

## Masters Charter

# HOCKEY NSW

Drafted by: Management, HNSW August 2021

Governance Committee Review: September 2021

HNSW Board Approved: September 2021

## **1. Authority**

- 1.1 This Charter is for the Women's Masters Committee (WMC) and Men's Masters Committee (MMC) of Hockey New South Wales Limited (HNSW).
- 1.2 Both WMC and MMC are sub-committees of the HNSW Board and operate under the mandated authority of the HNSW Board. Members of the committees do not represent HNSW.
- 1.3 WMC and MMC shall at all times be bound by the Constitution, regulations and policies of HNSW.
- 1.4 Each committee shall at all times be bound by the decisions of the HNSW Board and shall do all things necessary to implement and enforce such decisions.

## **2. Objectives**

- 2.1 The primary objective of WMC and MMC is to develop and administer all NSW Masters events and activities in collaboration with HNSW Management, for the benefit of all Members.
- 2.2 In delivering the primary objective, WMC and MMC shall:
  - At all times and in all actions, maintain the integrity of HNSW and the sport of hockey in NSW;
  - Employ appropriate governance protocols in the direction and management of all activities;
  - Manage all financial matters in a systematic and efficient manner that at all times targets delivering benefit to Members within the approved HNSW annual budget;
  - Oversee the writing and implementation of all policies and rules in relation to the running of events and activities in line with HNSW and Hockey Australia Championships rules and operating guidelines;
  - Communicate effectively with Members and provide a forum for Members to communicate with each other and the HNSW Board on issues relevant to them;
  - Recognise and celebrate achievements within the Masters hockey community;
  - Coordinate relevant HNSW state championship events, including venue selection and appointing support staff and officials in consultation with HNSW;
  - Coordinate the HNSW participation in National Masters championships including bidding to host national championships, selection of NSW representative teams, selecting support staff and officials to attend the championships;
  - Coordinate with HNSW to develop pathways for coaching and officiating within Masters hockey;
  - Nominate a delegate(s) to the Hockey Australia Masters Committee in accordance with the protocols of that committee;
  - Make formal recommendations to the HNSW Board in relation to the future development of Masters hockey in NSW.

### **3. Membership**

- 3.1 A Member means a financial HNSW Individual member that participates in any form in a Masters related activity whether as a player, coach, umpire, official or manager. All financial HNSW members that are aged 34 or above are eligible to participate in Masters events and activities based on the age bandings and other criteria. This eligibility may be subject to change if there are any amendments initiated by Hockey Australia.
- 3.2 Association means an Association affiliated with HNSW.

### **4. Committee composition**

- 4.1 Each committee shall have between three (3) and seven (7) members.
- 4.2 All committee members shall be appointed by the HNSW Board, following the recommendations from each committee. Changes to the composition of the committees are at the discretion of the HNSW Board, including the removal and/or replacement of a committee member. At any one time, no Association shall have more than one representative of that Association as a committee member.
- 4.3 Committee members may be appointed to specific roles by the HNSW Board. The following roles must be filled though it is recognised there may be periods when a role is vacant while a replacement nominee is sought:
- Chairperson
  - Treasurer
  - Secretary.
- 4.4 The length of a term that each person may serve on a committee shall be determined by the HNSW Board. The committees may recommend terms in accordance with agreed regulations for each Committee.
- 4.5 Members will be notified of vacant committee positions. Nominations for volunteers to serve as committee members will be advised to members via timely notices. HNSW CEO will provide a complete listing of nominations received to each committee and seek review and recommendations from each committee to the HNSW Board for decision.
- 4.6 Committee members shall not receive compensation for serving as committee members. Committee members may submit reimbursement requests for travelling and other expenses that they properly incur in connection with their role as a committee member.

### **5. Committee Meetings**

- 5.1 Each committee will meet as often as the Committee Chairperson considers necessary but shall meet a minimum of three times each year.
- 5.2 The Chairperson shall set the date, time, place and agenda of each meeting.

