High Performance Commission Charter

1. Purpose

The High Performance Commission (the **Commission**) appointed by the AFF Board (**Board**) assists the Board in fulfilling its oversight responsibilities and leading work to:

- Assist fencing athletes to perform at the best of their ability.
- Optimize the performance of Australian Fencers Internationally.
- Establish an effective development pathway to have fencers capable of medaling in the Olympics, Paralympics, and Fencing World & Zonal Championships.
- Maximize the competitiveness of the domestic competitions in order to optimise athletes' international performance; and
- To develop initiatives and management structures capable of overseeing and achieving the above mentioned.

The duties and responsibilities of the Committee are set out in **Appendix A**. The existence of the Committee does not imply the fragmentation or diminution of the role of the Board.

2. Authority

The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board;
- select, engage, and approve fees within the delegated authority set by the Board for any professional advisers that the Committee may require to carry out its duties;
- require attendance by specified personnel at meetings as appropriate, with such attendance enforced by the Board; and
- have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

3. Membership

The Committee shall comprise at least three, and not more than five, members. The Board, usually on the recommendation of its Nominations Committee (or equivalent), will appoint Committee members and the Committee Chairperson.

At least one member of the Committee shall be an independent individual. At least one member of the Committee shall be the High Performance Director or equivalent role.

Committee member rotation is encouraged.

The AFF may provide a Committee Secretary, if requested by the Committee.

4. Chairperson

The Board shall appoint one of the Committee members to be the Committee Chairperson. The Committee Chairperson shall chair the meetings of the Committee and set its agendas.

Should the Committee Chairperson be absent from a meeting, the Committee Members present must appoint a Chairperson for that particular meeting.

5. Meetings

The Committee should meet at least 6 times per year and participants may attend by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee. Committee Members shall declare any conflict of interest before the commencement of each meeting.

6. Meeting Attendance

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights. A standing invitation shall be issued to the CEO (if one is appointed).

7. Quorum and Voting

A quorum must consist of more than half of the members of the Committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

8. Minutes

The Committee Secretary or delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members. The minutes must be ratified at the next Committee meeting.

9. Conflicts of Interest

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

10. Reviews

The Committee will review at least annually this Committee charter and recommend to the Board for approval any appropriate amendments.

The Nominations Committee will at least annually review the performance of the Committee.

11. Reporting

The Committee will provide minutes to the board subsequent to each Committee meeting.

Appendix A - Duties and Responsibilities

In assisting the Board in fulfilling their responsibilities, the duties of the Committee are to:

1.1. High Performance Infrastructure

- Policies: recommend to the Board and new policy for changes to any existing policies as the case may require.
- Technical Coaching: personnel, structure, charter, accreditation, development, and communication.
- Physical and Musculoskeletal Program: resourcing, personnel, structure, and development.
- Nutritional Guidance Program: resourcing, structure and communication.
- Self-management and Mental Game Program: resourcing, structure, development, and communication.
- Training Programs: as part of HPP, engagement with athlete to establish clear aims and structure to best practice training.
- Domestic Camps and Exchange Program: increase fencer mobility between states, and national and state camps.
- International Fencer Program: initiate and invite overseas fencers to spend periods training in Australia at various locations.
- Overseas Training Program: develop and promote tours, individual opportunities for National Squad athletes to train overseas with AFF network.
- International Event Schedule: determine schedule for National Squad.
- Technology: wherever possible the Commission should look to deploy technology, video and data to empower athletes, prevent injury and optimize their performance.

1.2. High Performance Pathway

- Resourcing and overall development pathway, including all aspects of mental, physical, technical and strategic development.
- Drawing together all AFF resources to provide a wholistic, and progressively individualized, program for athlete development.
- Ensure a communication platform for engagement between the AFF, Coaching Director, National Weapons Coaches and the athletes
- Supporting athletes to set commitments and goals for training and performance.
- Manage categorisation of athletes for the High Performance Pathway.

1.3. High Performance Strategy

- Develop the High Performance Strategy for the Olympic and Paralympic programs.
- Implement the High Performance Strategy for the Olympic and Paralympic programs.

1.4. Board requests

- Perform any other duty or undertaking that the Board may request from time to time.

1.5. Reporting

The Committee chairperson will report to the Board on the Committee meetings regarding all relevant matters and appropriate recommendations in a written report (with supporting material) for noting or approval by the Board.