

HIGH-PERFORMANCE ADVISORY COMMITTEE

TERMS OF REFERENCE

Updated March 16, 2026. Based on most recent version published in 2023.

PURPOSE

The purpose of the High Performance Advisory Committee (HPAC) is to provide unbiased recommendations on policies, nominations, and selections to Triathlon Canada's High Performance Director.

RESPONSIBILITIES

- Developing Major Games, World Championships, Event, and AAP selection criteria
- Making selections for Major Games and World Championship teams
- Supporting the decision-making authority of the High Performance Director through unbiased consultation
- Ensuring the objective application of policies

MEMBERSHIP

The Chair of the HPAC will be the High Performance Director of Triathlon Canada. Members will be invited based on, but not limited to, the following:

- Expertise in elite triathlon
- Knowledge of the Canadian sport system
- Expertise in policy writing and application
- Experience in coaching elite or development athletes

Members of the HPAC will consist of the following and are subject to change at the discretion of the HPAC Chair:

- High Performance Director – Triathlon Canada (Chair)
- Manager of High Performance Programs – Triathlon Canada (Secretary)
- Olympic OR Paralympic Pathway Lead as appropriate – Triathlon Canada
- Athlete Director – Triathlon Canada Board of Directors
- Former High-Performance Athlete
- Own the Podium High Performance Advisor

All members of the HPAC must declare any and all conflicts of interest or biases prior to accepting membership. Members must recuse themselves from any discussion, review, or decision where they have a conflict of interest.

The Chair may, at their discretion, request participation of other individuals to support the execution of the HPAC's purpose and responsibilities with appropriate subject matter expertise.

ACCOUNTABILITY

Individual members of the HPAC are responsible for reporting back to the Chair. The Chair will report to Triathlon Canada's Board of Directors.

REVIEW

The HPAC member composition and its terms of reference will be reviewed by Triathlon Canada's Board of Directors annually.

COMMITTEE PROCESSES & MEETINGS

HPAC meetings and engagements will be conducted electronically via email or virtual conference call. Meetings will be called on an ad hoc basis due to the varying deadlines required for selection and policy review. Draft versions of policies will be distributed via email for feedback. All documentation will be distributed via email.

All Major Games Selection Criteria and Nominations must be submitted to the Board of Directors of Triathlon Canada for ratification. All new or revised policies, with the exception of Major Games, will be ratified by Triathlon Canada's CEO.

Sub-committees may be convened at the discretion of the Chair.