



## High Performance Manager Terms of Reference

- 1. Authority for Appointment.** The Croquet Australia High Performance Managers (HPM) are authorised by the Board to carry out the undermentioned responsibilities and functions on behalf of the Board.
- 2. Appointment.**

The Board will call for applications from persons interested in being appointed as an HPM for an Australian team/squad, to be involved in the preparation of that national team/squad for a specified international teams event and the appointment will be for a specified time, ending after the submission of the final report (see 4.7, below).
- 3. Desirable Attributes**
  - 3.1.** previous playing, non-playing captaincy or team coaching for the MacRobertson Shield or the WCF GC Teams Championship, as appropriate;
  - 3.2.** demonstrated ability and experience in consultative relationship building and people management;
  - 3.3.** demonstrated experience in team coaching of captaincy of state or national teams;
  - 3.4.** demonstrated experience successful team participation as a player or coach;
  - 3.5.** a current Level 1 Coach accreditation under the National Coaching Accreditation Scheme;
  - 3.6.** demonstration of the use of current appropriate qualifications and accreditation, or demonstrated ability in sports team psychology and nutrition relating to high performance team management
- 4. Responsibilities.** The High Performance Managers shall:
  - 4.1.** be responsible for the training program of national teams/squad members, to work together with the personal coaches of team/squad members (if members have such personal coaches) and may co-opt others in various states to assist;
  - 4.2.** communicate with team/squad members on all topics relevant to high performance team management, such as:
    - 4.2.1.** team harmony,
    - 4.2.2.** team building,
    - 4.2.3.** playing in a team environment,
    - 4.2.4.** doubles play,
    - 4.2.5.** psychological aspects, **4.2.6.** playing under pressure, and **4.2.7.** nutrition, etc.
  - 4.3.** liaise with the captain and team/squad members regarding assessment and training for team and individual playing tactics, opposition strengths and weaknesses, and any other external playing factors;
  - 4.4.** communicate with squad/team members, monitor their progress, and report to the Board on any aspect which the HPM considers to be unsatisfactory during the time of team preparation;
  - 4.5.** make such arrangements as are necessary to concentrate the national team/squad for practice sessions, subject to the availability of funds;
  - 4.6.** during the period of the event and subject to the availability of funds, be present at matches to the maximum possible extent, and be responsible for all matters relating to the play, team performance and off-court organisation (in conjunction

with the team manager). If the HPM is present, the team captain will consult with the HPM and the captain will decide (within the limits of the regulations governing the competition) which team members shall play on any particular day, how they are to be paired in doubles games, and their order of merit.

- 4.7. Within one month of the completion of the competition, submit a written report to the Board, through the Secretary, and to the relevant Selection Committee for reference in respect of future selections. The Secretary shall make copies of both reports available, upon request, to any team member or State Association. Should a situation arise where a confidential addendum to the report needs to be written, it is to be forwarded to the Board Chair and Secretary only;
- 4.8. Organise a debrief session for the entire team plus the Board Chair and psychologist, as necessary, to discuss problems and plan for the future.
- 4.9. The HPM will, with the Team Captain, be consulted by the Board in the appointment of a Team Manager and may be appointed as such.

## 5. Management

- 5.1. The HPM is responsible to the Board and accountable for all decisions made and actions taken in the performance of their duties.
- 5.2. The HPM shall be responsible for providing a workable budget to the Board Treasurer, for the whole of the period from their appointment to completion of the international event/. The budget shall include estimated costs of:
  - 5.2.1. squad/team practices (including venue hire, travel and accommodation),
  - 5.2.2. development squads (including venue hire, travel and accommodation),
  - 5.2.3. specific training or external requirements i.e. sports psychologists or experts in sports performance (including venue hire, travel and accommodation),
  - 5.2.4. HPM requirement to attend and view events from time to time (including venue hire, travel and accommodation),
  - 5.2.5. The team's attendance at the international team event (including travel and accommodation),
- 5.3. The HPM shall provide reports to the Board as requested and shall, in any case, provide a report, as appropriate, for inclusion in the Croquet Australia Annual Report.

## Authorisation

Approved by the Board, 9<sup>th</sup> September 2020



Jim Clement  
Secretary to the Board