

Cycling Canada High Performance Committee Terms of Reference

Mandate

The High Performance Committee (HPC) assists with the development and review of policy related to the high performance programs. The Committee advises the High Performance Director (HPD) on matters in which exemptions from respective policies are being requested by members.

Responsibilities

The HPC advises the HPD and/or the National Coaches in the following areas:

- National Team selections for World Championships and Major Games.
- Major Games and World Championships selection criteria.
- Athlete Assistance Program criteria.
- Disciplinary matters within the High Performance Programs.
- Other High Performance selection and policy matters through discipline-specific advisory subcommittees.

There are five advisory sub-committees (one each for Road, Track, Mountain Biking, Para and BMX) each composed of two HPC members. These groups will be appointed from within the HPC membership by the Chair and HPD with due consideration to gender and regional balance.

Authority

The HPC has the authority to:

- Ratify decisions in its area of responsibility, and require additional rationale or a review of the decision if it determines the decision maker may have:
 - a) Made a decision for which it did not have authority or jurisdiction as set out in governing documents;
 - b) Failed to follow procedures as laid out in CC's bylaws or approved policies;
 - c) Made a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or if the decision was influenced by factors unrelated to the substance or merits of the decision;
 - d) Failed to consider relevant information or considered irrelevant information in making the decision;
 - e) Exercised its discretion for an improper purpose; and/or
 - f) Made a decision that was grossly unreasonable.
- From time to time, invite to its meetings such other individuals as it deems can contribute to the work of the Committee
- Schedule meetings and any other activities to facilitate decision-making
- Suspend members and groups for discipline relating to personal conduct in national and international competition, and in accordance with the CC Code of Conduct and the relevant competition rules.

Accountability

- The HPC is accountable to the HPD and Chief Executive Officer for carrying out its responsibilities in a way that contributes to the achievement of the high performance goals set out in the strategic plan, consistent with organizational values and policies.

High Performance Committee (HPC) Skill Matrix and Scoring

Area of expertise	
1	Coaching elite athletes - Professional road athletes (Pro continental or higher); professional MTB athletes (elite World Cup athletes) - Olympic cycling at worlds and/or Major Games - Para-cycling at worlds and/or Major Games
2	Coaching developing athletes - In Development programs – up to the international level (junior and/or U23) - In Provincial team programs - In Grassroots programs
3	Competing at world championships and/or Major Games - As a professional athlete - As an Olympic athlete - As a Paralympic athlete
4	Program management - Budgeting - Policy development - Managing arbitration and appeals
5	Speed/power cycling - Competing, coaching and/or directing at the elite, international level (professional teams/athletes, world championships or Major Games teams) - BMX and Track Sprint
6	Endurance cycling: - Competing, coaching and/or directing at the elite, international level (professional teams/athletes, world championships or Major Games teams) - Mountain Bike, Road, and Track Endurance
7	Diversity and inclusion in sport - Gender equity - LGBTQ - Indigenous peoples
8	Sport Science and Sport Medicine - Physiology - Psychology - Strength & Conditioning - Nutrition - Data analysis

Each committee member to be assessed against the categories above using the following scale, with the objective being to have at least one committee member with a score of 4, and a minimum total score of 9 points for the top 3 committee members in each category.

SCORING:

0. No direct experience
1. Superficial experience / understanding
2. General experience / understanding
3. Extensive experience / understanding
4. Previous personal experience at a high level
5. Current personal experience at a high level

Cycling Canada Officials Committee (OC) Terms of Reference

Mandate

The Officials Committee (OC) advises and supports the Head of Development and Operations with the development and review of policy and regulations related to the development, evaluation and assignments of officials.

Responsibilities

1. Ratify the assignment process for national and international events in Canada
2. Plan for the ongoing recruitment and development of officials
3. Develop, review and implement officials certification programs
4. Oversee the evaluation of national level officials
5. Identify and develop professional development opportunities for commissaires
6. Recommend Canadian officials to UCI & ENC courses
7. Ensure the enforcement by officials in Canadian events of the CC/UCI rulebook
8. Review UCI rule changes and develop and implement appropriate National rule changes.
9. Receive and circulate provincial changes to National rules.
10. Develop effective tools for communicating with officials
11. Administer disciplinary matters related to Canadian officials

Authority

Ratify decisions in its area of responsibility and require additional rationale or review of the decision if it determines that policies or process were not followed in the decision making process.

