



HIGH PERFORMANCE PROGRAM MANAGEMENT COMMITTEE

Terms of Reference

Preamble

These Terms of Reference are in recognition of the fact that while the strategic direction and evaluation of the High Performance Program is the responsibility of the HPP Management Committee, the day-to-day operational aspects of the program will be the responsibility of the DA National Coach and High Performance Manager.

They also provide for this committee to be the major source of management for the ongoing implementation of the High Performance Program.

Objects of the Committee

The High Performance Program Management Committee (HPPMC) shall:

- § Develop recommendations for ratification by the DA Board concerning the implementation of the HPP Strategic Plan and policy on all matters relating to the HPP including:
 - National Training Program
 - Competition and camp program
 - Selection policy and procedures
 - National Team performance and environment
 - Sports Science/Medicine program
 - Evaluation and monitoring process

- § Review the HPP Strategic Plan and ensure the strategies are efficient and effective

- § Ensure the HPP meets the requirements of all stakeholders, including ASC, AOC, ACGA, SIS/SAS, State Associations and DA.

Membership

The HPP Management Committee shall consist of:

- § High Performance Manager (Chairperson)
- § National Head Coach/AIS Head Coach
- § One coach representing the National Training Centres
- § One representative from the Diving Australia Board
- § ASC Sports Consultant/Australian Institute of Sport representative

The Committee may invite persons to attend parts of specified meetings, or complete meetings, as the Committee believes might be appropriate to facilitate its work.

Meetings

The High Performance Manager will chair all meetings of the HPP Management Committee.

The High Performance Manager is responsible for the effective and efficient conduct of the Committee and management of all action from committee meetings.

The HPP Management Committee shall meet not less than two times per year and at other such times as required for the efficient management of the program.

A quorum shall consist of four members and no business may be transacted at a meeting of the Committee unless a quorum is present.

Voting

A decision carried by a majority of votes of the members present at a meeting of the Committee is a decision of the Committee.

Each member present at a meeting of the Committee is entitled to one vote on a matter arising for decision by the Committee, and the person presiding at the meeting has, in the event of an equality of votes, a second or casting vote.

Voting shall be by show of hands.

Reporting

DA will provide administrative assistance for all meetings including maintenance of minutes.

A copy of the draft minutes will be distributed to all HPPMC members and DA Board members.

A copy of the minutes that have been adopted by the Committee will be available on the DA website. Items of a confidential/private nature may be excluded from the online version of the minutes.

The Committee will report to the Annual General Meeting of the Association, as appropriate, on the nature of its activities.

Spokesperson

The spokesperson for the HPP Management Committee shall be the DA High Performance Manager.