

Terms of Reference of the Area Junior League & Competitions Committee.

Purpose

1. The Area Junior League & Competitions Committee (Committee) is a committee of the Area Board and is responsible for all aspects of Area Junior League & Competitions including ensuring and overseeing delivery of Junior Leagues and Competitions in the Area.

Aims

2. To provide planning and delivery in all matters relating to Junior hockey within the Area in line with England Hockey guidelines.

3. Responsibilities

The Committee shall be responsible for;

- a. Embedding and managing the implementation of Junior Competitions across the Area in line with the England Hockey Junior Competitions framework for both junior club and schools hockey.
- b. Work with the relevant Counties (Sub-Areas) to agree roles and responsibilities for the provision of junior competition to ensure activity is available as appropriate across the Area
- c. Provide administrative support to the delivery of the Area junior indoor hockey competitions programme and ensure the smooth running of all the indoor hockey competitions
- d. Ensure the Sub-Areas/Counties are properly represented in all matters concerning the delivery of Junior leagues and other competitions
- e. Overseeing, organising and implementing the Area schools hockey competition programme
- f. Promoting the Area junior leagues and other Area and England Hockey competitions to the clubs
- g. Delivering Junior indoor hockey competitions and ensuring good integration with all outdoor leagues and competitions
- h. Leading the coordination the Junior County Hockey competitions for the Area either directly or by delegating it to a specific sub-committee.
- i. Monitoring junior sanctioned and unsanctioned events within the Area
- j. Ensuring the use of the official Competition Management System for the Junior Leagues and other competitions
- k. Hold an annual meeting of clubs to discuss matters concerning junior leagues and or competitions.
- l. Raising the profile of and promoting best practice in all Junior leagues and other competitions
- m. Ensuring clubs are well represented when decisions are made concerning junior club leagues and other competitions
- n. Such other functions as may be required by the Board from time to time.

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 Junior Co-ordinator,
- c. Representatives of the Sub-Areas/Counties within the Area
- d. The Junior Indoor Hockey Lead

- e. Such further members as required from time to time and as provided for in regulations issued by the board to ensure the committee delivers to the objectives for the Area and which may include; Schools Outdoor Competition Organiser, Junior County Competition Organiser, Area Junior League Coordinator.
- 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

14/03/2022