

**Canadian Cerebral Palsy Sport Association (CCPSA) also operating under the name of BOCCIA CANADA
HIGH PERFORMANCE COMMITTEE's terms of reference**

1. PURPOSE AND SCOPE

As per the Bylaws of the Canadian Cerebral Palsy Sport Association ("CCPSA") also operating under the name of Boccia Canada ("BC"), the High Performance committee ("Committee") is a committee constituted by the Board of Directors ("Board") of the CCPSA, established to provide advice and recommendations on high performance and technical issues in boccia. It shall report to and advise the High Performance Director (HPD) and liaise with the Boccia Canada Council, the Participation and Development Committee and Athletes' Council unless determined otherwise by the Board. The High Performance Director shall have full authority to make decisions on High Performance issues.

2. COMPOSITION

The High Performance Committee is made up of the following members:

- 2.1 The Chair shall be the High Performance Director of Boccia Canada
- 2.2 Two members-at-large appointed by the HPD, one member being responsible to report to the BCC as determined by the Chair.
- 2.3 The Head Coach
- 2.4 Other guests invited by the Chair to support the perspectives and representation of the Boccia community.
- 2.5 Strive for no more than 75% of the committee to be of the same gender.

3. TERMS AND APPOINTMENT

- 3.1 The members of the Committee shall serve for terms of 4 years or less but no later than the end of the next Paralympic Games and up to a maximum of 2 terms. There shall be no restrictions on the number and length of terms for the High Performance Director and Head Coach.
- 3.2 When filling vacant positions on the High Performance Committee, every effort will be made to reflect diversity.

4. MEETINGS

- 4.1 A majority of the voting members of the Committee present in person, or by telephone, or by video conference, shall constitute a quorum.
- 4.2 The Committee shall endeavor to reach consensus on all significant decisions. In the event that consensus cannot be reached, the determinations of the Committee shall be made by a majority of its members present at the meeting duly called and held. In the event there is no majority, the Chair of the Committee shall be entitled to cast the deciding vote. All Committee members are expected to attend such meetings, in person, or via telephone, or video conference. Any decision or determination of the Committee reduced to writing and signed by all members of the Committee shall be fully as if it had been made at a meeting duly called and held.

- 4.3 The Committee meets as frequently as it deems necessary, but no less than 3 times per year. Meetings may be called by the Chair of the Committee or a member of the Committee. The time and place where the meetings of the Committee shall be held and the calling of the meetings and the procedure in all things at such meetings, including without limitation, notice requirements shall be determined by the Committee. The last meeting of the calendar year (December) should include the National Team Selection process to assist Boccia Canada HP staff make national team selection decisions for the following year.
- 4.4 The Committee shall keep and approve Minutes of its meetings in which shall be recorded significant items discussed and all action taken by it. The Chair of the Committee or his designate shall make an oral report at all Boccia Canada Council meetings and to the Board if requested by the Board.
- 4.5 All members of the Committee are expected to be fully informed on matters being reviewed and decided, and to participate meaningfully and respectfully in the group's deliberations and decisions. Furthermore, it is expected that all members.
- (a) Demonstrate a personal commitment to the work and mandate of the Committee.
 - (b) Regularly attend and participate in Committee meetings.
 - (c) Respect the confidentiality of information discussed by the Committee.
- 4.6 At times, discussions and deliberations of the Committee include personal and confidential information. The Committee's members commit to keeping these issues confidential as deemed appropriate in the circumstances.

5. COMMITTEE RESPONSIBILITIES

- 5.1 The primary aim of the High Performance Committee is to provide guidance and assistance to the High Performance Director in developing the high performance program, athletes and coaches, and to prepare national teams for international competitions. Without limiting the foregoing, the Committee shall perform the following responsibilities:
- (a) When needed and requested by the HPD, advise the HPD on:
 - Boccia High Performance programs and all matters of a High Performance technical nature
 - The implementation of a High Performance system to develop athletes, coaches, from the Canadian Boccia Championships to the Paralympic Games
 - High Performance related policies.
 - (b) Liaise with, inform and seek advice from the Boccia Canada Council on matters of a High Performance technical nature.
 - (c) Recommend standards relating to training and certification of national team coaches.

- (d) Designate and appoint additional Subcommittees, working groups or task forces to assist in carrying out the Committee's work.
- (e) Provide input and direction for the constitution of the Athlete Selection Committee. The Athlete Selection Committee will be comprised of:
 - The High Performance Director (who is also the Chair of the High Performance Committee)
 - The National Team Coaches
 - Upon request by the HPD, the Athlete Selection Committee will provide input on the selection criteria.
 - Provide input on the selection decisions made by staff.
- (f) Liaise with the Boccia Canada Participation and Development Committee and Athletes' Council and Officials and Technical Committee in the areas of athlete, coach, and officials' development and performance pathway.
- (g) Advise the Boccia Canada Council, the Chief Executive Officer and HPD on the implementation of a domestic system to develop athletes, coaches, up to the Canadian Boccia Championships level and on to the international level.
- (h) Perform additional duties as requested by the HPD or agreed upon by the Boccia Canada Council and this Committee.

6. OTHER

- 6.1 The Chair of the Committee shall have the duties and responsibilities set forth in Appendix "A".
- 6.2 The Committee shall conduct an evaluation of the Committee's performance and Mandate annually and recommend to the Board such Mandate changes, as the Committee deems appropriate.

APPENDIX "A"

HIGH PERFORMANCE COMMITTEE

CHAIR POSITION DUTIES AND RESPONSIBILITIES

1. As the leader of the Committee, the Chair shall have, in fulfilling the mandate of the Committee, the following duties and responsibilities:
 - a) Attend Committee meetings.
 - b) Unless delegated to a Committee member, represent the Committee and report to the Boccia Canada Council and HPD on the activities, findings, and any recommendations of the Committee.
 - c) When authorized by the HPD, liaise with CCPSA staff as required.
 - d) When requested by the HPD, represent the Committee and the CCPSA to outside parties and to the public.
 - e) Unless delegated to a Committee member, liaise with the Chairs of the Officials and Technical Committee, Participation and Development Committee and Athletes' Council, and the Boccia Canada Council.
 - f) Oversee the structure, composition, membership, and activities delegated to the Committee.
 - g) Chair every meeting of the Committee and encourage welcoming, inclusive, respectful, and open discussion at the meetings; encourage Committee members to ask questions and express viewpoints during meetings.
 - h) Foster ethical and responsible decision-making by the Committee and its individual members.
 - i) Set agenda and to conduct regular Committee's meetings; with input from other Committee members, as appropriate, and ensure that there is sufficient time during Committee meetings to fully discuss agenda items.
 - j) Provide overall leadership to enhance the effectiveness of the Committee.
 - k) Facilitate the timely, accurate and proper flow of information to and from the Committee.
 - l) Arrange for management, external advisors, and others to attend and present to the Committee, as appropriate
 - m) Take all other reasonable steps to ensure that the responsibilities and duties of the Committee, as outlined in these terms of references, are well understood by the Committee members, and executed as effectively as possible.
 - n) Recruit members for working groups, task forces, committees and coordinate their work and ensure they are accountable.
 - o) Ensure responsibilities of the Committee are fulfilled according to CCPSA's Strategic Plan and annual Operational Plan.
 - p) Carry out such duties as may be reasonably determined by the Committee.
 - q) Contribute to review and revision of policies related to High performance as required.
 - Participate in development of National Boccia Team Selection Criteria and selection meeting.
 - Recruit members for working groups, task forces, committees, coordinate their work and ensure they are accountable.
 - Attend yearly High Performance debrief

