

## **Terms of Reference Cycling Ireland High Performance Management Group**

This document sets out to describe how the Cycling Ireland High Performance Management Group (HPMG) is constituted within Cycling Ireland HP structure, and its roles and responsibilities. It also details operational procedures as to how the Group should conduct its business.

The following Terms of Reference may be subject to alteration or amendment at any time by resolution of the Board of Cycling Ireland.

### **1. Role**

The HPMG will aim to support the High Performance Director in any matter relevant to the delivery of the high performance programme, and provide insight to the Board with expert advice in relation to the execution of the high performance strategy.

### **2. Composition of the Group**

A minimum of six and a maximum of eight members, in accordance with the following composition:

- 1 x Independent Chairperson
- 1 x Cycling Ireland Board Member, preferably with experience and/or knowledge of High Performance cycling.
- 1-2 x former elite cyclists (retired in last 10yrs)
- 1-2 x Further Independent Members, preferably from a Performance background from another Olympic or Performance sport
- 1-2 High Performance Sports Science support practitioners, or related Academic
- 1x HP cycling specific member

Ex-Officio attendees:

- Cycling Ireland High Performance Director
- Cycling Ireland High Performance Admin Manager (HPMG administration)

Each representative shall be nominated to the board for approval by the High Performance Director in consultation with HPU staff, Sport Ireland, and Sport Northern Ireland. It shall strive for a minimum gender balance of 70/30 or close approximation if at all possible. Office shall be held by Members of the Group on an on-going basis with the aim of generating learning and knowledge that will support the HPD through to the LA Olympic and Paralympic cycle. Three months notice would be required for resigning from the role.

### **3. Communication & Authority Structure**

- The Group is a sub-group of Cycling Ireland and should be seen as a 'check and challenge' forum for the High Performance Director. It is an advisory consultative body as opposed to a decision-making body.

- Members of the Group who are not members of the Cycling Ireland HPU or Board, will be required to sign a Confidentiality Agreement. Matters discussed at meetings will remain confidential unless otherwise agreed.
- The Group shall meet (actually or virtually) on a minimum of four occasions per annum and at other times if considered appropriate by the Chairperson.
- The meeting agenda and relevant documentation will be circulated one week before the meeting date and will be set and agreed between the Chairperson and the High Performance Director.
- The High Performance Admin Manager will collate minutes and/or information for distribution to the HPMG members within ten days of such meetings.
- Where possible meeting dates will be set for the year at the beginning of the year.
- The HPD shall provide any additional information requested by the Cycling Ireland Board that is related to HPMG meetings.
- The HPMG may engage experts or advisors to provide advice on High Performance matters as the Committee may deem appropriate.
- The quorum shall be three members excluding ex-officio attendees, or the number nearest to one third of the total number of members.
- In the event of the Chairperson being unable to attend, and with their agreement, an interim chair may be appointed by them to Chair the meeting. Likewise if either ex-officio members were unable to attend they may appoint an interim representative with the agreement of the Chairperson.

#### **4. Specific Responsibilities**

The Group shall consider HPU plans and delivery of Cycling Ireland's strategic objectives as laid out in the "Perform" section [STRATEGICPLANFINAL.pdf \(cyclingireland.ie\)](#) plus additionally:

- Supporting Cycling Ireland's High Performance Director in all areas relating to the delivery of the high performance programme;
- Providing critical oversight of the High Performance plan in terms of each discipline programme and budget prior to its submission to Sport Ireland;
- Support the development of Cycling Ireland policies related to high performance;
- Consultation and oversight on performance reviews and/or debriefing activity following major competitions;
- Approval of High Performance selection policies and athlete agreements, or developments/amendments thereof;
- Making High Performance related policy recommendations to the Cycling Ireland Board;
- Oversee the implementation of recommendations arising out of any review related to the HPU.

#### **5. Resources**

The HPMG members shall be entitled to claim mileage and reasonable expenses for the purpose of exercising their in role in the Group pursuant to standard Cycling Ireland Policy on expenses. Expenses must be approved in advance through the High Performance Admin Manager.

## **6. Meetings**

For 2022: Convening October in-line with the inception of the HPMG. TBD thereafter; (Dec is off-season, post-World track champs, and Para World Track champs. Feb/Mar would be post continental track champs and so on..) It is currently envisaged meetings would predominantly take place online.

Ends

Iain Dyer 21/09/2022.