



# EuroHockey

## Terms of Reference Youth Leadership Committee

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### 1. AIMS AND OBJECTIVES

- 1.1 To represent the views of the Youth leaders (18-30 year olds) to EuroHockey, protect their interests and uphold their rights and obligations;
- 1.2 To serve as the link between active youth leaders and EuroHockey;
- 1.3 To provide current and future youth leaders with the opportunity to contribute to the continuous development and involvement to the growth of the sport of hockey;
- 1.4 To raise awareness and educate youth leaders on topics of direct concern.

### 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 youth leadership committee shall be composed of a committee chair (from the executive board), and up to 10 ordinary members appointed by and responsible to the executive board.
- 2.4 The committee shall have 50% gender balance.
- 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 or up to the age of 30.
- 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).

#### *Youth leaders*

- 4.4 To serve as a consultative body and make recommendations to the EuroHockey executive board, EuroHockey committees, and other bodies as required and requested;
- 4.5 To seek feedback from young leaders (18-30) and provide feedback to the relevant areas of EuroHockey;
- 4.6 To encourage and assist young leaders (18-30) and national associations to establish their own youth leadership committees;
- 4.7 To liaise with the other EuroHockey committees and other sporting organisations to enable the sharing of information and research;
- 4.8 To create, manage and promote platforms and structures for Young leaders, which facilitate communication and the sharing of knowledge and experiences amongst the group;
- 4.9 To develop, collate, provide and promote resources for Youth leaders on topics of direct concern including but not limited to health and welfare, career preparation and management, administration plus learning and development.



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### 5. MEETINGS OF THE COMMITTEE

- 5.1 The committee meets up to twice a year with the aim for one meeting to be in person and the other online.
- 5.2 Usually, in person meetings are 10.30 to 17.30 followed by a committee dinner.
- 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.
- 5.4 The members may be called to represent the youth leadership committee on one or two other EuroHockey committees, panels and taskforces, or executive board which may mean one or two additional meetings per year and to provide written reports on these meetings to the rest of the youth leadership committee;

### 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.