

**TERMS OF REFERENCE**  
**Of**  
**HOCKEY IRELAND**

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# Finance, Risk & Audit Committee

(the “Committee”)

Approved by the Board of Directors of Hockey Ireland (the “Board”) on 03 March 2021

## 1. Function

The Committee is established under Regulation 11 of the Bye Laws of Hockey Ireland for the purposes of monitoring and maintaining Hockey Ireland’s financial management procedures, systems and internal controls. It will also monitor both internal and external financial reporting by Hockey Ireland as well as monitoring its management of risk.

## 2. Composition

2.1. The Committee shall have a minimum of three (3) and maximum of five (5) members and shall comprise of:

2.1.1. the member of the Board who is appointed as Finance Officer; *and*

2.1.2. other members of the Board nominated and appointed to the Committee by the Board.

2.2. Unless otherwise determined by the Board, at least one member of the Committee must have recent and relevant financial experience.

2.3. The Finance Officer shall be appointed by the Board as Chairperson of the Committee.

2.4. Additional individuals can be invited to attend any Committee meeting as required by the Chairperson of the Committee (including but not limited to, the CEO, the Finance Administrator and any third party with expertise that may be required). Such individuals will attend committee meetings by invitation only and are not members of the Committee.

## 3. Responsibilities

3.1. The responsibilities of the Committee shall include:

3.1.1. Agree and put in place appropriate financial management procedures, systems and controls.

3.1.2. Monitor and review:

(a) the monthly management accounts;

(b) the annual budget process;

(c) the control and risk management systems;

(d) the external auditor’s independence and the effectiveness of the audit process; and

(e) any finance-related announcements by Hockey Ireland

3.1.3. In relation to risk monitoring:

3.1.3.1. Work with the staff, board and committees to establish a Risk Register. Including mitigation plans for such risks identified;

(b) Monitor the Risk Register; and

(c) report on the Risk Register to the Board as appropriate.

- 3.1.4. Meet with the Auditors annually before the audited accounts are presented to the Board.
- 3.1.5. Make recommendations to the Board in respect of the approval of annual audited financial statements.
- 3.1.6. Make recommendations to the Board on the appointment, remuneration and conditions of the external auditor.
- 3.1.7. Approve the terms of engagement of the external auditor.
- 3.1.8. Offer advice and assistance to Board about actions required to ensure financial sustainability of Hockey Ireland.
- 3.1.9. Provide specialist financial expertise and perspective to enable Hockey Ireland to carry out its work effectively.
- 3.1.10. Report findings and recommendations from its review directly to the Board.
- 3.1.11. Provide a forum where relevant issues/controls and financial or sustainability concerns can be discussed and appropriate solutions devised.

#### **4. Meetings**

- 4.1. The Committee will meet four times each year or with such greater frequency as may be determined by the Chairperson of the Committee.

#### **5. Reporting**

- 5.1. The Committee will report to the Board at least every quarter and on such other occasions as may be deemed necessary by the Committee or the Board.

# Governance Committee

## (the “Committee”)

Approved the Board of Directors of Hockey Ireland (the “Board”) on 03 March 2021.

### 1. Function

The Committee is established under Regulation 11 of the Bye Laws of Hockey Ireland for the purposes of developing, drafting, proposing, implementing, renewing and monitoring governance policies and procedures for Hockey Ireland and, in particular, to ensure compliance with all applicable legislation, regulations and codes in the area of good governance.

### 2. Composition

2.1. The Committee shall have a minimum of three (3) and maximum of five (5) members and shall comprise of:

2.1.1. the member of the Board who is allocated with particular responsibility for Governance; and

2.1.2. other members of the Board nominated and appointed to the Committee by the Board.

2.2. The following shall have the right to receive notice of and attend (but not vote at) meetings of the Committee:

2.2.1. the Hockey Ireland Chief Executive Officer; and

2.2.2. the Secretary to the Board.

