Counties Standing Committee Terms of Reference

1. Introduction

Purpose. The County (Sub Area) Standing Committee (CSC) is a committee of the England Hockey Board (EH Board) responsible for encouraging and facilitating consistent implementation of strategic direction and operational delivery across the hockey counties and Sub Areas in England.

Effective from: The CSC is effective from April 2021 and will assume the responsibilities as set in the Terms of Reference.

2. Aim and Responsibilities

Aim. The aim of the CSC is to improve communication between Counties (Sub Areas) to encourage best practice across the counties, ensure that the relevant rules and regulations of England Hockey (EH) are implemented and updated regularly, to influence EH strategic direction to address operational issues affecting the sport and to facilitate consistent implementation of EH Board strategic direction in operational delivery.

Responsibilities. Subject to regulations made from time to time by the EH Board and any other reasonable requests by the EH Board, the responsibilities of the CSC include:

a. establish working groups to oversee, coordinate and manage, so far as may be necessary: Junior County (Sub Area) representative hockey and Junior competitions or any other working groups as agreed with England Hockey.

b. oversee the operations of County (Sub Areas) hockey organisations so far as their respective responsibilities within England Hockey's governance structure.

c. meet as required to consider those matters concerning the operational delivery and administration of the game within Counties (Sub Areas).

d. promote, champion and encourage Equality, Inclusivity and Diversity across the sport.

3. Membership

Membership. The Membership of the CSC will be as follows:

a. Chair of each County (Sub Area) Organisation (As per EH membership) or a designated representative from the County (Sub Area) as per agreed by the Organisation themselves.

b. One Director/Senior Manager appointed by EH to chair the meetings (unless an alternative chair is agreed by the group and the board).

c. A permanently appointed Secretary from within EH Staff.

d. Such members of EH Staff as are required from time to time.

4.Meetings

a. **Meeting Frequency.** The CSC will meet virtually or in person as and when required or is necessary to do so and as a minimum once every 6 months unless agreed otherwise by the members, organised and facilitated by the Secretary. One meeting is to take place in **Spring**, to include proposals on County (Sub Areas) Fees for the following season.
b. **Convening a Meeting.** A meeting can be convened by County (Sub Area) members by written request from 10 counties detailing the purpose of the meeting. This is emailed to the Secretary or Areas & Counties Department.
c. **Agenda.** The Agenda together with any supporting papers will be circulated to all members by the Secretary (following consultation from members on Agenda items) circulated 7 days in advance.
d. **Minutes.** A synopsis of the minutes, noted by the Secretary will be published on the EH website and/or online county portal under the as soon as reasonably practicable. The synopsis will also be available on an online/sharing portal for counties to be able to access.
e. **Actions arising from meetings of the CSC and/or working groups.** During the meeting, the CSC will consider the minutes of previous CSC and working groups, and address any actions arising.
f. **Revisions.** The CSC can review and amend the Terms of Reference subject to the approval of the Board of EH as and when is necessary and appropriate to do so.

5. Decisions

a. Decision making that impacts on large operational and governance matters relating to Counties (Sub Areas) is made by the CSC. 'Large operational and governance matters' is defined as 'any action that impacts the wider county network in terms of resource, finances and operational/strategic direction'. This will include the annual setting of County fees to England Hockey.
b. Decisions made by the CSC can be superseded by EH Board in exceptional circumstances (when there is a negative impact on EH business sustainability). If at any time the Director/Senior Manager appointed wishes to have a decision of the CSC reviewed by the Board, the Director/Senior Manager shall immediately notify the Chair of EH in writing and any further implementation of the decision shall be stayed pending a decision for the Chair of EH or the Board.
c. Decisions by the CSC are made post CSC meetings, via online form, completed by County (Sub Area) Chair or representative authorised by County (Sub Area). Voting form and slides will be made available within48 hours of CSC. This includes voting on confirmation of County (Sub Area) Fees from year to year.
d. Deadline for decisions are appropriate for Counties (Sub Areas) to be able to discuss with their wider committees. Deadline will be agreed and reasonable as of the date of the CSC meeting.

e. A minimum of 50% of Counites (Sub Areas) are required to vote for a decision to be valid.
f. A decision is confirmed by reaching 66% or 2/3 of those in favour or not in favour of any proposal that have voted.

g. Decisions are communicated to the members of CSC.

6. Revisions The CSC can review and amend the Terms of Reference subject to the approval of the Board of EH as and when is necessary and appropriate to do so.

These Terms of Reference have been updated for the 2026/27 season onwards, subject to CSC and EH Board Approval.