

# HA MASTERS COMMITTEE (HAMC)

## Terms of Reference

### 1. Background and Overview

- 1.1. The Hockey Australia Masters Committee (HAMC) is a relatively new committee model restructured in 2023 to embrace One Masters brand and its tenets of Passion, Participation, Performance, and Partnership. The Men's and Women's Operational Groups that were responsible for delivery of HAMC activities has been remodelled into 3 Pillar groups: Events and Officiating, National Teams, and Growth and Promotion.
- 1.2. The Pillar Groups are another move towards breaking down the gender specific cultures and each Pillar Group will have a gender balance principle built into them.
- 1.3. The background and journey to the current structure is as follows:
  - 1.3.1. In 2003, National Women's Veterans Committee was created by Women's Hockey Australia. The Women's Committee has always been a committee of the national body.
  - 1.3.2. Australian Masters Hockey Council (AMHC) was the men's organisation which was a separate legally incorporated association operating outside of the national body.
  - 1.3.3. In 2014, a joint MOU was established with Hockey Australia (HA).
  - 1.3.4. In March 2017 an agreement to merge the men's and women's committees was confirmed.
  - 1.3.5. In May 2018, a merged Committee was formed called the Hockey Australia Masters Committee with the first joint meeting conducted in December 2018.
  - 1.2.6 HAMC added Operational Groups to manage the activities of Men's and Women's masters hockey until late 2021 when consultation with stakeholders and strategic planning led to the instigation of Pillar Groups to manage the operations of HAMC.
- 1.4. The intention for the new HAMC Pillar Group model is to spread the volunteer workload across areas that are most prevalent in the operations of Masters Hockey while blending gender specific cultures.
- 1.5. To maximise connectivity across the Pillar Groups and to HAMC, the Convenor of each Pillar Group is a member of HAMC.

HAMC additionally recommends appointment of a Member Association (MA) CEO to HAMC to assist the MA Delegates and provide an increased awareness and promotion of the activities within the Masters community with their CEO colleagues.

### 2. Terms of Reference

The main purpose of the HA Masters Committee is to provide effective governance for Masters Hockey and to recognise and enhance the social and health aspects inherent in hockey at Masters level.



The HAMC members include:

2.1.1. To be appointed by HA Appointments Panel:

- Chair
- Finance
- Administration & Communications
- Convenor- Events & Officiating
- Convenor – National Teams
- Convenor – Growth & Promotion

2.1.2 **Ex Officio** –

- MA CEO Representative
- HA Board member and/or HA CEO and HA Secretariat.

HAMC is committed to gender diversity and where possible will be consistent with Sport Australia's requirements of a maximum variation in a ratio of 60:40 representation of each gender.

2.2. **Recruitment**

Expressions of interest process for positions addressing the skills-based criteria and will be called for by HAMC ~~in September~~ December annually.

2.3. **Appointments**

2.3.1. HAMC member appointments will be made by the HA Masters' Appointment Panel with endorsement by HA.

Panel members shall only be involved in appointments where there is no perceived or actual conflict of interest, such as nominating for a role. In this instance HA will appoint a replacement.

2.3.2. All appointments will be completed by end of ~~the second week in November~~ January each year.

**Terms of office:**

2.3.3. In 2024,

- \_\_\_\_\_The Chair will be appointed for three (3) years
- The Events and Officiating Convener will be appointed for three (3) years
- The National Teams Convener will be appointed for two (2) years
- The Growth and Participation Convener will be appointed for one (1) year
- The Finance role will be appointed for two (2) years
- The Administration and Communications role is currently in place for a two (2) year term and will be declared vacant at the end of 2024.

\_\_\_\_\_The terms for each Convener will then recommence on three (3) year terms after each respective Convener's term ends.

The terms for the Finance and Administration and Communications role will be declared vacant following their respective terms and will be appointed for further two (2) year terms respectively.

~~HAMC member appointments will be initially two (2) years for positions of Chair, Finance and Administration & Communications.~~

2.3.4. Terms will be for a maximum of 8 consecutive years.

## **2.4. Meetings**

2.4.1. The quorum necessary for the transaction of business shall be fifty (50) percent plus one (1) of members.

2.4.2. HAMC to meet a minimum of every three months.

2.4.3. HAMC to meet with MA Delegates at least annually.

## **2.5. Reporting**

2.5.1. The Chairperson is the primary contact for HAMC unless delegated responsibility is given to a specific position.

2.5.2. HAMC will submit post event reports to HA.

2.5.3. HAMC Meeting minutes will be shared with HA and Pillar Groups within fourteen (14) days of any meeting.

2.5.4. Financial reports will be provided for each HAMC meeting and copies will be shared with HA and Pillar Groups.

2.6.7 An Annual Summary of Activities to be provided to HA and MAs.

## **2.6. HAMC derives its authority from the HA Board and is responsible for:**

### **2.6.1. Governance**

2.6.1.1. Provide effective governance for Masters Hockey within agreed delegations and in alignment with Hockey in Australia strategic direction.

2.6.1.2. Oversee and provide input to HA for strategic matters relating to Masters Hockey in Australia and provide recommendations to relevant stakeholders.

2.6.1.3. Establish a framework of risk management to support HAMC.

2.6.1.4. Develop and review HAMC policies.

2.6.1.5. Implement the HA Framework for Ethical Decision Making and Integrity.

### **2.6.2. Planning - Strategic and Operational**

2.6.2.1. Identify key imperatives to ensure the successful delivery of the One Masters Hockey program.

2.6.2.2. Establish a framework for the Pillar Groups to deliver the key imperatives.

2.6.2.3. Establish a review structure to ensure continuous improvement.



- 2.6.2.4. Negotiate and determine the scheduling of domestic and international Masters events in consultation with HA.
- 2.6.3. **Finance**
  - 2.6.3.1. Develop a Financial policy and implement processes to ensure effective financial management for Masters hockey.
  - 2.6.3.2. In partnership with HA, implement strategies to ensure financial sustainability for HAMC.
  - 2.6.3.3. Develop and implement the Masters Funding model in consultation with HA.
- 2.6.4. **Commercial**
  - 2.6.4.1. Develop a marketing/promotional plan to build “One Masters” recognition to increase visibility and viability of Masters hockey.
  - 2.6.4.2. Identify potential corporate partnerships in consultation with HA. Establish a manual outlining agreed promotional responsibilities and guidelines to guide corporate usage and endorsement.
- 2.6.5. **Administration**
  - 2.6.5.1. Implement administrative processes to support HAMC operations and maintain communication with stakeholders.
- 2.6.6. **Performance & Pathways**
  - 2.6.6.1. Develop strategies for development pathways for technical officials, umpires, coaches, and managers.
  - 2.6.6.2. Establish a framework to deliver and strengthen the developmental pathways.
- 2.6.7. **International Profile and Experiences**
  - 2.6.7.1. Maintain an international presence through representation on international committees, for example FIH, WMH.
- 2.6.8. **Media**
  - 2.6.8.1. Maintain a digital presence for HAMC in collaboration with HA including One Masters brand promotion, participation, recognition, celebrations, and events.
  - 2.6.8.2. Establish guidelines for One Masters media presence.
- 2.6.9. **Other**
  - 2.6.9.1. Undertake specific tasks as identified by HAMC.