2.3. The member of the Board with particular responsibility in the area of Governance shall be appointed by the Board as Chairperson of the Committee.

2.4. Additional individuals can be invited to attend any Committee meeting as required by the Chairperson of the Committee (including but not limited to any third party with expertise that may be required). Such individuals will attend committee meetings by invitation only and are not members of the Committee.

### 3. Responsibilities

3.1. The responsibilities to the Committee shall include:

3.1.1. To periodically review Hockey Ireland’s Constitution and Bye Laws and make suggested recommendations to the Board;

3.1.2. To periodically review policies and procedures of Hockey Ireland and make recommendations to the Board;

3.1.3. To maximise compliance with the Code of Good Governance (the “Code”) and provide a mechanism by which the implementation of Code can be monitored and evaluated;

3.1.4. To monitor developments in governance practices and applicable regulations with a view to giving direction to the Board to ensure that Hockey Ireland adheres to current best practices and any applicable codes or regulations; and

3.1.5. To liaise with other Hockey Ireland Committees and Staff in relation to governance matters to the extent deemed necessary and in accordance with the Code.

#### **4. Meetings**

The Committee will meet four times each year or with such greater frequency as may be determined by the Chairperson of the Committee.

#### **5. Reporting**

The Committee will report to the Board bi-annually before 31 January and 30 September each year and on such other occasions as may be deemed necessary by the Committee.

# Coaching Committee

(the “Committee”)

Approved by the Board of Directors of Hockey Ireland (the “Board”) on 03 March 2021.

## 1. Function

The Committee is established under Regulation 12 of the Bye Laws of Hockey Ireland for the purposes of promoting and developing coaching of hockey throughout the island of Ireland and improving the qualification and standards of coaching through the qualification, development and support of coaches and tutors in line with national standards.

## 2. Composition

2.1. The Committee shall have a minimum of five (5) and maximum of eight (8) members and shall include:

2.1.1. The member of the Board allocated with particular responsibility for the area of coaching;

2.1.2. A representative nominated and appointed by each Provincial Branch and ratified by the Board;

2.1.3. Such other persons with appropriate expertise as may be nominated by the Board or any Full Member of Hockey Ireland and appointed by the Board, subject to the maximum number of members specified above.

2.2. The member of the Board with particular responsibility for the area of coaching shall be appointed by the Board as Chairperson of the Committee.

2.3. The Hockey Ireland Coach Education Manager shall be entitled to attend meetings of the Committee. In addition, the Committee may invite other persons (including the CEO and/or any third party with expertise that may be required) to attend any meeting of the Committee. The Hockey Ireland Coach Education Manager and any such invitees shall not be members of the Committee and shall not be entitled to vote at meetings of the Committee.

## 3. Responsibilities

3.1. The responsibilities of the Committee shall include:

3.1.1. Preparing a National Coaching Plan consistent with the Hockey Ireland Strategic Plan;

3.1.2. Overseeing the implementation of the National Coaching Plan and submissions to Sport Ireland in conjunction with the National Development Manager;

3.1.3. Ensuring that those resources allocated by Hockey Ireland to delivery of the National Coaching Plan are used effectively and efficiently;

3.1.4. Defining the coaching pathway from Grass Roots to High Performance;

- 3.1.5. With the High Performance Director, producing the National Coaching Strategy and overseeing its implementation through a tutor pool with tutor management and mentoring, with Course delivery to be overseen by Regional Development Officers;
- 3.1.6. Planning and delivering initiatives to enhance the numbers of people qualified to undertake coaching and tutoring roles at the relevant coaching levels;
- 3.1.7. Working with the National Development Manager and the Coach Education Manager to ensure the highest quality standards on all Coaching Pathway courses and to assist with the implementation of a Quality Assurance programme;
- 3.1.8. Reviewing course syllabi with the tutor pool on an annual basis in line with best and new practice;
- 3.1.9. Monitoring of best practice in coaching abroad and within other sports in Ireland with a view to feeding back into hockey coaching courses; and
- 3.1.10. Planning and ensuring delivery of the “Hooked” conference to a frequency in line with assessed need and demand.
- 3.1.11. Ensure communications with the National Coaches, particularly post tournament, to enable improvements at both technical and tactical level, and that coaches understand what is required for their players.
- 3.1.12. Ensure an efficient and effective National Coaching communications platform to share coaching material and views on emerging best practice.

