

High Performance Selection Committee Terms of Reference

Approved July 6, 2020



1) Introduction

An integrated, well-developed high performance system is integral to Nordiq Canada achieving international podium excellence. The High Performance Selection Committee (the Committee) is an operational committee formed to assist Nordiq Canada in achieving its international high performance objectives.

2) Purpose

The Committee provides technical expertise and guidance to the High Performance Director (HPD) or their designate on athlete selection and, as required, other tools and strategies to meet international high performance objectives.

3) Accountability

The Committee makes recommendations to the HPD or their designate(s). The Committee does not have the authority to bind, make or dictate decisions on behalf of the HPD or Nordiq Canada in any way, unless specifically authorized by the CEO. The Committee is expected to abide by all relevant Nordiq Canada policies, including but not limited to, the National Ski Team (NST) Selection Policy.

4) Mandate

The Committee will perform the following duties as requested by and in collaboration with the HPD and designated staff:

- a) Vet, recommend, implement and apply criteria and procedures governing the selection of athletes to
 - i) the National Ski Team (NST);
 - ii) the Sport Canada Athlete Assistance Program (AAP);
 - iii) competition teams and trips, including the FIS Continental Cup leader;
 - iv) Olympic Games, Paralympic Games and World Championships;
 - v) other international selections;
- b) Recommend Nordiq Canada representatives for participation in international committees, agreements and exchanges with other Fédération internationale de ski (FIS) and World Para Nordic Skiing (WPNS) nations;
- c) Provide input to the performance evaluation of national coaches and, as requested by the CEO, the performance evaluations of the HPD and any designated staff;
- d) Review and provide input into the HP Plan in alignment with Nordiq Canada's strategic and business plans;

- e) Contribute skills, expertise and guidance in the development of competitive, well-developed and transparent HP programs, achieved through strong collaboration with the High Performance Development Committee and the Para-Nordic Committee.

5) Membership

- a) The Committee shall be composed of:
 - i) The HPD or their designate(s) (ex-officio);
 - ii) One able-bodied athlete who was a member of the Senior NST for a minimum of three years and has been retired from FIS-sanctioned competition for at least three years;
 - iii) One Para-Nordic athlete who was a member of the Senior NST for a minimum of three years and has been retired from WPNS-sanctioned competition for at least three years;
 - iv) One Nordiq Canada Licensed Coach in good standing with a NCCP status of Competition Development Certification or higher (e.g., Competition Development Advanced Gradation, level 4+ coach);
 - v) At least two members at large who bring, together with other Committee members, a balance of the following expertise: policy development, law, high performance sport, para-nordic sport;
 - vi) The Director of Coach and Athlete Development or their designate (ex-officio);
 - vii) The CEO (ex-officio).
 - (1) The Committee's composition, excluding ex-officio members as may be required, will reflect the Nordiq Canada Gender Equity Policy.
 - (2) The CEO shall appoint members in consultation with a Nominations Committee responsible for soliciting nominations and composed of the following members:
 - (a) The HPD or their designate;
 - (b) A representative from Own the Podium;
 - (c) A representative appointed by the Para-Nordic Committee;
 - (d) The Athlete Director;
 - (e) A representative appointed by the High Performance Development Committee;

- (f) The Director of Coach and Athlete Development or their designate.
- (g) The membership term for voting members shall be three years expiring June 1 and is renewable to a maximum of two consecutive terms.
- (h) In the first-ever membership appointments in 2020, the member identified in 5.a.ii, the member identified in 5.a.iv, and one of the members identified in 5.a.v. shall be appointed to two-year terms.

6) Decision-Making

- a) The Committee's role is limited to providing advice and support to the HPD. For greater clarity, while the HPD will strongly consider the Committee's advice, the HPD shall not be bound by advice from the Committee.
- b) In order to clearly provide their advice, Committee members, including the chair if he or she is a voting member of the Committee, shall cast votes, particularly related to 4.a. and 4.b. When quorum is present, a majority vote is sufficient to indicate clear advice.
- c) Members are required to declare conflicts of interests, be they potential, real or perceived, before debate begins and immediately excuse themselves from debate. The member must not vote where there is a perceived or real conflict. If a Committee member fails to declare an interest that is known to the chairperson, the chairperson will declare that interest.

7) Chairperson

- a) The Committee will select its Chairperson from among the members of the Committee.
- b) The Chairperson is responsible for
 - i) providing leadership to the Committee (e.g., convening meetings; developing agendas; ensuring quorum; calling votes; documenting decisions; assigning, supervising and coordinating the Committee work);
 - ii) representing the Committee in communication.

8) Meetings

- a) The Chairperson will determine the meeting schedule. Meetings will be held at least twice per year; however, the Committee may be consulted at any time.

- b) Meetings may be by phone, video-conference, in person, or by any other means that facilitates simultaneous communication of attending Committee members.
- c) The Committee will keep a record of recommendations and decisions and provide this record to the CEO.
- d) A quorum for each meeting of the Committee will be four voting members.

9) Resources

Nordiq Canada will provide the Committee with reasonable resources to fulfill its mandate and may, from time to time, assign staff to help the Committee with its work. Committee members must take training recommended by Nordiq Canada.

10) Evaluation

The CEO will conduct an annual review of the Committee's performance against Terms of Reference objectives and deliverables.