

THE AREAS STANDING COMMITTEE

TERMS OF REFERENCE [as at March 2021]

Introduction

1. **Purpose.** The Areas Standing Committee (ASC) 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 8 Areas of hockey in England, providing two-way communication across the sport through ASC representation on the EH Board.
2. **Effective from:** The ASC is effective from March 2021 and will assume the responsibilities as set in the Terms of Reference. The Regional Consultative Committee will cease to exist in March 2021.

Aim and responsibilities

3. **Aim.** The aim of the ASC is to encourage best practice across the 8 Areas, ensure that the rules and regulations of England Hockey are updated regularly and shared with the 8 Areas for implementation, to influence EH strategic directions 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 ASC include:
 - a. establish committees and or working groups to oversee, coordinate and manage, so far as may be necessary, competitions, leagues, officiating and representative and development programmes across age-groups, dispute resolution and disciplinary procedures, and such other activities as the Board may from time to time decide within the geographical Areas of the eight Area Companies,
 - b. oversee the operations of each of the Area Companies so far as their respective responsibilities concern activities delegated to or otherwise to be carried out by the Sub-Areas within any particular Area Company,
 - c. meet regularly and as required to consider those matters concerning the operational delivery and administration of the game as directed by Area Committees, the members or by EH reporting in

writing the outcomes of such meetings to the EH Board, to the Area Committees and to members through open and transparent reporting,

- d. promote, champion and encourage Equality, Inclusivity and Diversity across the sport, and
- e. act as the body responsible for considering governance complaints, proposals for constitutional, regulatory and policy amends by member bodies and EH staff and make recommendations to EH for the developing of regulations that support the consistent delivery of hockey within the 8 Areas for agreement by EH their approval.

Membership

5. **Membership.** The Membership of the ASC will be as follows:

- a. The Chair of, or duly appointed representative appropriately authorised and suitably skilled by, each of the eight Area Companies,
- b. One Director Observer appointed by EH,
- c. A permanently appointed Secretary from within EH Staff, and
- d. Such members of EH Staff as are required from time to time.

6. The Board of EH shall appoint a Chair of the ASC from either the President, the Member Elected Non-Executive Directors or from within the ASC.

7. Such appointment should be made after every period of one year from the previous appointment. The Observer may also decide, within any one year period that an appointment should be made.

8. If at any time the Observer wishes to have a decision of the ASC reviewed by the Board, the Observer shall immediately notify the Chair of the ASC and the Chair of EH in writing and any further implementation of the decision shall be stayed pending a decision for the Chair of EH or the Board.

Meetings

9. **Attendance.** No meeting of the ASC shall be quorate unless six of the eight Area Companies are represented at the meeting (including presence by any permitted electronic means and any prior authorised arrangement by proxy)

10. **Decision Making** – Where a vote is required on matters the decision will be made via a 75% or more agreement by Areas attending the meeting (i.e. 6 out of 8, 5 out of 7 or 4 out of 6). Any abstentions will not be counted as a vote.
11. **Frequency.** The 8 AC will meet virtually or in person as and when required or is necessary to do so and as a minimum once every 3 months unless agreed otherwise by the members, organised and facilitated by the Secretary.
12. **Agenda.** The Agenda will be circulated to all members by the Secretary following consultation from members on Agenda items circulated 7 days in advance.
13. **Minutes.** A synopsis of the minutes, noted by the Secretary will be published on the EH website governance pages under the ASC once approved by the Chair as soon as reasonably practicable. Areas Chairs will also be expected to publish the minutes on their respective Area webpages to ensure accountability and transparency to members as soon as reasonably practicable.
14. **Actions arising from meetings of the ASC Committees or Functional Working Groups.** During the meeting, the ASC will consider the minutes of any associated committees or functional working groups and address any actions arising.

Revisions

15. The ASC 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.