#### **4. Meetings**

- 4.1. The Committee will meet four times each year or with such greater frequency as may be determined by the Chairperson of the Committee.

#### **5. Reporting**

- 5.1. The Committee will report to the Board bi-annually before 31 March and 30 September each year and on such other occasions as may be deemed necessary by the Committee.



# Competitions Committee

(the “Committee”)

Approved by the Board of Directors of Hockey Ireland (the “Board”) on 03 March 2021

## 1. Background

Hockey Ireland is recognised by the International Hockey Federation (the “FIH”) as the national association for the governance and regulation of hockey on the island of Ireland and is responsible for organising and/or sanctioning hockey events and matches within the island of Ireland in accordance with FIH Regulations.

## 2. Function

The Committee is established under Regulation 12 of the Bye Laws of Hockey Ireland for the purposes of managing and overseeing all competitions operated by Hockey Ireland pursuant to its authority from the FIH and reviewing competition structures as part of the strategic development of hockey on the island of Ireland.

## 3. Composition

- 3.1. The Committee shall have a minimum of five (5) and maximum of eight (8) members nominated by the Board or by any full member of Hockey Ireland and appointed by the Board.
- 5.2. The member of the Board with particular responsibility for the area of competitions shall be appointed by the Board as Chairperson of the Committee.
- 3.2. Additional individuals can be invited to attend any Committee meeting as required by the Committee Chair (including but not limited to, the CEO and any third party with expertise that may be required). Such individuals will attend committee meetings by invitation only and are not members of the Committee.

## 4. Responsibilities

- 4.1. The Committee shall be responsible for:
  - 4.1.1. Management of all competitions run by Hockey Ireland (the “Competitions”) including:
    - (a) Irish Hockey League;
    - (b) Irish Cup Competitions;
    - (c) Interprovincial Tournaments;
    - (d) Irish Indoor Hockey Tournaments;
    - (e) Irish Schools Tournaments; and
    - (f) Irish Third Level Tournaments;
  - 4.1.2. Implementing the Hockey Ireland Competition Regulations;
  - 4.1.3. Implementing and determining the timing of any changes to the rules of hockey adopted by the FIH and ensuring that such changes are communicated to all members of Hockey Ireland;

- 4.1.4. Reviewing and making recommendations to the Board for any amendments to the Hockey Ireland Competition Regulations;
- 4.1.5. Together with the relevant branches or associations, reviewing Regulations for competitions held on the island of Ireland where appropriate with a view to making recommendations to harmonise such Regulations in the event of any inconsistencies;
- 4.1.6. Reviewing any applications for sanctioning hockey events or matches proposed to be held on the island of Ireland and making recommendations to the Board in respect of such applications;
- 4.1.7. Reviewing competition structures and making recommendations to the Board on changes required for the strategic development of hockey in Ireland, in consultation with relevant parties as appropriate including but not limited to the High Performance Director and Participation and Development Committee.
- 4.1.8. Developing an annual calendar for domestic hockey fixtures in the following manner:
  - (a) Committee to agree draft calendar on or before 31 May each year for the subsequent season;
  - (b) Committee to consult with relevant parties to include the High Performance Director (or other Hockey Ireland staff member nominated by the Chief Executive Officer), the Umpires, the Provincial Branches, the Schools and Third Level Associations; and
  - (c) Following consultation, Committee to agree a final calendar to be presented to the Board for approval.
- 4.1.9. Administrating Competitions including:
  - (a) Seeding of teams, allocation of pools or draws, running cup draws, scheduling of fixture dates in accordance with annual calendar;
  - (b) Regulation and monitoring of player eligibility in accordance with Hockey Ireland Competition Regulations;
  - (c) Management of finals and wild card play-offs (where applicable);
  - (d) Appointment of Umpires and Technical Officials to specific matches where appropriate and liaison with the Irish Hockey Umpires Association for Umpire appointments;
  - (e) Liaison with Clubs in relation hosting of matches; and
  - (f) Determining fines and sanctions for breaches of the Hockey Ireland Competition Regulations (which for the avoidance of doubt shall not include disciplinary matters referred to the Disciplinary Inquiry Committee), subject to the right of appeal under Regulation 18 of the Bye Laws.

