

## **Terms of Reference of the Area Adult League & Competitions Committee.**

### **Introduction**

1. **Purpose.** Area Adult League & Competitions Committee (Committee) is a committee of the Area Board and is responsible for all aspects of Area Adult League & Competitions including ensuring and overseeing delivery of Adult Leagues and Competitions in the Area but excepting Masters hockey which is the responsibility of the Area Masters Committee.

### **Aims & Responsibilities**

2. **Aims.** To provide strategic planning and delivery in all aspects of adult league hockey and other competitions in the Area in line with England Hockey guidelines

### **3. Responsibilities**

The Committee shall be responsible for;

- a. Ensuring and overseeing delivery of Area Adult Leagues and other competitions in the Area
- b. Maintaining and overseeing the Area League Management Committee (state if a subcommittee of the Committee)
- c. Monitoring sanctioned and unsanctioned events within the Area
- d. Overseeing the work of the Divisional league Secretaries
- e. Ensuring the use of the Game Management System for the Area Adult Leagues and other competitions and supporting clubs in the use of the system
- f. Promoting the Area Adult Leagues and other Area and England Hockey to the clubs
- g. Raising the profile of and promoting best practice in all adult Leagues and competitions
- h. Ensuring that clubs are well represented when decisions are made concerning adult leagues and competitions
- i. Hold an annual meeting of clubs to discuss matters concerning adult leagues and or competitions
- j. Delivering adult indoor hockey and competitions and ensuring good integration with all outdoor leagues and competitions
- k. Ensuring a good link and co-operation with the Area Masters Hockey committee, the Area Officiating committee and the area Branch of the England hockey Officiating Club.
- l. Establishing sub committees and working groups to oversee, coordinate and manage such activities as the Committee shall decide.

### **Membership**

4. The Membership of the Committee will be as follows:

- a. The chair of the Committee duly elected at the Area AGM,
- b. The Area League Manager,
- c. One further member
- d. Such further members as required from time to time and as provided for in Regulations issued from time to time by the Board to ensure the Committee delivers to the objectives for the Area

and which may include the Area League Manager, CSM manager, PR officer, Club representatives, Indoor representatives, Divisional Secretaries and Officiating Representative

5. Membership of any sub committee or Working group will be decided by the Chair and reported to the next Management meeting following the appointment
6. Appointments will be made annually, following the Annual General meeting.
7. No Director or Member's representative can be Chair of the committee.
8. All paid appointments must be made in accordance with the process set by the Nominations and Remuneration Committee
9. No member of the committee receiving payment for tasks associated with the Committee may vote at Committee meetings.

### **Meetings**

10. No meeting shall be quorate unless 75% of members entitled to vote attend.
11. The frequency of the meetings will be decided by the work in progress save meetings should take place not less than once in every quarter of a calendar year.
12. A meeting of the Committee may be called at any time by the chair or two members of the Committee. Notice of the committee meeting must be in electronic form and the committee meetings will normally take place via electronic means.
13. **Agenda.** The agenda, with attached meeting papers, will be distributed at least seven working days prior to the next scheduled meeting.
14. Decisions will be made by simple majority at a meeting. If there is no majority, the Chair will have the casting vote. The eligible committee members may agree a resolution in writing circulated between the committee members by email in accordance with regulation 28.2 of the Area Regulations January 2022.
15. Escalations. The Chair will refer issues that cannot be resolved in a meeting to the next Management Committee Meeting. Any escalations will be logged as actions in the actions log.
16. Full copies of these decisions and minutes, including attachments, will be provided to all Committee members no later than five working days following each meeting and stored in accordance with company policy.
17. A copy of the record of each committee meeting will be sent to the Governance Director and will be an agenda item at the Management Committee following the lead committee meeting.

### **Conflict of Interest**

18. If a proposed decision of the Committee is concerned with an actual or proposed transaction or arrangement with the company in which a committee member is interested the matter will be reported to the Governance Director.

### **Finance**

19. Expenses will be paid to committee members in accordance with the Company Expenses Policy

20. The Committee will contribute to the preparation of the annual budgets

**21. Reporting**

- a. The Chair of the Committee will attend Area Management Committee meetings. If the Chair is unavailable an alternate delegate will attend in their place.
- b. All Meeting Minutes, Actions, Decisions and Documentation will be made available electronically via the Area Company. The notes of each meeting consisting of minutes of the meeting, updated actions (action log) from previous meetings, a record of any decisions and/or proposals that need to be escalated, for escalations and any new actions arising from the meeting shall be circulated amongst members of the committee and sent to the Operations Director
- c. The Chair will produce a Report for the membership at the Area AGM.

**22. Review**

The composition and the effectiveness of the Committee will be reviewed by the Board annually. No amendments to this Terms of Reference can be made without reference to the Areas Standing Committee

14<sup>th</sup> March 2022