

## **THE COUNTY (SUB-AREA) STANDING COMMITTEE (CSC)**

### **TERMS OF REFERENCE [as at March 2021]**

#### **Introduction:**

- 1. Purpose.** The County (Sub Area) Standing Committee (CSC) is a committee of the England Hockey Board (EH Board) responsible for encouraging and facilitating consistent implementation of strategic direction and operational delivery across the hockey counties in England.
- 2. Effective from:** The CSC is effective from April 2021 and will assume the responsibilities as set in the Terms of Reference.

#### **Aim and responsibilities:**

- 3. Aim.** The aim of the CSC is to improve communication between Counties (Sub Area) to encourage best practice across the counties, ensure that the relevant rules and regulations of England Hockey are implemented and updated regularly, to influence EH strategic direction to address operational issues affecting the sport and to facilitate consistent implementation of EH Board strategic direction in operational delivery.
- 4. Responsibilities.** Subject to regulations made from time to time by the EH Board and any other reasonable requests by the EH Board, the responsibilities of the CSC include:
  - a. establish working groups to oversee, coordinate and manage, so far as may be necessary: Junior County (Sub Area) representative hockey (formerly Development/Academy Centre), Masters County (Sub Area) Representative Hockey and Junior competitions or any other working groups as agreed with England Hockey,
  - b. oversee the operations of county hockey organisations so far as their respective responsibilities within England Hockey's governance structure.
  - c. meet as required to consider those matters concerning the operational delivery and administration of the game within Counties (Sub Areas)
  - d. promote, champion and encourage Equality, Inclusivity and Diversity across the sport.

#### **Membership**

- 5. Membership.** The Membership of the CSC will be as follows:
  - a. The Chair of, or duly appointed representative appropriately authorised and suitably skilled by, at least 6 county hockey organisations in England. These should represent a suitable breadth of geography, membership and demographic coverage of county hockey organisations in England.

- b. The membership of the group will be reviewed at least every two years to ensure that it reflects the diversity of types of County (Sub Area). Representatives will serve no longer than 9 years on the CSC in line with good governance principles.
- c. One Director appointed by EH to chair the meetings (unless an alternative chair is agreed by the group and the board),
- d. A permanently appointed Secretary from within EH Staff, and
- e. Such members of EH Staff as are required from time to time.

## **Meetings**

- 6. **Attendance.** No meeting of the CSC shall be quorate unless five Counties (Sub Areas) are represented at the meeting (including presence by any permitted electronic means and any prior authorised arrangement by proxy)
- 7. **Frequency.** The CSC will meet virtually or in person as and when required or is necessary to do so and as a minimum once every 6 months unless agreed otherwise by the members, organised and facilitated by the Secretary.
- 8. **Agenda.** The Agenda will be circulated to all members by the Secretary following consultation from members on Agenda items circulated 7 days in advance.
- 9. **Minutes.** A synopsis of the minutes, noted by the Secretary will be published on the EH website governance pages under the CSC once approved by the Chair as soon as reasonably practicable.
- 10. **Decisions.** It is expected that decisions will be taken by consensus but if voting is required decisions will be taken where 75% or more County (Sub Area) Representatives support the issue proposed.
- 11. **Actions arising from meetings of the CSC Committees or Functional Working Groups.** During the meeting, the CSC will consider the minutes of any associated committees or functional working groups and address any actions arising.
- 12. **Revisions.** The CSC can review and amend the Terms of Reference subject to the approval of the Board of EH as and when is necessary and appropriate to do so.