## **5. Sub-Committees**

- 5.1. The Committee shall establish a Sub-Committee with responsibility for the administration of each of the Competitions.

- 5.2. The Committee, the Board and any full member of Hockey Ireland may nominate members for appointment by the Board to each Sub-Committee in accordance with the following terms:
  - 5.2.1. Every member of the Committee shall be nominated for appointment to a Sub-Committee;
  - 5.2.2. Each Provincial Branch shall nominate and appoint one representative to the Interprovincial Tournaments Sub-Committee subject to ratification by the Board;
  - 5.2.3. The Second Level Education Association shall submit at least two (2) nominations for appointment to the Irish Schools Tournaments Sub-Committee;
  - 5.2.4. The Third Level Education Association shall submit at least two (2) nominations for appointment to the Irish Third Level Tournaments Sub-Committee; and
  - 5.2.5. Nominations and appointments to each Sub-Committee shall be made so as to ensure that each Sub-Committee has appropriate experience and expertise with regard to the administration, marketing and promotion of competitions.
- 5.3. The Committee shall submit nominations for appointment to Sub-Committees no later than 21 days prior to the AGM in each year or on such other date as may be notified by the Secretary of the Board to the Committee Chairperson.
- 5.4. A member of the Committee appointed to a Sub-Committee shall act as its Chairperson. In the event that more than one member of the Committee stands appointed to a Sub-Committee, the Committee shall appoint on such member as Chairperson of the Sub-Committee.
- 5.5. The Committee shall determine the frequency of meetings of each Sub-Committee and reports by each Sub-Committee.

## **6. Meetings**

- 6.1. The Committee will meet four times each year, with one such meeting to be held immediately following the conclusion of the season, or with such greater frequency as may be determined by the Chairperson of the Committee.
- 6.2. Each Sub-Committee shall meet and shall report to the Committee with such frequency as may be determined by the Committee.

## **7. Reporting**

- 7.1. The Committee will report to the Board:
  - 7.1.1. Prior to 1 June each year, such report to include domestic fixtures calendar proposed for approval by the Board;
  - 7.1.2. Following the conclusion of the domestic hockey season, such report to include any recommendations for changes to the Hockey Ireland Competition Regulations or structures; and
  - 7.1.3. on such other occasions as may be deemed necessary by the Committee.

# High Performance Committee

(the “Committee”)

Approved by the Board of Directors of Hockey Ireland (the “Board”) on 14 April 2021

## 1. Function

The Committee is established under Regulation 12 of the Bye Laws of Hockey Ireland for the purpose of acting in an expert advisory capacity on all element of high performance hockey in Ireland. This includes overseeing the development and execution of the high performance strategy and providing critical support to Hockey Ireland’s Performance Director.

