

# Indoor Hockey Committee

## Terms of Reference

This document is to be read in conjunction with the HQ Committees Charter.

<b>Purpose of the Committee</b>	The Indoor Hockey Committee (IHC) assists and advises Hockey Queensland on fulfilling its oversight responsibilities relating to: <ul style="list-style-type: none"> <li>• Indoor State Championships, programs and events.</li> <li>• Coach Education.</li> <li>• State Team leadership appointments.</li> <li>• State Team preparation</li> </ul>
<b>Membership</b>	Membership of the Committee will promote gender balance and will consist of: <ul style="list-style-type: none"> <li>• Chairperson.</li> <li>• 4 general members.</li> <li>• A HQ staff member will also attend the committee meetings but will not be considered a member of the committee.</li> </ul>
<b>EOI's and Criteria</b>	EOI's for positions will be called for by HQ in March each year Appointment process will be followed as per the Committee Charter.
<b>Term</b>	Chair 2 years two members 2 years – then rotates to 1 year two members 1 year then rotates to 2 years
<b>Quorum</b>	As per the Charter: The quorum of meetings shall be: <ul style="list-style-type: none"> <li>• Committees with 5 or fewer members - 3 members</li> </ul>
<b>Delegated Authority</b>	The IHC will undertake its responsibilities and make recommendations for improvement to HQ in the following areas:
<b>1. Tournament Regulations</b>	Provide advice and recommendations in relation to the game policies and tournament rules and regulations. Liaise with the Technical Committee on competition requirements.
<b>2. Appointments</b>	The IHC will confirm State Team Leadership appointment recommendations to be made to the CEO for approval. Positions appointed will include: <ul style="list-style-type: none"> <li>• Coach</li> <li>• Assistant Coach</li> <li>• Manager</li> <li>• Selectors</li> </ul> <p>The Appointments Process will be:</p> <ul style="list-style-type: none"> <li>• The Committee will provide pre-requisites required for the positions.</li> <li>• Expression of Interest will be received by Hockey Queensland.</li> <li>• Hockey Queensland will prepare a draft short list of appointments.</li> <li>• Draft is confirmed with the Chair prior to full Committee comments,</li> <li>• Committee receives draft of appointments and provided feedback and recommendations to the CEO.</li> </ul>

	<ul style="list-style-type: none"> <li>• CEO approves appointments.</li> </ul>
<b>3. State Championships</b>	<p>The IHC will work with the HQ Office to;</p> <ul style="list-style-type: none"> <li>• Confirm dates for the Indoor State Championships</li> <li>• Determine the State Championship venues based on the EOI's received</li> <li>• Provide advice and support to host Associations</li> <li>• Review the Championship program and the end of each season and make recommendations for the following season.</li> </ul>
<b>4. State Team Preparation</b>	<p>The Committee will plan and deliver training camps and sessions for the State Teams prior to a National Championships. The Committee will consider these sessions when planning the State Championship calendar. Hockey Qld office will support the logistics required to supply the programs with the most appropriate coaches.</p>
<b>5. Education</b>	<p>The IHC will work with the HQ Office to:</p> <ul style="list-style-type: none"> <li>• Plan and coordinate coach education and development opportunities</li> <li>• Plan and coordinate umpire education and development opportunities</li> </ul>
<b>6. Special Projects</b>	<p>The IHC will work with the HQ Office to plan and prepare special events and projects to support Indoor Hockey when appropriate.</p>
<b>7. Communication</b>	<p>The IHC will contribute and administer the HQ Indoor Facebook page with the HQ office. The committee will provide advice and key messages to be distributed to the Indoor Community from the HQ Office. The HQ office will manage all livestreaming with advice from the Indoor Committee.</p>
<b>8. Reporting</b>	<p>Provide minutes to the HQ Board via designated portal and report progress of their Operational Plans to the HQ Board at least once annually.</p>