



Climbing Escalade Canada (“CEC”) High Performance Committee Terms of Reference

Official Policy Name

CEC-OP-06 Climbing Escalade Canada – High Performance Committee Terms of Reference

Purpose/ Mandate

Reporting to the High Performance Director (“HPD”), the High Performance Committee (“HPC”) aim to support the CEC high-Performance Program (“HP Program”) by providing expertise, knowledge, and advocacy to the HPD.

Goals and Objectives

The objectives of the HPC include, but are not limited to:

- Creating, reviewing and revising the High Performance Program (“HPP”) for climbing with the goal of improving results at international events;
- Supporting HP athletes in all aspects of their performance;
- Researching and analyzing current data to support HP initiatives; and,
- Supporting other initiatives as requested by the CEC board of directors (the “Board”).

Jurisdiction

The HPC committee will annually, develop, recommend, and review the components of the HP Program including:

- Podium Pathway – Podium Results Track and Gold Medal Profile (GMP);
- Gap Analysis Tools;
- IST planning and implementation;
- Athlete Assessment Protocols and Tools;
- High Performance Program requirements (HPP); and,
- National Continuous Ranking (NCR).

The HPC may complete other tasks as requested by the HPD and/or the Board from time to time.

Members/Composition

There shall be no fewer than three and no more than ten committee members.

Chair

The HPC chair shall be a member of the committee selected using an annual intra-committee nomination and simple majority vote model (“HPC Chair”).

The HPC Chair is responsible for:

- Acting as liaison between the Board, the HPD, and the HPC;
- Coordinating HPC meetings and creating operational timelines; and,
- If requested by the HPD, attending Board meetings as a non-voting member to present information and updates from the HPC.

Working groups may be established for special projects, as determined by the Committee.

From time to time the Committee may invite other individuals with subject matter knowledge to participate in and share their insights with the Committee, as deemed appropriate by the HPC.

Membership Process

The open call for applications shall be posted publicly on the CEC website no less than two (2) months before the term expiration of any committee member, with a deadline for applications no less than one (1) month before the term expiration of any committee member.

All individuals are welcome to join the HPC; however, preference shall be given to those experienced in high performance sports. The HPD, in their sole discretion, shall review the open call applications each year and recommend which of the applicants shall be appointed to the HPC. Selected committee members must be endorsed by the board of directors.

The Athletes Commission may appoint an Athlete Representative to serve as a member of the HPC. The Athlete Representative will have all the rights, privileges, and responsibilities of any other member of the HPC except that, notwithstanding anything in these Terms of Reference, the Athlete Representative shall serve at the pleasure of the Athletes Commission.

The Board in its sole discretion but preferably in conjunction with a recommendation from the HPD, may remove any member of the HPC, if any. Removal of members of the HPC may be conducted regardless of whether cause for removal is established, but must be conducted respectfully.

Members of the Board may apply and be appointed to the HPC ("**Regular Board HPC Member**") provided they comply with the terms of this policy and undertake to refrain from representing the Board at HPC meetings. Board members applying for membership on the HPC must not participate in or be present at the endorsement process conducted by the Board in relation to the membership of the HPC.

Term of Membership

All appointments have a maximum term of two (2) years, starting on June 1. The HPC Chair shall be responsible for ensuring the HPC composition is split such that roughly half of the members shall face expiring terms each year. The HPC Chair, in their sole discretion, may appoint certain HPC members for a one (1) year term in order to ensure compliance with the previous sentence.

Upon the expiration of their term of membership, committee members interested in serving for an additional consecutive term must re-apply via the open call for applications and be re-appointed by the HPD and Board. Prior involvement on the HPC does not guarantee an appointment to the HPC.

There are no limits to the number of consecutive terms for any one committee member.

Accountability

The HPC reports to, and is accountable to, the HPD.

Work Methods/ Frequency

Work Methods

All HPC work will utilize a shared learning approach with an emphasis on discussion and evidence-based decision making.

Frequency

The HPC shall hold at least 1 video call every quarter to set objectives and monitor progress on the completion of those objectives.

Meeting Process

Every meeting must include:

- Meeting Chair – Responsible for directing conversation and ensuring adherence to the agenda;
 - o Meeting chair may be someone other than the committee chair.
- Secretary – Person appointed by the committee that is responsible for recording meeting minutes. Can be different or the same at each meeting.

Consensus Model and Voting Rules

Decisions made by the HPC should be made via a consensus decision-making model. A consensus decision-making model is a group decision-making process in which group members develop, and agree to support a decision in the best interest of the whole.

If consensus cannot be reached on decisions requiring a unified recommendation, a vote shall be taken pursuant to the following requirements:

- A minimum of 60% of committee or sub-committee members need to be in attendance or by proxy order to achieve quorum to conduct business.
- If quorum is met, an action shall require at least 75% approval of the members in attendance or by proxy at the meeting.
- If a committee member is unable to attend, they may assign a proxy in writing to vote on their behalf.
- If quorum is met, the members shall vote using either of the following methods, as decided by the meeting chairperson:
 - o show of hands, or
 - o anonymous ballot, as decided by the chairperson of the meeting.
- Board representatives, if in attendance, are present to represent the Board's interest, and cannot cast a vote. They will cast a vote at the Board level if needed.
 - o For greater clarity, Regular Board HPC Members are not considered, and are not eligible to be, Board representatives for the purposes of this section. Accordingly, a Regular Board HPC Member may not represent the interests of the Board as a Board representative and therefore may cast a vote. If a Board representative is required or requested to attend a HPC meeting, a Board member other than the Regular Board HPC Member must attend.

Reporting and Recommendations

Reporting and recommendations shall be governed by the following rules:

- The HPC shall develop and provide recommendations, and share this with the chair of the committee and/or the HPD;
- Recommendations or approvals are then presented to the Board, and if required, will be voted on by the Board.

Communications

A group email and phone number list will be created for all members of the HPC. Email and phone lists are ONLY to be shared amongst the HPC members and must not be shared with anyone outside of the HPC unless express permission to do so is granted by the HPD.

The HPD must only approve the sharing of email or phone numbers in accordance with applicable privacy and anti-spam legislation.

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