

# TERMS OF REFERENCE

**WORKING GROUP:** Performance Sport Working Group  
**TYPE:** Advisory to Jersey Sport

## 1. PURPOSE

To support the Jersey Sport Executive Team and advise the Board on:

- (i) The effective implementation of the Government of Jersey's Performance Sport Strategy: 'Enabling Athletes to Thrive'.
- (ii) Assessment criteria and processes for participation in a Performance Sport Programme, as well as disbursement of available funding across grants and services.
- (iii) Consultation, communication and engagement with the sporting community to maximize the ongoing impact and success of a Performance Sport Programme.

## 2. DEFINITIONS

- **Board** refers to the Jersey Sport Board
- **Executive Team** refers to members of the Jersey Sport Senior Leadership Team
- **Jersey Sport/JS/Company** refers to Jersey Sport Ltd.
- **GoJ** refers to the Government of Jersey
- **NGB/WFs** refers to National Governing Bodies/World Federations
- **Working Group/WG** refers to the Performance Sport Working Group
- **Member** refers to a member of the WG

## 3. SCOPE

The role of the WG is to advise and support the work of Jersey Sport in delivering the successful implementation of GoJ's Performance Sport Strategy, which was published in November 2023. Jersey Sport has been asked by GoJ to implement the strategy and disburse the associated funding. During 2024, funding of £120,000 is available to deliver a pilot programme for the benefit of a targeted and focused pool of talented athletes with consideration given to supporting services. In 2025 and 2026, similar levels of funding are allocated within GoJ's financial plan and there is intention by Jersey Sport to generate additional funding by partnering with other interested parties and stakeholders. The aim is therefore to increase the funding to be distributed by the Performance Sport Programme in future years, as well as to consider an expansion of support to high performing coaches and officials, in addition to high performing athletes.

Specifically, the WG is responsible for advising and assisting Jersey Sport with;

- (i) The design of assessment criteria and the application process to select athletes for support.
- (ii) Scoping the provision of applicable support services and short-listing potential service providers.

- (iii) Identification, consultation, communication and engagement with external stakeholders; including local sport organisations, media, athletes, NGB/WFs, industry experts, service providers and funding partners.
- (iv) Consideration of reporting and other obligations as a condition of funding.
- (v) Reviews of reporting received and effectiveness of the programme.
- (vi) Consideration of the development of the Performance Sport Programme, including holistic support and inclusion of support for coaches and officials.

#### **4. AUTHORITY**

The decision-making role of the WG is limited to supporting the Executive Team, as deemed appropriate, and advising and making recommendations to the Board regarding matters set out under these Terms of Reference.

#### **5. MEMBERSHIP**

The WG will host a Chair who will be a Director of the Board or Executive Team member of Jersey Sport, whose appointment should be ratified by the Board. The Chair should also appoint a Deputy Chair.

The Chair will have the authority to appoint members to the WG based on merit, skills and experience and will consider diverse representation of views and backgrounds. It is expected that the WG should have no less than 5 and no more than 10 members.

The Board will be promptly notified of the composition of and any changes to the WG. In the event of disagreement between the Board and the Chair over the composition of the WG, then the Board shall have the final decision.

A WG member may resign by advising the Chair in writing.

#### **6. OPERATIONS**

The WG is not a formally constituted Committee of the Board with decision-making powers and accordingly should be operated on a less formal basis than other Committees. That said, there are some expectations to ensure it can operate effectively.

- (i) Appropriate notice should be given for meetings, with a target of fourteen days' notice detailing the main matters of business.
- (ii) Meetings will take place on an 'as necessary' basis, but it is expected that at least 4 meetings per annum be held. It is likely that more meetings will be required in the initial design and launch period.
- (iii) There are no quorum requirements for a meeting to take place, but meetings should be held when appropriate members of the WG are available for the topics being discussed.
- (iv) The Chair of the WG (or in their absence, the Deputy Chair) will provide regular updates to the Board.
- (v) There is no requirement for formal minutes of WG meetings, but an action list will be maintained and circulated promptly. Where necessary a record will be kept of any exchanges of significance.

## **7. EXPECTATIONS AND REQUIREMENTS OF WORKING GROUP MEMBERS**

- (i) Understand and adhere to the overall strategy and policies of Jersey Sport.
- (ii) Treat all information presented with strict confidentiality and sensitivity.
- (iii) Act in a courteous manner, respecting others' views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- (iv) Adhere to the Confidentiality and Disclosure Statement
- (v) Not publicly comment on behalf of JS or the WG without consent from the Chair, or in their absence, the Deputy Chair.
- (vi) Prepare for and actively participate in meetings.
- (vii) Declare in advance any potential conflict of interest and be prepared to leave any meeting during deliberation of any proposal in which they have an interest. Conflicts will be recorded.