



## AUSTRALIAN WEIGHTLIFTING FEDERATION LIMITED

### HIGH PERFORMANCE PROGRAM PANEL (HPPP)

#### 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 (HP) Program is the responsibility of the HPPP, the day-to-day operational aspects of the program will be the responsibility of the Australian Weightlifting Federation's High Performance Coordinator (HPC) and Chief Executive Officer (CEO).

The terms of reference also provide for the HPPP to be the major source of management for the ongoing implementation of the AWF's HP Program.

---

##### PURPOSE

The HPPP provides input and guides the direction of the AWF's HP Program towards achieving the goals and objectives outlined in the AWF's High Performance Plan. The panel will also review and track the progress of the HP Program against the AIS Australia's Winning Edge strategy.

---

##### PANEL FOCUS

The HPPP shall:

- Provide advice to the High Performance Coordinator, CEO and the Board on:
  - Leadership
  - Athletes in the program
  - Squad structure
  - Coaching structure and resources
  - Daily training environment
  - Competition program
  - Research & innovation
  - Sports science
  - Pathways

The HPPP aims to ensure that:

- Medal targets at the 2018 Gold Coast Commonwealth Games are met or exceeded;

- The HP Program and athlete development pathway produces responsible athletes who are fully committed to achieving medal winning performances;
- Athlete and coach education support systems are in place to deliver the best performances when it matters;
- The daily training environment creates and supports sustainable success;
- The HP Program offers competition pathways designed to enhance the tactical, technical and mental components of those athletes and coaches capable of producing medal winning performances at target events;
- The HP Program utilises research and innovation to identify and gain competitive advantage.

---

## MEMBERSHIP

The HPPP shall consist of:

- Nominated AWF Board Member (Chair);
- High Performance Coordinator;
- Up to three other persons approved by the AWF Board.

The HPPP may also co-opt ex-officio members such as the AWF CEO, AIS Sports Consultant or AOC/ACGA representative.

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

---

## TERMS OF APPOINTMENT

Panel members will be appointed for a two (2) year term.

If and when the Nominated AWF Board Member's term as a director of the Board expires, so too does their term as Chair of the HPPP. This does not prevent the person from being re-appointed as an ordinary member of the panel.

Any casual vacancies that arise on the panel may be filled by the Board and the Board may specify the term of the appointment.

---

## MEETINGS

The Nominated AWF Board Member, as determined by the AWF Board of Directors, will chair all meetings of the HPPP.

In the absence of a HPC, the Chief Executive Officer is responsible for the effective and efficient conduct of the Panel and management of all actions from Panel meetings.

The HPPP shall meet not less than three times per year and at other such times as required for the efficient administration of the AWF's HP Program.

Notice of meetings and a meeting agenda must be provided at least three working days before the scheduled meeting date unless otherwise agreed by all panel members.

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

The HPC must be present at all meetings unless otherwise agreed by the HPC and HPPP Chair.

The HPPP may meet in any manner as agreed by all panel members which includes telephone, video, Skype and other means.

---

## VOTING

A decision carried by a majority of votes of the members present at a meeting of the Panel shall be deemed a decision of the Panel.

Each member present at a meeting of the Panel is entitled to one vote on a matter arising for decision by the Panel.

Voting shall be by show of hands.

---

## CONFLICTS OF INTEREST

Panel members shall declare any material personal interest at the commencement of the meeting of the HPPP at which the interest is first taken into consideration, or as soon as practicable after the member becomes aware of their interest in the matter.

A general notice that a Panel member has an interest in any matter is to be regarded as interest in all transactions involving that matter unless otherwise clarified, and is sufficient declaration.

Any declaration made or any general notice given by a Panel member must be recorded in the minutes of the HPPP.

A Panel member, notwithstanding any interest, may be counted in the quorum present at any meeting but not participate in discussion or vote in respect of any transactions in which the member has an interest unless the Panel determines that the absence is not required.

---

## REPORTING

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

A copy of the minutes will be distributed to all HPPP members within 72 hours of the respective meeting and thereafter to the AWF CEO and Board of Directors.

The Panel will submit a written statement on the nature of its activities that shall be included within the AWF Annual Report.

---

## ANNUAL REVIEW

A review of the HPPP shall be conducted annually to:

- Assess the performance of the HPPP and take appropriate action in respect of areas where there is a perceived need for enhancement of its role, operational processes or membership; and
- Provide each member of the Panel with feedback on that member's performance and contribution to the Panel for the respective year. The results of such reviews shall be provided directly to the AWF Board on an annual basis.

---

## SPOKESPERSON

The spokespeople for the HPPP shall be the HPC in collaboration with AWF CEO.