## 2. Responsibilities

- 2.1. The Committee shall be responsible for:
- 2.2. Advising on the development of and execution of Hockey Ireland’s high performance strategy;
- 2.3. Supporting Hockey Ireland’s Performance Director in all areas relating to the delivery of the high performance programme;
- 2.4. Providing critical oversight of the high performance plan in terms of annual programmes and budget prior to its submission to Sport Ireland;
- 2.5. On-going oversight and monitoring of the performance plan and budget against agreed objectives;
- 2.6. Development of Hockey Ireland policies related to high performance;
- 2.7. Consultation and oversight on performance reviews following major competitions;
- 2.8. Approval of high performance selection policies and players agreements;
- 2.9. Consulting on international coaching and managerial appointments in accordance with clause 5.2; and
- 2.10. Making high performance related policy recommendations to the Hockey Ireland Board

## 3. Composition

- 3.1. The Committee shall have a minimum of five (5) and maximum of eight (8) and shall comprise of the following:
  - 3.1.1. Chairperson nominated by the Board preferably from a performance background outside hockey, also being a director of Hockey Ireland;
  - 3.1.2. The following members nominated by the Committee or the Board and appointed by the Board:
    - (a) An additional Hockey Ireland Board member with high performance experience
    - (b) A member with high performance experience outside hockey

(c) High performance sport science and medicine provider;

(d) Such other members with relevant expertise to cover the following areas:

- (i) Recent International hockey playing experience
- (ii) Elite hockey coaching; and
- (iii) Hockey talent identification and development

3.2. The Hockey Ireland Performance Director shall attend (But not vote at) meetings of the Committee.

3.3. The Hockey Ireland Chief Executive Officer shall receive notice of and have the right to attend (but not vote at) meetings of the Committee:

3.4. In addition, the Committee Chairperson may invite, subject to clause 5.3, other individuals to attend any Committee meeting (including any third party with expertise that may be required). Such individuals will attend committee meetings by invitation only and are not members of the Committee.

#### **4. Meetings**

4.1. The Committee shall meet a minimum of three times during the calendar year and at other times as considered appropriate by the Chairperson.

4.2. The meeting agenda and will be circulated one week before the meeting date and will be set and agreed between the Chairperson and the Performance Director.

4.3. All documentation will be circulated at least one week before the meeting date.

4.4. Meeting minutes will be circulated as soon as possible following each meeting.

4.5. Where possible meeting dates will be set for the year at the beginning of the year.

#### **5. Operational Matters**

5.1. The Committee, through its Chairperson or other nominated member, shall liaise with other Committees and Hockey Ireland Staff in relation to high performance plan.

5.2. A minimum of one member of the Committee will be included in any interview panel convened for the appointment of a coach or manager to national teams.

5.3. Subject to the approval of the Board, the Committee may engage experts or advisors to provide advice on High Performance matters as the Committee may deem appropriate.

#### **6. Reporting**

1.1 The Committee shall report to the Board bi-annually before 30 April and 31 October each year and on such further occasions as may be considered necessary by the Committee.

## **7. Confidentiality**

All members of the HPC or invited experts will observe appropriate confidentiality of the meetings and outcomes in order to protect the competitive nature of the work of the group, its discussions and decisions.

# **Masters Committee**

**(the “Committee”)**

Approved by the Board of Directors of Hockey Ireland (the “**Board**”) on 10 March 2021

## **1. Function**

The Committee is established under Regulation 12 of the Bye Laws of Hockey Ireland for the purposes of acting in an advisory capacity on all elements of masters hockey to the Masters Hockey Teams affiliated with Hockey Ireland. This includes developing and maintaining Masters Hockey in Ireland to ensure alignment with Hockey Ireland policies.

## **2. Composition**

The Committee shall have a minimum of five (5) and maximum of eight (8) members nominated by the Board .

- 2.1.1. The member of the board who is allocated with particular responsibility for masters hockey.
- 2.1.2. Other members of the Board nominated and appointed to the Committee of the Board.
- 2.1.3. Such other persons with appropriate expertise as may be nominated and appointed by the Board, subject to the maximum number of members specified above.
- 2.2. The member of the Board with particular responsibility for the area of masters hockey shall be appointed by the Board as Chairperson of the Committee.
- 2.3. Additional individuals can be invited to attend any Committee meeting as required by the Committee Chair (including but not limited to, the CEO and any third party with expertise that may be required). Such individuals will attend committee meetings by invitation only and are not members of the Committee.

