson for the HPC within XCSCO; and,
- b. Speak externally on behalf of XCSCO, within the HPC mandate.

4. **Mandate:**

In accordance with the XCSCO governance model, the mandate of the HPC is to:

- a. Shape and develop the operational programs, plans, and policies governing the operation of the OST and OTS programs;
- b. Establish the principles, concepts and strategies that encompass the high performance environment and system in Ontario; and,
- c. Facilitate coordination of the components of the high performance system including relationships with CCC High Performance, CCC Coach and Athlete Development, NTDC Thunder Bay, Ontario Districts, Clubs and alignment with the Ontario Cup series, Ontario Midget Championships and NorAm races.

5. **Membership:**

- a. The HPC shall have two types of members, voting members and advisory members
- b. The voting members of the HPC shall be made up of the following representatives:
 - i. District representatives (4) with minimum 2-year appointments. District HPC representatives are recommended by their respective District. Specifically:
 1. 1 representing Lake Superior Ski District;
 2. 1 representing Northern Ontario District;
 3. 1 representing Southern Ontario District;

4. 1 representing National Capital District.
 - ii. Athlete representative (1)
 - iii. University representative (1)
 - iv. HPC Chair
- c. Remaining members are non-voting advisory members, as follows:
 - i. the Ontario Provincial Coach or designate;
 - ii. the NDC Head Coach or Assistant Coach;
 - iii. the CCC High Performance Coordinator;
 - iv. the XCSO Coaching Development Coordinator;
 - v. the XCSO, CCC HP Rep if not the HPC Chair;
 - vi. the XCSO Executive Director/Administrator;
 - vii. the XCSO Chair or designated member of the XCSO Board; the role of this member is to provide the HPC with a strategic perspective on issues under consideration.

6. **Responsibilities:**

Committee:

The HPC is responsible for assisting the Board in building and managing the operation of a cohesive and effective high performance system of provincial scope within the national high performance framework. The specific responsibilities of the HPC include:

- a. Providing input for the strategic direction of the able-bodied high performance system including the OST program philosophy, structure and operating principles;
- b. Creating an operating framework for the High Performance system;
- c. Developing an annual plan for the OST and OTS;
- d. Performing an assessment of the performance of the plan and reflection on lessons learned;
- e. Contributing to the development of HPC operational policies and monitoring their implementation;
- f. Developing selection criteria for OST teams and competition trips, selecting teams where authorized in the criteria and monitoring the application of the criteria where this authority is delegated;
- g. Developing selection criteria for the Ministry of Tourism, Culture & Sport's Ontario Athlete Assistance Program (Q4G);
- h. Striking an Ontario Cup Selection Committee to select event hosts and develop the Ontario Cup race calendar which is complementary to the national race calendar and meets the needs of the broader XCSO racing community; and,
- i. Developing and implementing mechanisms by which the extended XCSO community understands the high performance programs and the desired high performance environment and can create a unified approach to high performance training and athlete development.

Chair:

The Chair of the HPC provides leadership to the Committee and is responsible for assigning and coordinating the Committee's work. As such the Chair will:

- a. Work with the Committee to schedule monthly meetings;
- b. May create sub-committees to assist in completing the responsibilities of the HPC; and,
- c. Report the activities of the HPC to the XCSO Board at each Board meeting.

District Representatives:

Each District Representative assumes the responsibility to be the key communications link for the regions they represent. Tasks/expectations include:

- a. Collecting input and opinion on HPC matters from key persons in the regions;
- b. Dissemination of critical information on key decisions taken by the HPC to the clubs, coaches and High Performance leaders in the region;
- c. Attendance on conference calls and any face-to-face meetings to deliver a regional perspective on issues;
- d. Willingness to serve on sub-committees or project teams relative to the business of the HPC;
- e. Where feasible, coordination and leadership of a District race series targeted at PeeWee, Midget and Masters competitors; and,
- f. Working with clubs to facilitate Midget and Juvenile training camps in the District and coordination with the OST and OTS.

7. Decision-making:

The Committee shall endeavour to make decisions and recommendations by collaboration, discussion and consensus. In cases of wide disparity of views and need for timely decisions and recommendations, voting members shall cast votes. The Chair shall be the final member to cast a vote and will only cast a vote if there is a tie.

8. Meetings:

- a. The HPC will meet monthly.
- b. HPC meetings may be by phone or in person or by any other means that facilitates simultaneous communication of all attending Committee Members.
- c. Minutes will be taken at each meeting and will be available for review by the Board.