



Squash Australia Ltd

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Affiliations

World Squash Federation
Australian Commonwealth Games Association
Oceania Squash Federation
Confederation of Australian Sport
Australian Olympic Committee

SQUASH AUSTRALIA WORKING GROUP

High Performance Working Group Charter

1. Roles and Responsibilities

- 1.1 High Performance Working Group (HPWG) members will play a key part in developing ideas, content and process for moving all areas of the newly launched Squash Australia Strategic Plan forward. [Please click here to see the Squash Australia Strategic Plan \(http://www.squash.org.au/w/about-us\)](http://www.squash.org.au/w/about-us).
- 1.2 The HPWG will be a major resource to the Squash Australia Board and CEO of Squash Australia to assist in developing and managing the game of Squash across Australia.
- 1.3 The HPWG will focus on the following key areas of Squash Australia High Performance area:
 - (i) Annual calendar of major tournaments aligned to HP pathways and Talent ID;
 - (ii) Identification of resources to successfully conduct HP program
 - Staff
 - Volunteers coaches
 - IT requirements prior
 - Program support
 - Annual calendar national and international events
- 1.4 In performing its duties, the HPWG will maintain effective working relationships with all other Working Groups.
- 1.5 In addition, the HPWG will work in close liaison and provide direct information, communication and recommendations to the Squash Australia High Performance Lead through to the CEO and Board. High Performance Lead will be viewed by members of the HPWG as:
 - (i) an active member of the HPWG; and
 - (ii) a resource and point of contact through to the CEO and Board.

The High Performance Lead will act in a secretariat role and can provide strategic and operation direction when and where required.

- 1.6 To perform his or her role effectively, each HPWG member will obtain an understanding of the detailed responsibilities of HPWG roles as well as the current strategic plan aligned to the core focus of this Working Group panel.

2. Authority

- 2.1 The Board authorises the HPWG, within the scope of its responsibilities, to:
 - (i) Perform activities within the scope of its Charter;



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- (ii) When under specific authority, draft Squash Australia policy for review and consideration by the CEO and Board;
- (iii) Interact with and seek advice and clarification from other Committees as appropriate;
- (iv) Engage independent opinions from other advisors as it deems reasonably necessary in order to carry out its duties;
- (v) Work collaboratively with all Squash Australia staff members; and
- (vi) Make formal recommendations to the CEO or Board via the High Performance Lead.

2.2 The HPWG has no executive power nor does its work relieve the Squash Australia Board of any of its responsibilities.

3. Membership

- 3.1 Membership of the HPWG is limited to a maximum of 6 members plus Squash Australia staff.
- 3.2 The total membership of the MWG may be reviewed and changed at any time by the CEO in consultation with the Board.
- 3.3 The Chairperson of the HPWG will be appointed by the CEO and will be appointed for a minimum of 2 years and a maximum of 3 consecutive years.
- 3.4 The role of the HPWG staffing resource will be filled by Squash Australia High Performance Lead.
- 3.5 Each member shall have skills and experience appropriate to the core focus of the HPWG, namely event management, risk management and project planning.
- 3.6 Prior to being appointed to the HPWG, all members must complete the Skills Matrix document aligned to the HPWG.
- 3.7 Members of the Board and CEO are “ex-officio” members of the HPWG.

4. Attendance at Meetings

- 4.1 Only HPWG members are entitled to attend meetings. The Chairperson may invite other persons (e.g. CEO, Directors), as deemed reasonably necessary.
- 4.2 The Quorum for all meetings of the HPWG must consist of 50% plus one member.
- 4.3 Meetings shall be held no less than four times a year.
- 4.4 Special meetings may be convened as required and approved by the CEO.
- 4.5 The High Performance Lead, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the HPWG members a reasonable period in advance of each meeting.
- 4.6 The High Performance Lead will circulate the action items from meetings to members of the HPWG within ten days of the meeting.

Principal Partner



Official Ball





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4.7 Members of the HPWG must endeavour to attend every meeting.

5. Reporting Responsibilities

- 5.1 In following up from each meeting, the Chairperson must provide the CEO with a report and identifying key actions and other matters of concern.
- 5.2 The Chairperson must ensure that the CEO is aware of any matters which may significantly impact on high performance programs across Squash in Australia.
- 5.3 The Chairperson must ensure that there are clear, established lines of communication between each of the key Working Group panels aligned to the HPWG.

6. Terms of Reference

- 6.1 The role of the HPWG is to ensure the Squash Australia performance programme is fit for purpose, creating a performance ethos which can attain world class success in all parts of the squash programme. In doing so the HPWG will provide innovative ideas to improve the HP programmes processes and practices.

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