## **3. Responsibilities**

- 3.1. The responsibilities of the Committee shall include:
  - 3.1.1. To support the wellbeing of the Masters Teams as affiliated with Hockey Ireland.
  - 3.1.2. To support the administration behind the selection of players and personnel to ensure alignment with Hockey Ireland selection and other policies.
  - 3.1.3. Making masters related policy recommendations to the Hockey Ireland Board.
  - 3.1.4. Monitoring of best practice in masters hockey abroad and in Ireland.

#### **4. Meetings**

- 4.1. The Committee will meet four times each year or with such greater frequency as may be determined by the Chairperson of the Committee.

#### **5. Reporting**

- 5.1. The Committee will report to the Board bi-annually before 30 April and 30 September each year and on such other occasions as may be deemed necessary by the Committee.



# Participation & Development Committee

(the “Committee”)

Approved the Board of Directors of Hockey Ireland (the “Board”) on 03 March 2021.

## 1. Function

The Committee is established under Regulation 12 of the Bye Laws of Hockey Ireland for the purposes of developing and overseeing the implementation of the National Development Plan.

## 2. Composition

2.1. The Committee shall have a minimum of five (5) and maximum of eight (8) and shall comprise of the following:

2.1.1. The Board member charged with responsibility for Participation & Development nominated and appointed by the Board;

2.1.2. A representative nominated and appointed by each Provincial Branch and ratified by the Board;

2.1.3. Such other persons with appropriate expertise as may be nominated by the Board or any Full Member of Hockey Ireland and appointed by the Board subject to the maximum number of members specified above.

2.2. A staff member nominated by the CEO who is responsible for delivering the National Development Plan shall have the right to receive notice of and attend (but not vote at) meetings of the Committee;

2.3. In addition, individuals can be invited to attend any Committee meeting as required by the Committee Chair (including but not limited to, the CEO and any third party with expertise that may be required). Such individuals will attend committee meetings by invitation only and are not members of the Committee.

2.4. The member of the Board with particular responsibility in the area of Participation and Development shall be appointed by the Board as Chairperson of the Committee.

## 3. Key Responsibilities

The Board delegates the following duties and responsibilities to the Committee:

3.1. Make recommendations for and approve of annual operational goals of the National Development Plan (“NPD”);

3.2. Oversee the collation of participation figures on an annual basis taking responsibility to ensure that operational plans will deliver on annual targets;

3.3. Liaise with the Provinces with regard to linking the NDP with branch plans;

3.4. Maximise resources available with regard to the delivery of the NDP including amongst others, staff, volunteers, funding and finance.

#### **4. Sub-Committees**

- 4.1. The Committee may establish a Sub-Committee with responsibility for the administration of each of the following:
  - 4.1.1. Club development;
  - 4.1.2. Youth;
  - 4.1.3. Schools development;
  - 4.1.4. Third level development;
  - 4.1.5. Social hockey; and
  - 4.1.6. Development of the adult game.
- 4.2. The Committee shall nominate members for appointment by the Board to each Sub-Committee and in making such nominations shall ensure that:
  - 4.2.1. every Sub-Committee shall have one member of the Committee appointed, who shall act as its Chairperson;
  - 4.2.2. Each Sub-Committee has appropriate experience and expertise with regard to the function of that sub-committee.
- 4.3. The Committee shall submit nominations for appointment to Sub-Committees no later than 21 days prior to the AGM in each year or on such other date as may be notified by the Secretary of the Board to the Committee Chairperson.

#### **5. Meetings**

- 5.1. The Committee will meet four times each year or with such greater frequency as may be determined by the Chairperson of the Committee.

