

PORT MACQUARIE HASTINGS HOCKEY ASSOCIATION

JUNIOR MATCH COMMITTEE TERMS OF REFERENCE

Preface and Introduction

1. Port Macquarie Hastings Hockey Association (PMHHA) Junior Match sub-Committee (JMC) has delegated authority under the Constitution, given to them by PMHHA Committee, to form and operate under these Terms of Reference (ToRs).
2. The broad aims of the JMC are to;
 - a. Oversee the growth, development, and promotion of Junior Hockey, in conjunction with PMHHA Committee, throughout the region in which the Association operates,
 - b. Provide governance, and non-financial administration of junior hockey competitions,
 - c. Provide advice to PMHHA committee to formulate operational policies and procedures for junior hockey competitions, and
 - d. Comply with any extant HA, HNSW & PMHHA administrative policies and procedures.

Membership

1. The JMC must comprise of at least 1 financially registered individual member from each club that participates in the junior competition, (eg 3 junior clubs, 3 members; 4 junior clubs, 4 members etc)
2. Membership of the JMC shall be until such time as that person resigns their position, no longer wishes to be part of the JMC, is ineligible to be on a sub-committee, or their club offers to swap out one of their representatives, and
3. Once a person resigns or is stood down from membership of the JMC, they shall not be eligible to become a member of the sub-committee for a period of 6 months.

Meetings and Debate

1. Prior to the commencement of each meeting, those JMC delegates in attendance shall elect;
 - a. a chairperson for the duration of that meeting, and
 - b. a person to record attendance and discussions / minutes of all meetings.
2. Any person may attend a meeting of the JMC, at the invitation of the JMC. These persons may be;
 - a. a second (non-voting) delegate from a club normally entitled membership, or
 - b. any other person extended an invitation to present an idea, and debate on the idea they have presented. They do not have voting rights and may not debate on other topics. (eg Hockey NSW representatives, a parent with a 'good' idea etc)
3. A quorum of members shall constitute a delegate from at least 75% of clubs entitled membership on the JMC (3 out of 4 clubs, 4 out of 5 clubs etc),
4. A brief agenda shall be forwarded to and discussed among each club representative at least 3 days prior to the next meeting,
5. The use of technology shall be allowed, as allowed under the Associations Incorporation Act., to conduct business. Email technology may be used to debate and decide on a single topic only.
6. All PMHHA sub-committees are expected to hold regular meetings as required and more frequently dependent on time of season. They are to submit, as soon as is practicable, meeting minutes to PMHHA Committee for publication and distribution. They must also submit separately, any questions, comment, decision etc, that sits outside of these ToR's for a decision, advice, or recommendation by PMHHA Committee.

Voting

1. Each club's representative shall be entitled to one vote,
2. A decision must be made by simple majority,
3. The chairperson does not have the right to a casting or deciding vote, and
4. Should a club's normal representative not be able to make a meeting, the club may appoint a proxy to vote on behalf of the club / club's representative.

Authority

1. The JMC have the delegated authority to act on all matters related to Junior Hockey as described in these ToR's.
2. Decisions made by the JMC shall be binding. Where disputes occur, PMHHA Committee will guide the parties in the direction of the extant grievance procedures and appeals process, and
3. PMHHA Committee will only invoke reserve powers in the interests of safety, fairness, or damage to the brand.

Reserve Powers

1. PMHHA Committee shall have the authority to act when, in their opinion, a decision of any sub-Committee; is not fair, is not safe, or may damage or have the potential to damage the brand of Hockey in the region.
2. PMHHA Committee may also act when membership of the JMC is insufficient to form a quorum. PMHHA Committee will only act in this instance to recruit members to form a quorum, or to ensure continuity of the sub-committee and its broad aims.

Primary Functions

1. Advertise and call for team nominations for age groups / grades by nominated closing date as agreed with PMHHA Committee,
2. Provide input into the creating of playing draws,
3. Collect playing cards, record and input data into the sports management system,
4. Monitor and enforce playing rules in accordance with the operational policies of PMHHA,
5. Provide exemptions for player and team eligibility.
6. Provide guidance and leadership, and promote the local playing rules and formats as published by HA, HNSW, PMHHA (eg "stick to hockey", mandated modifications etc),
7. Where rules don't exist for an age group or grade, or are deemed inappropriate for PMHHA specific competitions, provide guidance and modifications to PMHHA Committee for revision and approval, and
8. Promote the development of junior umpires and officials in consultation with PMHHA senior umpires and umpire coaches.

Secondary Functions

1. Provide a Duty Club roster to;
 - a. Open / close the facility for match days,
 - b. Set up the various playing areas / fields for match days,
 - c. Provide canteen assistance when required.
2. Coordinate with PMHHA Committee, club based fundraising privileges on Saturday mornings (eg BBQ's, raffles, etc)
3. Assist in the identification and promotion of Junior Hockey representative pathways in consultation with the Representative committees, officials, coaches, managers etc.