

Terms of Reference of the 8 Areas Masters Hockey Committee.

Purpose

1. The Area Masters Hockey Committee (Committee) is a committee of the Area Standing Committee (ASC) and is concerned with all aspects of Masters Hockey within the geographical areas of the 8 Area Companies (8 Areas).
2. The Committee is effective from XXXXX 2022.

Aims

3. To provide planning and delivery in all matters relating to Masters hockey within the 8 Areas in line with England Hockey guidelines.

Responsibilities

4. The responsibilities of the Committee shall include;
 - a. Planning and managing the annual Area Masters' competitions for all applicable age groups including team entries per age group and gender.
 - b. Planning and managing the implementation of any Area Masters competitions in line with the framework, directions and guidance issued from time to time by England Hockey;
 - c. Ensuring Masters hockey is organised within Counties/Sub-Areas where provision is required.
 - d. Ensuring engagement within each of the 8 Areas is undertaken, to grow the number of players within Masters hockey.
 - e. Organising and administering Masters Leagues and other competitions within the 8 Areas including Area inter Sub-Area competitions where there is demand.
 - f. Monitoring Masters sanctioned and unsanctioned events with the 8 Areas;
 - g. Establishing eligibility criteria for the selection of representative Masters teams.
 - h. Agree a calendar of dates for all Masters Competitions to run by.
 - i. Establish such subcommittees and or working groups to oversee, manage and coordinate such activities as the Committee shall decide.

Membership

5. The Membership of the Committee will be as follows:
 - a. The Chair of the Masters committee of each of the eight Area Companies or their duly appointed representative appropriately authorised and suitably skilled.
 - b. One Director Observer appointed by EH.
 - c. A permanently appointed secretary from within EH staff.
 - d. The International Masters Manager.
6. The ASC shall appoint a Chair of the Committee from either the EH Board Observer or from within the Committee.
7. Such appointment should be made after every period of one year from the previous appointment. The ASC may also decide within any one-year period that an appointment should be made.
8. If at any time the Observer or any member of the Committee wishes to have a decision of the Committee reviewed by the ASC, they shall immediately notify the Chair of the ASC in writing and any further implementation of the decision shall be stayed pending a decision by the Chair of the ASC.
9. Membership of any subcommittee or working group will be decided by the Chair and reported to the next Committee meeting following the appointment

Meetings

9. No meeting shall be quorate unless 6 of the 8 Area Companies are represented at the meeting (including presence by any permitted electronic means and any prior authorised arrangement by proxy).
10. The committee will meet virtually or in person as and when required or as is necessary to do so and as a minimum every 3 months unless otherwise agreed by the members, meetings to be organised and facilitated by the secretary.
11. The agenda, with attached meeting papers, will be distributed at least seven working days prior to the next scheduled meeting.
12. Where a vote is required on matters, the decision will be made via a 75% or more agreement by Areas attending the meeting (i.e. 6 out of 8, 5 out of 7 or 4 out of 6). Any abstentions will not be counted as a vote
13. Full copies of these decisions and minutes, including attachments, will be provided to all Committee members once approved by the Chair and as soon as reasonably practicable. Minutes will be provided to the ASC.

Review

14. The ASC can review and amend the Terms of Reference as and when it is necessary and appropriate to do so.

November 2022