- 5.3 A committee meeting may be held using technology.
- 5.4 A meeting cannot be held without a quorum which shall be a majority of committee members.
- 5.5 The Chairperson shall chair each meeting unless unwilling or unable to do so, in which case the committee members in attendance shall choose a member in attendance to chair that particular meeting.
- 5.6 A committee meeting must be called within 21 days of a request by the HNSW CEO. The HNSW CEO or a person appointed by the HNSW CEO as their delegate can attend any committee meeting as an invitee.
- 5.7 Any matters requiring decision will be decided by a majority of votes from the committee members present. The Chairperson of a meeting does not have a casting vote.
- 5.8 Where a committee member has an actual, potential, or perceived conflict of interest, they must be excused from committee discussions on any issue where such a conflict exists and must not vote on any such matter.
- 5.9 Minutes shall be prepared for all committee meetings and retained as part of the records for HNSW. When finalised, the minutes shall be signed by the Chairperson.

## **6. Reporting to the HNSW Board**

- 6.1 The Chairperson shall coordinate reporting to the HNSW Board as follows:
- Minutes are to be circulated to the HNSW Board at the first HNSW Board meeting following the committee meeting. It is recognised that these may not have been ratified by the committee by that time, but must, as a minimum, have been reviewed by the committee Chairperson;
  - Regular updates to the HNSW CEO and HNSW Board on committee activities where it is considered that reporting of the committee meeting minutes will not be sufficient in terms of content or timing;
  - Any concerns requiring immediate attention and/or action are to be referred to the HNSW CEO;
  - Ensure the HNSW Board is aware of matters which may significantly impact the financial condition or affairs of the committee or have an impact of significance on HNSW; and
  - Ensure the preparation of any reports requested by the HNSW Board.

## **7. Financial Accountability**

- 7.1 Each committee shall submit an annual budget to HNSW in accordance with an agreed schedule based on the HNSW standard budgeting timeframe. This budget is subject to approval in the first instance by HNSW CEO. The Budget will form part of the overall budget for HNSW to be approved by the HNSW Board.

- 7.2 The committee shall at all times target strict adherence to the HNSW approved budget for a year. The HNSW CFO will coordinate to meet with Committee Treasurer to review actual expenditure against budget.
- 7.3 The committee shall make available to the HNSW CFO all receipts, forms and other supporting documentation in accordance with good governance and accounting processes.

## **8. Members Forums**

- 8.1 The committee may convene a Members Forum when they consider it appropriate, but there shall be at least one Members Forum each year.
- 8.2 The committee may coordinate a Members Forum in the manner they deem appropriate, as long as the purpose and conduct of the meeting aligns with the objectives of the committee outlined in this Charter.
- 8.3 The committee shall coordinate the Members Forum in a manner targeting maximum attendance including through appropriate notice periods and the use of technology.
- 8.4 The committee shall set the agenda for each Members Forum.
- 8.5 Members Forums have advisory status only. These meetings do not have the power to bind the committee but may, by consensus, make recommendations to the committee for consideration and action as the committee determines.
- 8.6 The primary purpose of a Members Forum is for Members to advise the committee on the promotion, development and delivery of Masters Hockey in NSW.
- 8.7 Minutes shall be taken for each Members Forum capturing the key matters discussed and any agreed recommendations to the committee. The minutes shall be made available to Members once finalised.
- 8.9 A copy of the minutes of all Member Forums shall be provided to the President and CEO of HNSW.
- 8.10 Only the following parties shall have the right to attend and speak at a Members Forum:
- Committee members;
  - All financial HNSW members that are aged 34 or above;
  - HNSW CEO or their delegate;
  - Any other persons at the Chairperson's discretion.
- 8.11 For any matter that is put to a vote, only financial HNSW members that are aged 34 or above may vote, excluding Committee members. Each eligible person is entitled to one vote.

## **9. Regulations**

- 9.1 WMC and MMC are empowered to produce regulations setting out the day-to-day operations and workings of their respective committees. Regulations must be consistent with the Constitution, Regulations and Policies of HNSW and the objectives of this Committee as set out in this Charter.

## **10. Charter Amendment**

- 10.1 Only the HNSW Board has authority to amend or vary this Charter.

## **11. Committee Member Acknowledgement**

I, \_\_\_\_\_ have read, understood and acknowledge the terms of the Hockey New South Wales Masters Charter (dated 24 September 2021), and agree to exercise due care, diligence and skill in carrying out the duties outlined therein.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_