#### **6. Operational Matters**

- 6.1. The Committee, through its Chairperson or other nominated member, shall liaise with other Committees and Hockey Ireland Staff in relation to National Development Plan matters.
- 6.2. Subject to the approval of the Board, the Committee may engage experts or advisors to provide advice on participation and development as the Committee may deem appropriate.

#### **7. Reporting**

- 7.1. The Committee shall report to the Board bi-annually before 30 April and 31 October each year and on such further occasions as may be considered necessary by the Committee.

# **Welfare Committee**

**(the “Committee”)**

Approved the Board of Directors of Hockey Ireland (the “**Board**”) on 03 March 2021..

## **1. Function**

The Committee is established under Regulation 12 of the Bye Laws of Hockey Ireland for the purposes of developing, implementing and monitoring policies and procedures for the protection of young people participating in hockey on the island of Ireland and, in particular, of ensuring compliance with all applicable legislation, regulations and codes in the area of child protection.

## **2. Composition**

2.1. The Committee shall comprise of the following:

2.1.1. The National Designated Person;

2.1.2. One representative from each Provincial Branch, nominated and appointed by each Branch and ratified by the Board; *and*

2.1.3. Member(s) of the Committee nominated by the Board or the Committee and appointed by the Board, subject to the maximum number of Committee Members stated in paragraph 2.4.

2.2. In the event that no person stands appointed to any of the office referred to in paragraph 2.1.1, the Committee shall nominate and the Board shall appoint a person to fill such vacancy pending the appointment of an officer to such position.

2.3. The Chairperson of the Board (or board member nominated by the Board and notified in writing to the Committee Chairperson) shall be entitled to attend and receive notice of (but not vote at) meetings of the Committee.

2.4. There shall be a minimum of five (5) and a maximum number of nine (9) members of the Committee.

2.5. The National Designated Person shall act as Chairperson of the Committee or, if no person stands appointed in that position, the Board shall appoint a member of the Committee as Chairperson.

2.6. The National Children’s Officer and the National Development Officer shall be entitled to attend meetings of the Committee. In addition, the Committee may invite other persons to attend any meeting of the Committee. The National Children’s Officer and any such invitees shall not be members of the Committee and shall not be entitled to vote at meetings of the Committee.

## **3. Key Responsibilities**

The Committee shall have the following duties and responsibilities:

3.1. To maximise compliance with the Code of Ethics as laid out by Sport Ireland and Sport NI’s Code of Ethics & Good Practice for Children’s Sport;

3.2. To maximise compliance with regard to Garda and ACCESSNI Vetting;

- 3.3. To recommend and monitor and insure implementation of processes and structures to be in place (including but not limited to a Child Welfare Policy) to facilitate the implementation of the Code of Ethics at national, provincial and club level;
- 3.4. Provide a mechanism by which the implementation of Code of Ethics can be monitored and evaluated;
- 3.5. Provision of Code of Ethics education and training to the hockey community subject to available resources;
- 3.6. Provide Code of Ethics guidance and advice to all areas of Hockey Ireland as required;  
*and*
- 3.7. Keep up to date with new child welfare legislation, providing direction to Hockey Ireland in this area as required.

#### **4. Meetings**

The Committee shall meet four times in each year and at other times as considered appropriate by the Committee Chairperson.

#### **5. Operational Matters**

- 5.1. The Committee, through its Chairperson or other nominated member, shall liaise with other Committees and Hockey Ireland Staff in relation to child protection matters in the manner required under the Code of Ethics.
- 5.2. Subject to the approval of the Board, the Committee may engage experts or advisors to provide advice on child protection matters as the Committee may deem appropriate.

#### **6. Reporting**

The Committee shall report to the Board annually before 30 April each year and on such further occasions as may be considered necessary by the Committee or the Board.

# Communications Committee

(the “Committee”)

Approved by the Board of Directors of Hockey Ireland (the “Board”) on 03 March 2021

## 1. Function

The Committee is established under Regulation 12 of the Bye Laws of Hockey Ireland for the purposes of developing, drafting, proposing, implementing, and monitoring communications policies and procedures for Hockey Ireland.

