



Australian Bridge Federation

International Performance Advisory Committee

Terms of Reference

1. Purpose

The International Performance Advisory Committee (Committee) provides advice and support to the International Performance Director (IPD), ABF Executive Director (ED) and ABF Board on matters relating to the performance of Australian representative teams.

The Committee supports implementation of the ABF's international performance strategy and recommendations of the International Performance Task Force. The Committee is advisory only and has no decision-making authority.

2. Functions

The Committee may provide advice on:

- Team selection processes and criteria.
- Training, preparation and performance development.
- Coaching and captaincy frameworks.
- Performance measurement and reporting.
- Performance incentives.
- Format of national competitions (to maximise opportunities for high level competition)
- International competition opportunities.
- Supporting policies, guidance and documentation.
- Fundraising and sponsorship initiatives.
- Other matters referred to it by the IPD, ED or Board.

Committee recommendations are non-binding.

3. Membership

The Committee shall comprise between **three (3) and six (6) members** appointed by the ABF Board. The ED shall be an ex-officio member of the committee.

Appointments are for an initial term of **12 months** and will automatically renew annually unless:

- the member resigns;
- the ABF terminates the appointment; or
- the ABF appoints a replacement.

Members will be selected on the basis of their experience and ability to contribute to the Committee's objectives.

Membership may overlap with the ABF Tournament Committee.

4. Chair and Deputy Chair

The Committee will elect a Chair and Deputy Chair from among its members.

The Chair is responsible for convening and chairing meetings and communicating Committee recommendations. The Deputy Chair will act when the Chair is unavailable or conflicted.

5. Relationships

The Committee:

- Advises the **IPD**, **ABF ED** and **ABF Board**.
- Collaborates with the **ABF Tournament Committee**.
- May engage with players, coaches, captains and other stakeholders for input, noting that outgoing communications with these stakeholders is the responsibility of the IPD or ED.

The IPD will attend Committee meetings unless the Committee determines that the IPD should not attend an in camera session or an extraordinary meeting concerning the IPD.

The Committee may invite external observers or subject matter experts to participate in discussions where appropriate.

6. Meetings

The Committee will meet regularly, at a frequency determined by the Committee and the IPD.

Additional meetings may be convened by the Chair or at the request of the IPD.

Meetings may be held in person or electronically.

The Committee will seek to reach recommendations by consensus wherever practical.

7. Reporting to the Board

The Chair will provide a written report to the ABF Board in advance of each scheduled Board meeting.

Reports must be submitted by the deadline advised for Board papers, ordinarily one week before the relevant Board meeting. The report should summarise:

- the Committee's activities since its previous report;
- any recommendations or matters requiring consideration by the Board;
- significant issues, risks or developments relevant to the Committee's functions; and
- any other matters the Committee considers should be brought to the Board's attention.

Where the Committee has no substantive matters to report, the Chair may submit a report stating that there is "nothing to report".

8. Conflicts of Interest

Members must disclose any actual, potential or perceived conflict of interest. As far as is possible, the IPD and ED will facilitate the minimisation of any conflicts to maximise the contribution of committee members.

Where a matter directly affects a member's personal interests, including prospects of selection, appointment or funding, the Chair (or Deputy Chair if required) may require the member to abstain from discussion and recommendations, or leave the meeting for that item.

Declared conflicts and any actions taken will be recorded.

9. Confidentiality

Members may have access to confidential information relating to players, coaches, captains, selection processes, performance assessments, and ABF strategy.

Members must keep such information confidential and use it only for Committee purposes. Committee discussions, documents and recommendations must not be disclosed without ABF authorisation.



These obligations continue after a member leaves the Committee.

10. Remuneration and Expenses

Committee members serve in a voluntary capacity and are not remunerated.

The ABF may reimburse reasonable expenses incurred on Committee business at its discretion.

11. Records

The Committee will maintain brief records of its deliberations, recommendations and declared conflicts of interest.

The purpose of these records is to support continuity, retain organisational knowledge and avoid re-litigation of previously considered matters.

12. Review

These Terms of Reference may be amended by the ABF Board from time to time.

Document control

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