



# **BUSSELTON HOCKEY ASSOCIATION INCORPORATED**

**Abbreviated to BHA**

## **TERMS OF REFERENCE Juniors Committee**

### **1. Purpose**

The BHA Juniors Committee is under the arm of the BHA Board and purpose is the coordination of Junior Hockey Competitions, BHA representation and coordination of BHA Association teams and implementation/promotion of the Junior Hockey Development Program in accordance to the BHA Strategic Plan. The Juniors Director liaises with the South West Development Officer, who is employed by Hockey WA (appointed 2020) for junior events and development programs, as determined by the Junior Committee and approved by the BHA Board

The Junior Committee shall promote adherence to BHA Rules, Bylaws, FIH Rules, BHA policies and procedures and make recommendations to the BHA Board for review

### **2. Membership & Roles (refer to specific Duty Statements)**

The BHA Junior Committee shall compromise of:

- 1) Juniors Director (elected to BHA Board, refer to BHA Rules) – chair of Junior Committee meetings and reports to the BHA Board for endorsement of competitions, events and programs.
- 2) Junior Vice Chairperson (elected to BHA Board, refer to BHA Rules) – assistant to the Juniors Director & Age Coordinators
- 3) Juniors Secretary – role to record Junior Committee minutes and email to the BHA Office for distribution to the BHA Board, Club & School delegates
- 4) Age Group Coordinators - Boys & Girls 9-12's/Boy's & Girls 7-8's, Mixed 3-5, Mixed PP-2
- 5) Club & School Delegates – represent club team's clubs/School based teams
- 6) BHA Uniform Coordinator – Juniors and Seniors uniforms/Umpires & Staff uniforms
- 7) Nominations are called for by email to all Clubs for the Executive Member positions of:
  - a. Juniors Secretary, Age Group Coordinators and the Junior Development Officer at least two weeks prior to the first meeting or at the last meeting of the hockey season
  - b. Past members can re-nominate for positions
  - c. If no nominations are received, the Age Coordinators and the Junior Development Officer will be appointed directly by the Juniors Director to aid the running of the junior hockey competitions.
  - d. If more than one person nominates for a position, it is put to a vote of the club delegates by the Juniors Director (who has a casting vote only).
  - e. The person receiving the highest number of votes is elected to that position.
  - f. Only those Junior Committee members with voting rights are entitled to vote – BHA members, affiliated with BHA clubs.

### **3. Term of appointment for members for the Junior Committee**

- 1) Positions on the Junior Committee typically are for one year, with the previous year's Committee stepping aside at the first meeting of the year (except Juniors Director – elected to the BHA Board). Please note that it is advisable to call for nominations

#### **4. Meetings & Quorum**

- 1) The BHA Juniors Committee will meet regularly, at least monthly or at time to be advised to the Committee with no less than(1) weeks' notice of the meeting Agenda to the Junior Committee
- 2) The quorum for any meeting of the Junior Committee shall be 50% plus one of its membership.
- 3) The members of the BHA Junior Committee may participate in a meeting of the Junior Committee from separate locations by means of conference telephone or other communication equipment which allows those participating to hear each other, and shall be entitled to vote or be counted in the quorum accordingly.
- 4) Major items are to be included in the meeting agenda at least three days before the meeting. If brought up at the meeting without being on the agenda, items will be discussed and if appropriate voted on or referred for further investigation.
- 5) Agendas are typically circulated seven days prior to the meeting with additions allowed up to three days prior to the meeting (i.e. by COB the Friday before the meeting).
- 6) If an urgent matter:
  - 1) is raised at the meeting – the outcome is to be circulated to all clubs within (1) week
  - 2) arises out of session - the Executive Members are able to resolve the matter through email or telephone contact with resolutions recorded at the next meeting
- 7) All non-urgent items will be carried over to the next meeting

#### **5. Procedures**

- 1) All junior clubs of Yrs 7/8's and Yrs 9-12's teams must have a representative present at every Juniors Committee meeting during the year. Clubs may be subject to a fine by the BHA (BHA Schedule of Fines and Charges) for non-attendance. Proxy representation is permitted.
- 2) Clubs are to nominate a member as being the contact person for the Junior Committee, or a proxy
- 3) All PP-2 and Mixed 3-5 teams must have their school coordinator, or proxy, attend meetings
- 4) Juniors Committee decision making - If a matter arises and all affected clubs/teams are in agreement with the proposal, the Junior Committee does not vote and automatically adopts the proposal. If there is one dissenting club/team, the matter reverts to voting by the Junior Committee entitled to vote.

#### **6. Authorisation, Documentation, Communication and Reporting**

- 1) The Juniors Committee is responsible to the BHA Board, under BHA sub-committee - BHA Organisational Chart
- 2) Minutes of the BHA Junior Committee meetings are to emailed to the BHA office, with all relevant correspondence & reports for distribution to the Board (minutes only) by the Office Manager.
- 3) The Juniors Committee provides recommendations, programs, event calendar, minutes, reports & budgets to the BHA Board for review and authorisation
- 4) Any decision which relates to the running of the Busselton Hockey facility (i.e. staffing, game times, financial, etc) is to be presented to the Board for endorsement

##### **Other Relevant Documents & Resources:**

BHA Strategic Plan 2019-2023

BHA Organisational Charter

BHA Rules – Incorporations Act, 2015

BHA Bylaws – Junior Competitions

Reference: 21.0 Meetings (extracted from BHSC By laws and drafted by Sandra Smith, Board Chairman, 2015)

Signature of Board Chairperson

Busselton Hockey Association (Inc.)

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