

World Masters Hockey

Standing Committee Terms of Reference

WMH Standing Committee - Terms of Reference			
Standing Committee	Commercial & Communications Committee		
Status	Draft	Revision No/Date	2 (25 July 2017)
Date Approved		Approved By	
Objective			
To increase the visibility of Masters Hockey globally.			
Strategies			
<p>To develop and promote the World Masters Hockey brand.</p> <p>To develop, implement and monitor the WMH communications strategy and plan.</p> <p>To market Masters Hockey activities, events and initiatives.</p> <p>To develop, implement and monitor the WMH commercial strategy and plan.</p> <p>To establish and maintain engaging, effective and accurate WMH website content and associated digital and social media activity.</p>			
Meeting Management			
<p>Minimum of 4 times per annum primarily through a web based mechanism.</p> <p>The Committee will aim to meet physically at least once a year, possibly linked to a Masters event. Skype or conference calls will be used for all other meetings. The Committee communicates through emails and via an online platform to maintain communication between meetings and to allow more interaction between the members.</p> <p>A secretary will be nominated from the members.</p>			
Representation			
Chair	Appointed by the WMH Executive Board from nominations received from member NAs.		
Appointed Members (maximum 6)	<p>Individuals nominated by WMH member NAs.</p> <p>Application and selection process based on evidence of competencies and expertise in one or more of the relevant committee fields. Aim to achieve Continental representation wherever possible or viable.</p> <p>Members recommended by Chair and appointed by WMH Executive Board.</p>		
FIH Representative	Nominated marketing/communications staff member (non-voting).		
Invited Members	Appropriate experts in a particular field may be invited for a fixed term/ task by the Committee if approved by WMH Executive Board (non-voting).		
Voting Rights			

Votes	1 per Appointed Member
Casting Vote	Chair
Reporting	
Frequency	Quarterly written progress report to WMH Executive Board with Chair's attendance at one Executive Board meeting annually.
No Tactics & Outcomes	
1	Develop the new WMH logo, brand and associated brand strategy to reflect the values and heritage of Masters Hockey and position it to support future growth.
2	Develop the WMH communications strategy and plan to maximise engagement with and through member NAs and CFs.
3	Establish the appropriate and optimal number of communication channels to promote WMH and its activities, making them relevant, accessible and engaging for all Masters Hockey players and supporters globally.
4	In association with host cities and NAs, promote and market WMH programmes, initiatives, and sanctioned events.
5	Develop the WMH commercial strategy, identifying, valuing and protecting WMH rights.
6	Promote and sell the WMH rights and event hosting fees to generate commercial income for investment in WMH programmes and initiatives.
7	Service and profile commercial partners and ensure delivery of the commercial rights.
8	Establish and maintain the WMH web-site to reflect the brand and values of Masters Hockey, providing accurate, current and engaging content.
9	Establish and maintain the WMH Facebook and Twitter accounts, develop the associated guidance and provide access rights as deemed appropriate. Monitor and manage content.
10	In partnership with NAs seek feedback from Masters Hockey players in order to enhance future engagement and shape communication strategies and increased visibility.
11	Develop annual targets and KPIs for the above tactics, and review annually.
12	Provide a quarterly progress report against the Committee objectives to the WMH Executive Board together with an annual report for publication to WMH members.
13	Make appropriate and relevant recommendations to the WMH Executive Board through the Chair as and when required.

