

**HOCKEY NEW ZEALAND INC.**

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## OFFICIALS ADVISORY GROUP TERMS OF REFERENCE

### 1. Purpose

To support the continued growth and development of Officials in New Zealand by ensuring a community perspective is provided to Hockey New Zealand on issues and opportunities relating directly to Officials.

### 2. Intended Outcomes and Goals for Officials in New Zealand

The Hockey New Zealand 2021 – 2025 Strategy targets sustained growth of quality officials with appropriate development opportunities and pathways. This will be achieved by implementing a National Officials Framework via a network of developers supported by quality training and resources.

### 3. Key Responsibilities

Officials Advisory Group members are expected to:

- Attend and actively participate in Advisory Group meetings
- Provide relevant Hockey information to their networks e.g. Associations, Umpiring & Technical Officials Community, social media, newsletters, emails.
- Bring Hockey issues and opportunities to the Officials Advisory Group
- Assist Hockey New Zealand to canvas the views of the wider Officials Hockey community
- Support Hockey New Zealand decisions & maintain a positive solution focussed approach.
- Advocate for and on behalf of all Hockey Officials and support opportunities for Umpires & Technical Officials to participate in Hockey.
- Advise and input into Officials programmes run by Hockey New Zealand
- Provide advice to Hockey New Zealand on matters of coaching, mentoring, selection and management of our performance Officials (namely u18 National Tournament, u21's Premier Hockey League, National Hockey Championship, Premier Hockey League).
- Advise on matters relating to policy and strategic development in creating more opportunities for Officials to participate in Hockey (e.g. retention, coaching, training and development, growth, communication, pathways, appointments, etc.)

### 4. Membership

The Officials Advisory Group will include up to 4 members and a role description will be made available to perspective members along with the Terms of Reference. Hockey New Zealand will endeavour to make this group representative of the Officials Hockey Community.

Criteria for the Officials Advisory group are as follows:

- To have been involved in hockey within New Zealand in a capacity as player, coach, manager, official or administrator .
- To reside within New Zealand
- To be enthusiastic, energetic, and pro-active
- To be committed to attending meetings regularly
- To be able to work well within a team with fairness, integrity, and respect for others.

- To collectively have the broad range of skills and experience required for the group to fulfil its purpose.

The Officials Advisory Group membership will be sought through: Associations, Current Hockey community, past Council members.

## **5. Selection of the Officials Advisory Group Members and Term of Appointment**

Hockey New Zealand will facilitate and notify the wider hockey community when applications for membership is required. People interested in applying for membership of the Officials Advisory Group will be asked to complete an application form and provide at least 2 referees which Hockey New Zealand reserve the right to contact.

Appointment to the Officials Advisory Group will be made by a panel comprising Hockey NZ Technical Manager, Hockey NZ General Manager Community and Events, and all existing independent members of the Advisory Group.

The term of appointment will be three years at which time further applications will be sought. Any one person can be a member of the Advisory Group for up to two terms.

The term of appointment can be less than three years if a member:

- resigns
- misses more than 3 consecutive meetings.

If an Advisory Group member resigns, a replacement will be conducted through the process for recruitment currently in place with Hockey New Zealand.

## **6. Reporting**

The Hockey New Zealand Technical Manager will report on the activities and issues of the Officials Advisory Group to the Hockey New Zealand CEO and the Hockey New Zealand Board when it meets.

## **7. Operation and Miscellaneous**

- Hockey New Zealand will oversee the administration of the Officials Advisory Group.
- The Hockey New Zealand Technical Manager will prepare the agenda for quarterly meetings.
- The Hockey New Zealand Technical Manager will take minutes of the meetings to allow members to concentrate fully on issues at hand.
- All members will receive information explaining the role of the Officials Advisory Group
- The Officials Advisory Group must operate within the constraints of budget support and availability.
- Officials Advisory Group members are to report any potential conflicts of interest to the Hockey New Zealand Technical Manager as soon as possible
- Officials Advisory Group members must not bring Hockey New Zealand or the sport of Hockey into disrepute through their actions.
- If you are unable to attend a meeting you will need inform the Hockey New Zealand Technical Manager in a timely manner (at least two business days prior to the meeting occurring).

Any behaviour that is deemed negative may result in termination of the Officials Advisory Group membership. This will be required to go through the CEO of Hockey New Zealand for a decision to be made.

The Officials Advisory Group member in question may represent themselves, with or without support, but the CEO will have the final say and no further discussion will be entered into.

#### **8. Review of Terms of Reference**

The Terms of Reference will be reviewed every two years. Any suggestions for changes will need to be an agenda item for an Officials Advisory Group meeting. All changes to the Terms of Reference will be subject to the approval of Hockey New Zealand.