



EuroHockey

Terms of Reference Development Committee

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1. AIMS AND OBJECTIVES

- 1.1 To produce annual and multi annual programmes to support all member national associations, in particular the emerging nations of our hockey family.
- 1.2 To oversee and manage the implementation of the EuroHockey Institute in line with the budget the EuroHockey lead staff member/s manage.
- 1.3 To monitor programmes and measure the success of the programmes through qualitative and quantitative feedback.
- 1.4 To raise the professionalism and structure of all areas of development, education and learning.

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 Coaching committee shall be composed of a committee chair (from the Executive Board), and up to 20 ordinary members appointed by and responsible to the executive board
- 2.4 The committee shall have at least 30% of its members of the lesser represented gender.
- 2.5 A member of EuroHockey staff (EuroHockey staff lead) shall be appointed by the EuroHockey Director General to sit on the committee and shall support the committees as follows:
 - 2.5.1 Prepare the meeting with regards to suggesting accommodation for members to book directly themselves.
 - 2.5.2 Prepare the meeting with regards to one lunch, one dinner and required meetings rooms and inform the committee members of timings of said meeting.
 - 2.5.3 Prepare all papers and after consultation with the chair, send them to the committee members, President, Vice President and Director General.

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- 2.5.4 Ensure a short report and photo is prepared for the website/social media in collaboration with the EuroHockey communications department.
- 2.5.5 Draft the minutes together with any appointed minute taker.
- 2.5.6 Have regular contact with the chair (executive board member) where appropriate.
- 2.6 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 approve the annual programme and the associated budget submitted in the last quarter by the staff lead responsible.
- 4.2 executive board authority is needed before significant changes are made to the agreed annual activities.

General

- 4.3 Only the committee chair, and the EuroHockey staff lead 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).

Development

- 4.4 To encourage and support and ensure delivery of all development projects within Europe via the EuroHockey Institute and its 7 pillars, athletes, coaching, officiating, workforce, governance, innovation, sustainability this includes and is not limited to:
- 4.5 To motivate and assist all NAs in the production of their organisational and strategic plans.
- 4.6 To foster and sustain increasing gender balance across boards, and in hockey participation.
- 4.7 To encourage and support the activities of European youth (18-30)
- 4.8 To assess national associations' applications for EuroHockey solidarity grants.
- 4.9 To develop and promote hockey for all.
- 4.10 To be able to provide member national associations relevant information on Hockey specific facilities including but not limited to lighting, pitches, watering, and fencing.
- 4.11 To act as a European wide network to support the above
- 4.12 To support EuroHockey related partners where feasible and appropriate
- 4.13 Be aware of FIH standards guidelines about facilities and best practice and align EuroHockey and NA's.

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- 4.14 To promote and market Olympic Solidarity and other funding opportunities.
- 4.15 To ensure that EuroHockey and member national associations are aware of any European Union funding opportunities.
- 4.16 To build up and maintain a database of all development contacts across EuroHockey via the Digital Transformation, portal and previous FIH State of the Game Surveys to ensure we target our messages and programmes effectively.
- 4.17 To manage, deliver and report back on any other project which the EuroHockey executive board considers as important to the development of hockey in Europe.

5. MEETINGS OF THE COMMITTEE

- 5.1 The committee meets up to twice a year face to face.
- 5.2 Usually, meetings are held in March and September 10.30 to 17.30 followed by a committee dinner. The meeting is usually the day before the March and September executive board meetings.
- 5.3 It is usual practice for committee members to arrive the morning of the meeting and stay for dinner and book their accommodation for that one night.

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.
- 6.5 **All extra costs:** will be at the expense of the member.