



# TAEKWONDO CANADA

## Terms of Reference

### High Performance Advisory Group (HPAG)

613-695-5425 | [info@taekwondo-canada.com](mailto:info@taekwondo-canada.com) | [taekwondo-canada.com](http://taekwondo-canada.com)

House of Sport, 2451 Riverside Drive, Ottawa, Ontario, K1H 7X7

**Mandate:** The Taekwondo Canada High Performance Advisory Group (HPAG) is a volunteer operational advisory committee only with no decision-making power.

The main objective is to provide advice / recommendations to the High-Performance Director (HPD) in matters pertaining to Taekwondo Canada High Performance system & programs in alignment with the Taekwondo Canada Strategic plan and the objectives of the High-Performance plan.

To keep our organization in touch with the diversity of the community that we serve, we will strive to have one or more committee positions be held by people of marginalized genders, including women, nonbinary people and trans men.

This committee is assigned by the High-Performance Director (HPD) and can change at the discretion of the HPD.

**Reporting:** This is an operational group who shall report to the HPD who shall then report all decisions to the Executive Director.

**Responsibilities:** The HP Advisory Committee will provide input to the HPD on:

1. Selection Criteria for Events
2. National Ranking System
3. National Team Selection Criteria
4. AAP criteria (Sport Canada Carding)
5. Coach Selection Criteria and policies for key events
6. Input on different Policies
7. Voice athlete and coach feedback
8. Any High Performance projects which may arise

**Role of the HPAG Chair:** The HPAG is chaired by the HPD. The group reports to the HPD with the following responsibilities:

1. Scheduling of meetings
2. Developing agendas
3. The HPD shall provide drafts of all documents to the group for their input and feedback. Drafted documents to be approved by HPD (selections, National rankings, National Team, etc.)
4. Group communications

**Composition:** The HPAG shall appoint up to 7 members at the discretion of the Chair of the HPAG:

High Performance Director as Chair of HPAG

1. Up to Three (3) Coach Representatives (international level – G2 events and higher), must include one (1) female Representative and a minimum of one (1) French speaking.
2. Up to Two (2) athletes' representatives, must include one (1) female Representative and a minimum of one (1) French speaking. Must be retired athletes.
3. Chair of referee committee
4. Other members at the discretion of the HPAG Chair based on the needs of the committee

The HPAG Chair may, from time to time, invite guests with specific content expertise that may support the committee in their work.

- Eligibility:**
- ED shall be Ex Officio
  - Board Members/Staff of P/TSO organizations are not eligible
  - Board of Directors not eligible
- Term:** The first committee will be assigned at the earliest possible date and will extend from Oct. 30 to Dec 31<sup>st</sup>, 2020. Thereafter, the HP Advisory Committee will be appointed every 12 months (Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup>)  
The HPD has authority to replace a member before the end of its term if necessary.
- Authority:** The HPAG is an Advisory group only. All final decisions will be made by the HPD in consultation with the Executive Director.
- Conflict of Interest:** Members of the committee that might have a conflict of interest in specific topics will exempt himself/herself from the discussion.  
  
Declaration of Conflict of Interest and Confidentiality must be signed annually and submitted to the Chair of the HPAG who will submit to the Executive Director.
- Meetings:** All meeting will be conducted remotely via Zoom. Frequency target will be quarterly but may be more frequent as deemed necessary by the Chair.
- Approval:** Terms of Reference approved September 2020.