## 2. Composition

2.1. The Committee shall have a minimum of three (3) and maximum of five (5) members nominated by the Board or by any full member of Hockey Ireland and appointed by the Board.

2.1.1. The member of the board who is allocated with particular responsibility for communications

2.1.2. Other members of the Board nominated and appointed to the Committee of the Board.

2.1.3. Such other persons with appropriate expertise as may be nominated by the Board or any Full Member of Hockey Ireland and appointed by the Board, subject to the maximum number of members specified above.

2.2. The member of the Board with particular responsibility for the area of communications shall be appointed by the Board as Chairperson of the Committee.

2.3. Additional individuals can be invited to attend any Committee meeting as required by the Committee Chair (including but not limited to, the CEO and any third party with expertise that may be required). Such individuals will attend committee meetings by invitation only and are not members of the Committee.

## 3. Responsibilities

3.1. The responsibilities of the Committee shall include:

3.1.1. To support the delivery of a communications strategy aligned with Hockey Irelands strategic plans.

3.1.2. To support and advise on the creation and delivery of a yearly PR and marketing plan to proactively communicate with key stakeholders.

3.1.3. To support the proactive promotion of the sport of hockey and Hockey Ireland in Ireland and abroad, including fostering strong media relationships.

3.1.4. To ensure digital communication channels are proactively managed and fit for purpose, and advise on the administration and management of content on digital channels.

#### **4. Meetings**

- 4.1. The Committee will meet four times each year or with such greater frequency as may be determined by the Chairperson of the Committee.

#### **5. Reporting**

- 5.1. The Committee will report to the Board bi-annually before 31 January and 30 September each year and on such other occasions as may be deemed necessary by the Committee.

## **HR & Remuneration Committee**

**(the “Committee”)**

Approved the Board of Directors of Hockey Ireland (the “**Board**”) on 05 September 2021.

### **6. Function**

The Committee is established under Regulation 12 of the Bye Laws of Hockey Ireland for the purposes of approving the HR policies, strategy & organisational design of the company and overseeing its implementation.

### **7. Composition**

7.1. The Committee shall have a minimum of three (3) and maximum of five (5) members and shall comprise of:

7.1.1. the member of the Board who is allocated with particular responsibility for HR; and

7.1.2. other members of the Board nominated and appointed to the Committee by the Board.

7.2. The following shall have the right to receive notice of and attend (but not vote at) meetings of the Committee:

7.2.1. The Finance Director

7.2.2. the Hockey Ireland Chief Executive Officer; and

7.3. The member of the Board with particular responsibility in the area of HR shall be appointed by the Board as Chairperson of the Committee.

7.4. Additional individuals can be invited to attend any Committee meeting as required by the Chairperson of the Committee (including but not limited to any third party with expertise that may be required). Such individuals will attend committee meetings by invitation only and are not members of the Committee.

### **8. Responsibilities**

8.1. The responsibilities to the Committee shall include:

8.1.1. To determine and agree, in consultation with the Chairperson of the Board the board policy for the remuneration of the Company’s Chief Executive Officer and in consultation with the Chief Executive Officer for other members of staff.

8.1.2. To review the ongoing appropriateness and relevance of the organisational design and structure of Hockey Ireland and the company’s Remuneration Policy,

8.1.3. Approve the Annual Pay Review which will be presented to the Committee during the first quarter of each year and will be in line with the agreed salary budget.

8.1.4. Determine the policy for, and scope of, Pension Arrangements, if any, within the Company.

8.1.5. Monitor the implementation of the HR strategy which has been developed alongside the Strategic Plan.

**9. Meetings**

The Committee will meet four times each year or with such greater frequency as may be determined by the Chairperson of the Committee.

**10. Reporting**

The Committee will report to the Board bi-annually before 31 March and 30 September each year and on such other occasions as may be deemed necessary by the Committee.

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