

# Hockey Australia Masters

## Operational Groups - Men and Women

### Terms of Reference

This document is to be read in conjunction with the HAMC Terms of Reference

<b>Purpose of the Committees</b>	The Operational Groups are responsible for implementing and managing Masters hockey activities that align with the strategic direction of HAMC and Hockey Australia.
<b>Membership</b>	<p>Membership of the Committees will include:</p> <ul style="list-style-type: none"> <li>• Up to 8 general members one of whom will be appointed Chairman by the Group.</li> <li>• An ex officio HA Board/staff member/CEO or HAMC Chair may also attend meetings but will not be considered a member of the Group.</li> </ul>
<b>Recruitment</b>	Expressions of interest for positions addressing the skills-based criteria will be called for by HAMC annually in September.
<b>Appointment</b>	<p>The appointment panel will be made up as follows:</p> <ul style="list-style-type: none"> <li>• Chair of HAMC</li> <li>• HA CEO or representative.</li> </ul> <p>All appointments will be completed by the end of the second week in November each year.</p> <p>The Chair of the OG will be appointed by members of the OG.</p>
<b>Term</b>	<p>Members will hold terms of three years and must not serve more than three consecutive terms.</p> <ul style="list-style-type: none"> <li>• In 2021: 3 members will be appointed for 3 years; 3 members will be appointed for 2 years; 2 members will be appointed for 1 year.</li> <li>• In 2022: The 2 member positions appointed for 1 year will be declared vacant and 2 three-year term positions appointed.</li> <li>• In 2023: The 2 member positions appointed for 2 years will be declared vacant and 2 three-year term positions appointed.</li> <li>• Post 2023: All positions are three-year terms on an annual rotation.</li> </ul>
<b>Meetings</b>	<p>The quorum necessary for the transaction of business shall be fifty (50) percent of the OG members plus one.</p> <p>Meeting cycle:</p> <ul style="list-style-type: none"> <li>• Each OG will meet monthly.</li> <li>• A delegates meeting will be held at least twice per year.</li> <li>• HAMC will meet once annually with the OG's.</li> </ul>
<b>Reporting</b>	<p>The Chair of each OG is the primary contact with the HAMC.</p> <p>Meeting minutes will be shared with HAMC within fourteen (14) days.</p> <p>A report from each OG is to be submitted before each HAMC meeting.</p> <p>A summary of activities and achievements to be provided to Delegates, HAMC and HA by mid-November each year.</p>



<b>Delegated Authority</b>	The OG's will undertake its responsibilities and make recommendations for improvement to HAMC in the following areas:
	<b>Policy and Procedures</b> Implement and monitor the effectiveness of HAMC policies. Develop and implement procedures to align with policies relevant to Masters Hockey. Review and make recommendations to HAMC for policy improvement.
	<b>Finance</b> Develop processes to ensure effective financial management for all Masters activities to align with HAMC Financial Policy.
	<b>Administration</b> Implement administrative processes to support OG operations and maintain communication with stakeholders. Ensure an effective working relationship with the Master's community and continue to strengthen the Delegates network.
	<b>Performance and Pathway</b> Implement strategies for development pathways for team officials. Oversee: <ul style="list-style-type: none"> <li>• selection of players</li> <li>• appointment of officials for Australian Masters teams</li> <li>• post event review and feedback.</li> </ul>
	<b>Event and Officiating</b> Manage, in conjunction with HA, the planning and delivery of Australian Masters Championships and other domestic events. Assist HA Appointments and Officiating Committee to establish Umpire and Technical Official panels for domestic events.
	<b>Logistics and Projects</b> Provide logistical support for Australian teams including accommodation, transport, and uniforms. Maintain historical records relating to representative teams and annual awards.
	<b>Media</b> Maintain a digital presence for Masters including recognition, celebrations, and events.
	<b>Other</b> Undertake specific tasks as identified by HAMC and/or OGM.