- Develop program guidelines and procedures related to the development, assignment and evaluation of officials
- Form advisory sub-committees to work on specific aspects of its mandate.
- From time to time, invite to its meetings such other individuals as it deems can contribute to the work of the Committee
- Schedule meetings and any other activities to facilitate decision-making
- May request and review proposals to complete specific projects
- Suspend officials for discipline relating to personal conduct

Accountability

- The OC is accountable to the Head of Development and Operations (HDO) and the CEO for carrying out its responsibilities in a way that contributes to the achievement of the goals set out in the strategic plan and, is consistent with organizational values and policies.

Officials Committee (OC) Skills Matrix and Selection Scoring

Area of expertise	
1	International Commissaires - Active as an international commissaires (Internationally) - Active as international commissaires (Nationally)
2	ENC & National commissaires - Active as an ENC commissaires (Internationally) - Active as an ENC commissaires (Nationally) - Active as a national commissaires
3	Sport Development - Understand the role of commissaires in athlete development - Understand the Canadian sport system - Understand the competition system in Cycling
4	Sport Administration - Budgeting - Policy development - Development of tools to support the committee mandate
5	Commissaire Education (International) - Active as an International Instructor /Evaluator - Active as a ENC Instructor / Evaluator - Ability to create commissaire training and development plans
6	Commissaire Education (National / Provincial) - Active as a National Instructor /Evaluator - Active as a Provincial / Evaluator - Ability to create commissaire training and development plans
7	Diversity - Men / Women - Diversity representation - Geographic representation
8	Sport Representation - BMX (Racing / Freestyle) - CX - Cycling For all - Esports - MTB (XCO / DH / Enduro) - Road (Para) - Track (Para)

Each committee member to be assessed against the categories above using the following scale:

Scoring:

0. No direct experience
1. Superficial experience / understanding
2. General experience / understanding
3. Extensive experience / understanding
4. Previous personal experience at a high level
5. Current personal experience at a high level

Cycling Canada Events Committee (EC) Terms of Reference

Mandate

The Events Committee (EC) assists with the development and review of policy related to the management of the national calendar. They advise the staff on the development and approval of the national calendar consistent with the vision of optimizing athlete's development and offering quality events to our members.

Responsibilities

The EC advises the (HDO) in the following areas:

1. Establish a bidding procedure for national championships, national series and other major UCI events in Canada.
2. Establish an annual national calendar that includes national championships, national series and other major UCI events in Canada.
3. Awards events according to organization policy, operating guidelines and bidding requirements.
4. Ensure CC and UCI sanctioned events meet UCI and/or CC standards.
5. Support the development of current and new event organizers.
6. Oversee the planning and the inclusion of new events and new disciplines
7. Provide guidelines for organizers of national championships, national series and other national calendar fixtures.
8. Provide guidance to PTSOs with regards to provincial championships and provincial events

Authority

The EC has the authority to:

- Ratify the national calendar as proposed by the staff, and require additional rationale or a review of the decision
- Develop program guidelines and procedures related to the bidding, awarding and evaluation of national calendar events
- Form advisory sub-committees to work on specific aspects of its mandate.
- From time to time, invite to its meetings such other individuals as it deems can contribute to the work of the Committee
- Can schedule meetings and any other activities to facilitate decision-making
- May request and review proposals to complete specific projects

Accountability

- Accountable to the Head of Development and Operation (HDO) for carrying out its responsibilities in a way that contributes to the achievement of the goals set out in the strategic plan and, is consistent with organizational values and policies.

Events Committee (EC) Skills Matrix and Selection Scoring

Area of expertise	
1	Organizing and Planning Events • Active organizer of cycling events • Active organizer of large scale events • Support the planning or execution of events • Support the development of bids for major cycling events
2	Event Promotion and Marketing • Active in sport promotion and marketing • Understand brand activation • Experience negotiating with partners / sponsors
3	Sport Development • Understand the role of events in athlete development • Understand the Canadian sport system • Understand the competition system in Cycling
4	Sport Administration • Budgeting • Policy development • Development of tools to support the committee mandate
5	Customer satisfaction / Memberships satisfaction • Experience in customer service
6	Compete / attendance at Cycling events • Compete at national / international Cycling events • Attend national / international Cycling events • Compete / attend other major sporting events
7	Diversity • Men / Women • Diversity representation • Geographic representation
8	Sport Representation • BMX (Racing / Freestyle) • CX • Cycling For all • Esports • MTB (XCO / DH / Enduro) • Road (Para) • Track (Para)

Each committee member to be assessed against the categories above using the following scale:

Scoring:

0. No direct experience
1. Superficial experience / understanding
2. General experience / understanding
3. Extensive experience / understanding
4. Previous personal experience at a high level
5. Current personal experience at a high level