



EuroHockey

terms of reference Competitions committees

Contents

1. AIMS AND OBJECTIVES	1
2. AUTHORITY AND STRUCTURE	1
3. MEMBERSHIP	2
4. ROLES AND RESPONSIBILITIES	2
executive board	Error! Bookmark not defined.
General	2
Competitions committee – Indoor	2
Competitions committee – Outdoor	3
Regulations Working Group	3
5. MEETINGS OF THE COMMITTEE	3
6. EXPENSES	3

1. AIMS AND OBJECTIVES

- 1.1 To provide a competitive outlet to all member national associations and their member clubs for both outdoor and indoor hockey for both clubs and nations.
- 1.2 To oversee and manage a structured and fair EuroHockey competitions calendar of events.
- 1.3 In consultation with the regulations working group to oversee and manage the competition rules and regulations.
- 1.4 To approve and recommend as appropriate, hosts.
- 1.5 To produce rankings as appropriate.

2. AUTHORITY AND STRUCTURE

- 2.1 The committee derives its authority from the EuroHockey executive board and adheres to the committee terms of reference set out below.
- 2.2 These terms of reference may be reviewed by the executive board at any time and when appropriate, revised to accord with the changing requirements of EuroHockey.
- 2.3 The outdoor committee shall be composed of a committee chair, and up to 12 ordinary members appointed by and responsible to the executive board
- 2.4 The indoor committee shall be composed of a committee chair, and up to 8 ordinary members appointed by and responsible to the executive board
- 2.5 Where the committee chair is not an executive board member then an executive board member will be appointed to the committee by the executive board
- 2.6 The committee shall have at least 30% of its members of the lesser represented gender.
- 2.7 A member of EuroHockey staff (EuroHockey staff lead) shall be appointed by the EuroHockey Director General to sit on each committee and shall support the committees as follows:

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- 2.7.1 Prepare the meeting with regards to suggesting accommodation for members to book directly themselves.
- 2.7.2 Prepare the meeting with regards to one lunch, one dinner and required meetings rooms and inform the committee members of timings of said meeting.
- 2.7.3 Prepare all papers and after consultation with the chair, send them to the committee members, President, Vice President and Director General.
- 2.7.4 Ensure a short report and photo is prepared for the website/social media in collaboration with the EuroHockey Communications department.
- 2.7.5 Draft the minutes together with any appointed minute taker.
- 2.7.6 Have regular contact with the chair (executive board member) where appropriate.
- 2.8 The committee shall report through its chair to the President and the Director General acting on behalf of the executive board.

3. MEMBERSHIP

- 3.1 The committee is appointed after the EuroHockey general assembly (August) for a period of two years starting in the January following the general assembly for 24 months, the executive board has power in their absolute discretion, to add or remove members of the committee at any time
- 3.2 Members of the committee may not hold office for more than six (6) terms of two (2) years equating to a maximum of twelve (12) years.
- 3.3 The members shall be nominated by and have the endorsement of their respective national associations.
- 3.4 The members shall work on specific projects and/or topics providing input to the committee.

4. ROLES AND RESPONSIBILITIES

executive board

- 4.1 It is the responsibility of the executive board to decide upon or to approve the dates of all EuroHockey competitions/tournaments and to award the hosting of each EuroHockey nations tournament (following review of technical aspects of the bids and recommendations by the relevant committees).
- 4.2 Executive board authorisation is needed to amend regulations, standard form contracts for organisers, or guidelines. The competitions committee will submit proposals to the executive board in respect of any appropriate amendment.

General

- 4.3 Only the chair, and the Competitions Manager are permitted to correspond on behalf of the EuroHockey with member national associations or with outside bodies (with copies of letters being sent to EuroHockey office).

Competitions committee – Indoor

- 4.4 To organise and review all EuroHockey indoor competitions (nations and clubs)
- 4.5 Clubs - to seek applications to host club tournaments, to review the technical aspects of those bids and to award the hosting to appropriate/suitable venues.
- 4.6 Nations - to seek applications to host those tournaments, to review the technical aspects of those bids and make recommendations of hosts to the executive board

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- 4.7 To recommend any changes in regulations, contracts and guidelines relating to Indoor competitions

Competitions committee – Outdoor

- 4.8 To organise and review all EuroHockey nations competitions (Senior, Junior, U18, U16) and club (outdoor) competitions – including advising executive board on any new competitions for senior clubs or any changes to the established programme.
- 4.9 To seek applications to host nations tournaments, to review the technical aspects of those bids and make recommendations of hosts to the executive board.
- 4.10 To seek applications to host the club tournaments, to review the technical aspects of those bids and to award the hosting to appropriate/suitable venues.
- 4.11 To recommend changes to regulations, contracts and guidelines relating to outdoor competitions.

Regulations Working Group

- 4.12 The regulations working group will co-ordinate proposals relating to regulations, responsibility charts, guidelines and contracts. The Competitions Manager will be on the group along with up to 3 appointed members, appointed by the competition chair, as required.

5. MEETINGS OF THE COMMITTEE

- 5.1 The competitions coordination committee will normally meet on the Thursday before the June meeting of the executive board
- 5.2 The competitions committee – Indoor will normally meet in May each year, with a second skype meeting in November/December to review and assess.
- 5.3 The competitions committee - outdoor will normally meet in March and September each year.

6. EXPENSES

- 6.1 **Air travel or train/bus/car travel:** paid by the member national association represented by the committee member.
- 6.2 **Visa expenses (if required):** paid by the member national association represented by the committee member.
- 6.3 **Accommodation:** is paid by the member national association represented by the committee member.
- 6.4 **Lunch and dinner:** on the day of the meeting will be paid for by EuroHockey when the meeting is in the EuroHockey Office in Brussels. The other dinner is on the account of the committee Members themselves
- 6.5 **All extra costs:** will be at the expense of the member
- 6.6 The Competitions committee Outdoor will normally meet once per year in the EuroHockey Office in Brussels and once at another location. The Competitions committee Indoor will normally meet every other year outside Brussels. When the meeting is not held in the EuroHockey Office in Brussels, the inviting NA is:



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- required to arrange and pay for a meeting room for the meeting on Saturday (9.00-16.00) and when needed a meeting room for the meeting on Friday afternoon (15.00-19.00)
- required to arrange and pay for lunch on the Saturday and for coffee/tea/water during the meetings
- asked where possible to pay for 1 dinner (either Friday or Saturday evening). The EuroHockey will pay the other dinner
- book accommodation and inform the committee members of transport options from airport/train station to the hotel/meeting building. If at all possible, the host NA would arrange the transport for free (from airport to hotel and vice versa)