



# EuroHockey

## Terms of Reference Officials Committee

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### 1. AIMS AND OBJECTIVES

- 1.1 To ensure that the appointment and development of officials for both the needs of EuroHockey and national associations is conducted under a cohesive and efficient framework.
- 1.2 To oversee a structured process to deliver the above.
- 1.3 To communicate clearly to national associations what is required from them.
- 1.4 To provide standard-appropriate officials for events.
- 1.5 To report where appropriate the issues and challenges EuroHockey faces regarding appointments.
- 1.6 To raise the professionalism and duty of support for all officials across appointments with individual attention to the education of officials.
- 1.7 To ensure the above, produce the education annual and multi annual programmes to support all individuals and member nations, in particular emerging nations of our hockey family.
- 1.8 The named EuroHockey staff members will oversee and manage the implementation of officials education plans in line with the Finance committee guidelines and budget.
- 1.9 To monitor programmes and measure bi-annually the success of the programmes.

### 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.

## EuroHockey

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## EuroHockey

- 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 officials committee shall be composed of a committee chair (from the executive board), and up to 12 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 The committee will operate as one committee to agree the strategic direction for officials and address issues as they arise. The committee will break into three groups for detailed activities including planning and actions to complete the activities of the committee
- 2.6 Two (2) members of EuroHockey staff (EuroHockey staff leads) shall be appointed by the EuroHockey Director General to sit on the committee and shall support the committees as follows:
  - 2.6.1 Prepare the meeting with regards to suggesting accommodation for members to book directly themselves.
  - 2.6.2 Prepare the meeting with regards to one lunch, one dinner and required meetings rooms and inform the committee members of timings of said meeting.
  - 2.6.3 Prepare all papers and after consultation with the Chair, send them to the committee members, President, Vice President and Director General.
  - 2.6.4 Ensure a short report and photo is prepared for the website/social media in collaboration with the EuroHockey communications department.
  - 2.6.5 Draft the minutes together with any appointed minute taker.
  - 2.6.6 Have regular contact with the chair (executive board member) where appropriate.
- 2.7 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 who is responsible for the budget.
- 4.2 Executive board authority is needed before significant changes are made to the agreed annual activities.



## EuroHockey

### General

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

### Appointments

- 4.4 To make appointments to EuroHockey events.
- 4.5 To make appointments to EHL events.
- 4.6 To ensure that the appointments take into account a range of considerations when appointing, to ensure the good level, cohesiveness and cooperation of the panel.
  
- 4.7 To establish and update lists of EuroHockey technical officials, umpire managers and umpires
- 4.8 To evaluate the performance of technical officials, umpire managers and umpires from feedback forms.
- 4.9 To liaise with
  - 4.9.1 EuroHockey committees as required
  - 4.9.2 FIH appointments committee as required
- 4.10 To monitor the system which explains which officials have been appointed through the year and in which functions
- 4.11 To set up an information system to inform officials who have not been appointed for a year about their career path
- 4.12 To monitor technical delegate reports with reference to matters relevant to the EuroHockey appointments committee
- 4.13 To recommend changes to the EuroHockey competitions regulations with respect to appointments
- 4.14 To report once a year to the executive board

### Education

- 4.15 To support the EuroHockey Institute Officials pillar with education programmes, which improves the quality and quantity of officials

#### Umpires

- 4.15.1 To deliver education programmes that suits the needs of umpires at all levels
- 4.15.2 To identify development requirements in the area of umpires.
- 4.15.3 Promote and support the development of national umpire pathways
- 4.15.4 To deliver workforce development in line with the FIH Academy

#### Technical Officials

- 4.15.5 To deliver education programmes that suits the needs of officials at all levels
- 4.15.6 To identify development requirements in the area of technical officials
- 4.15.7 Promote and support the development of national officials pathways
- 4.15.8 To deliver workforce development in line with the FIH Academy

## 5. MEETINGS OF THE COMMITTEE

- 5.1 The committee meets up to twice a year face to face.

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## EuroHockey

5.2 Usually, meetings are on Saturdays in Q1 and Q4 of 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.
- 6.5 **All extra costs:** will be at the expense of the member.