WMH Standing Committee - Terms of Reference

Standing Committee	Development Committee		
Status	Draft	Revision No/Date	2 (25 July 2017)
Date Approved		Approved By	
Objective			
To grow participation in Masters Hockey globally.			
Strategies			
<p>To work with WMH member NAs to increase the number of people playing Masters Hockey.</p> <p>To work with WMH member NAs to increase the number of competitions offered to Masters Hockey players.</p> <p>To encourage and support NAs not in membership of WMH to establish Masters Hockey programmes in their country.</p> <p>To engage CFs in the above strategies.</p>			
Meeting Management			
<p>Minimum of 4 times per annum primarily through a web based mechanism.</p> <p>The Committee will aim to meet physically at least once a year, possibly linked to a Masters event. Skype or conference calls will be used for all other meetings. The Committee communicates through emails and via an online platform to maintain communication between meetings and to allow more interaction between the members.</p> <p>A secretary will be nominated from the members.</p>			
Representation			
Chair	Appointed by the WMH Executive Board from nominations received from member NAs.		
Appointed Members (maximum 6)	<p>Individuals nominated by WMH member NAs.</p> <p>Application and selection process based on evidence of competencies and expertise in one or more of the relevant committee fields. Aim to achieve Continental representation wherever possible or viable.</p> <p>Members recommended by Chair and appointed by WMH Executive Board.</p>		
FIH Representative	Nominated development department staff member (non-voting).		
Invited Members	Appropriate experts in a particular field may be invited for a fixed term/task by the Committee if approved by WMH Executive Board (non-voting).		
Voting Rights			
Votes	1 per Appointed Member		
Casting Vote	Chair		
Reporting			
Frequency	Quarterly written progress report to WMH Executive Board with Chair's attendance at one Executive Board meeting annually.		

No	Tactics & Outcomes
1	Establish the relevant single point of contact in each member NA through which to establish communication to support the growth of Masters Hockey at a national level.
2	With the support of the FIH, establish the Masters Hockey participation rates in each member NA and CF.
3	Conduct an audit of the types and range of Masters Hockey competitions taking place in member NAs and CFs. Collate examples of good practice and resources.
4	Using the data, and in consultation with NAs, develop a four year strategic plan to increase the number of Masters Hockey players, national Masters Hockey competitions and new members of WMH.
5	Consolidate a range of resources, templates and good practice guidance documents to support NAs to increase the number of competitive Masters Hockey opportunities.
6	Develop player pathway models to engage NAs to attract aspiring and elite Masters Hockey players to progress to international representative levels.
7	Consider and stimulate WMH hockey 'festivals' for non-elite players at Continental and Global levels.
8	In partnership with NAs seek feedback from Masters Hockey players to enhance future engagement and shape development strategies and increased participation.
9	Develop annual targets and KPIs for the above tactics, and review annually.
10	Provide a quarterly progress report against the Committee objectives to the WMH Executive Board together with an annual report for publication to WMH members.
11	Make appropriate and relevant recommendations to the WMH Executive Board through the Chair as and when required.

WMH Standing Committee - Terms of Reference

Standing Committee	Events Committee		
Status	Draft	Revision No/Date	2 (25 July 2017)
Date Approved		Approved By	
Objective			
To deliver great international Masters Hockey events.			
Strategies			
<p>To establish, manage and review an integrated international Masters Hockey calendar.</p> <p>To implement and manage an open and transparent bidding process to host WMH events.</p> <p>To support appointed hosts to deliver great international Masters Hockey events in line with WMH event requirements.</p> <p>To sanction international Masters events in line with FIH requirements.</p>			
Meeting Management			
<p>Minimum of 4 times per annum primarily through a web based mechanism.</p> <p>The Committee will aim to meet physically at least once a year, possibly linked to a Masters event. Skype or conference calls will be used for all other meetings. The Committee communicates through emails and via an online platform to maintain communication between meetings and to allow more interaction between the members.</p> <p>A secretary will be nominated from the members.</p>			
Representation			
Chair	Appointed by the WMH Executive Board from nominations received from member NAs.		
Appointed Members (maximum 6)	<p>Individuals nominated by WMH member NAs.</p> <p>Application and selection process based on evidence of competencies and expertise in one or more of the relevant committee fields. Aim to achieve Continental representation wherever possible or viable.</p> <p>Members recommended by Chair and appointed by WMH Executive Board.</p>		
FIH Representative	Nominated events department staff member (non-voting).		
Invited Members	Appropriate experts in a particular field may be invited for a fixed term/task by the Committee if approved by WMH Executive Board (non-voting).		
Voting Rights			
Votes	1 per Appointed Member		
Casting Vote	Chair		
Reporting			
Frequency	Quarterly written progress report to WMH Executive Board with Chair's attendance at one Executive Board meeting annually.		

