



## **Indoor Competition Committee**

### **Terms of Reference**

#### **Committee purpose and roles**

The key purpose of the Indoor Competition Committee (ICC) is to provide clarification on the interpretation and implementation of the Indoor Competition Bylaws and ensure they are applied in a fair and consistent manner. The bylaws are developed by the Competitions Committee, in consultation with the ICC, and approved by the Hockey ACT Board.

The ICC also fulfils the following roles:

- Recommend to the Competition Committee appropriate changes to the Indoor Competition By-laws
- Abide by and ensure other relevant rules, policies and codes and procedures are being fairly applied across all Indoor competitions
- As appropriate, provide support and assistance to the Hockey ACT office on the management of the Indoor competitions.
- Prepare and distribute minutes of each meeting
- Identify objectives and processes to improve the Indoor competitions and develop strategies to achieve these objectives.
- Assist with the day to day running of the finals series by performing duties as required, such as presenting medals, checking match cards and team lists and other duties as required.

#### **Authority delegated to the ICC**

The ICC is a sub-committee of the Competitions Committee. The Competitions Committee oversees the various Hockey ACT competition committees including; the ICC, Senior Competition Committee and Junior Competition Committee.

As a sub-committee of the Competitions Committee the ICC reports to and is answerable to the Competitions Committee.

Matters relating to Indoor competitions are to be raised with the Competitions Committee which can provide clarification and direction.

#### **Committee composition and structure**

Individuals wanting to nominate for a position on the ICC are to provide their nominations to the Hockey ACT Board via the Hockey ACT office, by the due date. The Board will determine the composition of the ICC based on the nominations received.

The ICC shall consist of 5-7 individuals who shall take on the following roles:

- Chairperson
- Secretary
- Registrar/s
- General member/s

The Hockey ACT Competitions Coordinator is also an ex-officio member of the ICC.

Casual vacancies on the ICC may be filled by the ICC and ratified by a Club vote at the next Club meeting, with the Board to make final ratification of any appointment.

The Board may direct, or the ICC may invite, representatives from other Hockey ACT committees to sit on the ICC as observers. The Board may also direct, or other Hockey ACT committees may invite, a ICC representative to sit on other Hockey ACT committees as an observer.

The Umpiring and Technical Committee (UTC) has a standing invitation to attend ICC meetings in order to ensure that umpiring issues are clear between the two committees.

### **Reporting requirements**

The ICC must convene a Club meeting at least four times each season. A meeting must take place just prior to the conclusion of round matches. Club delegates are to receive at least seven days' notice of the date for each Club meeting and where possible a list of agenda items.

Minutes for meetings are to be approved and emailed to the Hockey ACT Competitions Coordinator for distribution to relevant groups and publication.

Where appropriate the ICC may conduct its affairs by email, telephone or other suitable means.

All Hockey ACT committees are to communicate openly and professionally with the various Hockey ACT groups using the Hockey ACT [Communications Plan](#).

### **Committee principles**

All Hockey ACT staff and volunteer members are expected to work for the good of Hockey ACT. They must therefore function in a cooperative and supportive manner when working with Hockey ACT volunteers and members of the wider hockey community.

To assist the fulfilment of this expectation the following guiding principles have been developed:

- Committee members are asked to state openly any potential conflict of interest that may exist in their hockey, professional or personal life while fulfilling their work on the committee.
- When a decision is to be made involving a particular committee member's club, that individual is required to 'step aside' so as to not inappropriately influence the decision making process.
- Confidential Hockey ACT knowledge and documentation is not to be shared with the wider community unless permission is granted by the CEO.
- Any perceived breach of Hockey ACT by-laws or polices must be raised with the appropriate Hockey ACT staff member.
- At times an individual's personal views or opinions may differ to those of the committee, or the individual may disagree with the strategic direction or management provided by the Board or Hockey ACT office. In this instance the individual is asked to demonstrate their support of Hockey ACT by not openly communicating their difference of opinion in writing or another forum.