
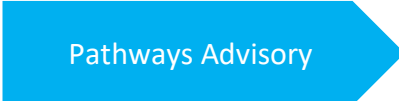




# CAIRNS HOCKEY ASSOCIATION

## CAIRNS HOCKEY ADVISORY GROUPS – TERMS OF REFERENCE

Cairns Hockey Association (CHA) Advisory group structure is designed to be a smaller more cohesive group working together with CHA Operations to provide advice regarding the management and decision making within CHA Clubs, Pathways, and Game Services. Two groups will be established:

1.  Game Services Advisory
2.  Pathways Advisory

Each group have their own Terms of Reference and specific aims and goals to achieve within each season. It should be noted, both groups will work towards common goals that will drive the growth and development of hockey and clubs within CHA.



# CAIRNS HOCKEY ASSOCIATION

## Game Services Advisory Group – Terms of Reference

1. The CHA Game Services Advisory Group (GSAG) comprises of:
  - High Performance Game Services Manager (HPGS)
  - CHA Development Officer
  - CHA Competition Administration Support
  - Competition Officiating Support (1 member)
    - a. This member may or may not be independent of a CHA Clubs
    - b. This member may seek advice from dedicated club members in supporting the successful delivery of Competition Officiating
  - Junior Competitions Support (1 member) – independent
    - This member will work together and lead the Junior Coordinators from each club to advice and support in the successful running the Junior/Primary age competitions.
  - Masters/Seniors Competitions Support (4 members)
    - a. One member from each CHA club supporting the clubs with the senior and masters' teams' matters within their respective clubs
    - b. Alternatively, the club member may act on a club committee as the club's registrar or coaching coordinator
2. The GSAG provides advice and recommendations to the CHA Operations team and/or the Board on the following:
  - a. Competition Officiating
    - i. Umpire and Technical Official allocations
    - ii. CHA Competition Officiating rules and their implementation
  - b. Junior Competitions
    - i. Rules and regulations for non-competitive programs such as Hockey Heroes
    - ii. Competition rules and their implementation in competitive age groups
    - iii. Exemption matters referred to by the HPGS Manager
  - c. Master/Seniors Competitions
    - i. Competition rules and their implementation in Seniors and Masters' Competitions
    - ii. Exemption matters referred to by the HPGS Manager
3. When advising the CHA Operations team and/or the Board the GSAG will consider the following:
  - a. Cairns Hockey strategic plan
  - b. Cairns Hockey Play Hockey Plan
  - c. Financial implications of the Advisory Group's advice, where relevant
  - d. Impact on players, officials, and volunteers
  - e. Impact on CHA Operational requirements
  - f. The public image and reputation of CHA
  - g. The best interests of Cairns hockey and playing members



## CAIRNS HOCKEY ASSOCIATION

4. The CHA Operations team and/or the CHA Board may refer any Game Services matter for feedback and advice. The CHA Operations team or the Board will review the advice given and may or may not adopt the recommendations of the GSAG.
5. GSAG meetings and recommendations will be minuted and noted for consideration.
6. The HPGS Manager will report the final decision of relevant matters back to the GSAG in a timely manner.
7. The GSAG will refer to previous decisions of the CHA Operations team and/or the Board in its deliberations and advice.
8. The GSAG will meet as required but must meet a minimum of four times a year, specifically:
  - a. Before the start of the season
  - b. Twice during the season to provide specific competition feedback as required
  - c. Postseason review on the competition structure, rules, and competition matters for feedback to the CHA Operations team and the Board
9. A simple majority of the GSAG members will determine those recommendations to be put to the CHA Operations team and/or the CHA Board for consideration.
10. Minutes of meetings must be recorded and kept on file in the CHA office.



# CAIRNS HOCKEY ASSOCIATION

## Pathway Advisory Group – Terms of Reference

1. The CHA Pathway Advisory Group (PAG) comprises of:
  - High Performance Game Services Manager (HPGS)
  - CHA Development Officer
  - CHA Competition Administration Support
  - Officiating Development Pathway (1 member)
    - a. This member may or may not be independent of a CHA Clubs
    - b. This member may form a sub-group to seek advice from dedicated CHA members in supporting the successful delivery of an Officiating Pathway
  - Player and Coach Development (1 member)
    - a. This member may or may not be independent to any of the CHA Clubs.
    - b. This member may form a subgroup with key stakeholders from each club whose main focus is on coaching and player development within their respective clubs.
  - Representative Program Development + Academy Program Development (1 member)
    - This member may or may not be independent to any of the CHA Clubs
2. The PAG provides advice and recommendations to the CHA Operations team and the Board on the following:
  - a. Officiating Development and Pathways lead
    - i. Advise in best development practice from grass roots to senior representative
    - ii. Advise and assist in delivering education and mentoring programs
    - iii. Provides advice on umpire skill, knowledge, and development for local fixtures
    - iv. Provides advice and recommendations for umpire selection at Hockey Queensland State Championships
  - b. Player and Coach Development and Pathways
    - i. Advise, recommends, and assists in coach education and development
    - ii. Advise and recommends best possible practice for local athlete development from grass roots into representative programs.
  - c. CHA Programs Development and Pathways
    - i. Advise, recommends, and assists in developing and updating the Cairns Hockey Way of Play
    - ii. Advise, recommends, and assists in the selection of coaches and selectors within the representative program and academy program
    - iii. Advise, recommends, and assists in best practice for developing and updating athlete selection and feedback processes and policies
    - iv. Advise, recommends, and assists in developing and updating the Cairns Hockey #REPRESENT Academy training program.
3. When advising the CHA Operations team and/or the Board the PAG will consider the following:



## CAIRNS HOCKEY ASSOCIATION

- a. Cairns Hockey strategic plan.
  - b. Cairns Hockey Play Hockey Plan.
  - c. Financial implications of the Advisory Group's advice, where relevant
  - d. Impact on players, officials, and volunteers
  - e. Impact of CHA Operational requirements
  - f. The public image and reputation of CHA.
  - g. In the best interest of Cairns hockey and playing members.
4. The CHA Operations team or the Board may refer any Pathway related matter for consideration and advice. The CHA Operations team and/or the Board will review the advice given and may or may not adopt the recommendations of the Pathway Advisory Group.
  5. PAG meetings and recommendations will be minuted and noted for consideration.
  6. The HPGS Manager will report the final decision of relevant matters back to the PAG in a timely manner.
  7. The PAG will refer to previous decisions of the CHA Operations team and/or the Board in its deliberations and advice.
  8. The PAG will meet when required but must meet a minimum of four times a year, specifically:
    - a. Before the start of the season
    - b. Twice during the season to provide specific feedback as required.
    - c. Postseason review on the pathway structure and academy program matters for feedback to CHA Operations team and the Board.
  9. A simple majority of the PAG members will determine those recommendations to be put to the CHA Operations team or the Board.
  10. Minutes of meetings must be recorded and kept on file in the CHA office.