No	Tactics & Outcomes
1	Establish the calendar and windows for WMH sanctioned Masters Hockey events working four years ahead, and to complement wherever possible the FIH calendar of events.
2	In consultation with CFs and NAs, ascertain the interest in different events (indoor, outdoor and hockey 5s) and the optimum profile of events to take account of age groups and gender.
3	Develop the WMH Event Requirements Manual to support hosts in the bidding process taking account of any recommended variations for different age groups and genders.
4	Develop a robust, open and transparent event bidding process for WMH sanctioned events based on the levels of interest for each event.
5	Taking into account the wider WMH strategy and hosts submission, make recommendations to the WMH Executive Board for the hosts of CF and World level events.
6	Stimulate WMH Masters Hockey Championships in CFs where these currently do not exist.
7	In liaison with the Development Committee, seek to stimulate and increase the number of NAs participating in different age group and gender events.
8	In partnership with hosts, seek feedback on all aspects of WMH sanctioned events and use this to continually review the WMH events programme and the Event Requirements Manual.
9	Work closely with the Commercial and Communications Committee to ensure that WMH is effectively promoted and profiled globally at all Masters Hockey events, and that commercial expertise and advice is provided to hosts when required.
10	Manage the official sanctioning function for all cross-continental international Masters Hockey matches and events in line with FIH requirements.
11	Establish and maintain a database for Masters Hockey international representative matches and events using the masters Hockey TMS system.
12	In partnership with NAs seek feedback from Masters Hockey players to enhance future events and shape event strategies and increased participation.
13	Develop annual targets and KPIs for the above tactics, and review annually.
14	Provide a quarterly progress report against the Committee objectives to the WMH Executive Board together with an annual report for publication to WMH members.
15	Make appropriate and relevant recommendations to the WMH Executive Board through the Chair as and when required.

WMH Standing Committee - Terms of Reference

Standing Committee	Technical Committee		
Status	Draft	Revision No/Date	2 (25 July 2017)
Date Approved		Approved By	
Objective			
To enhance the technical resources and expertise available to support the growth of Masters Hockey at national and international levels.			
Strategies			
<p>To support the engagement of selectors, coaches, officials, umpires and medical personnel, in supporting the delivery of Masters Hockey.</p> <p>To work closely with the FIH to ensure that the Rules of Hockey, Tournament Regulations, Code of Conduct, Disciplinary Regulations and other relevant documents meet the needs of Masters Hockey.</p> <p>To appoint officials and umpires to WMH sanctioned events.</p> <p>To ensure that the appropriate health and safety standards and guidance are developed and made available to those delivering Masters Hockey.</p> <p>To ensure that appropriate medical provision and medical advice are available for those participating in Masters Hockey events.</p>			
Meeting Management			
<p>Minimum of 4 times per annum primarily through a web based mechanism.</p> <p>The Committee will aim to meet physically at least once a year, possibly linked to a Masters event. Skype or conference calls will be used for all other meetings. The Committee communicates through emails and via an online platform to maintain communication between meetings and to allow more interaction between the members.</p> <p>A secretary will be nominated from the members.</p>			
Representation			
Chair	Appointed by the WMH Executive Board from nominations received from member NAs.		
Appointed Members (maximum 6)	<p>Individuals nominated by WMH member NAs.</p> <p>Application and selection process based on evidence of competencies and expertise in one or more of the relevant committee fields. Aim to achieve Continental representation wherever possible or viable.</p> <p>Members recommended by Chair and appointed by WMH Executive Board.</p>		
FIH Representative	Nominated sport department staff member (non-voting).		
Other Members	WMH Disciplinary Officer and Medical Officer (non-voting).		
Invited Members	Appropriate experts in a particular field may be invited for a fixed term/task by the Committee if approved by WMH Executive Board (non-voting).		
Voting Rights			

Votes	1 per Appointed Member
Casting Vote	Chair
Reporting	
Frequency	Quarterly written progress report to WMH Executive Board with Chair's attendance at one Executive Board meeting annually.
No Tactics & Outcomes	
1	Develop a range of resources, templates and good practice guidance documents to support NAs to increase the number of selectors, coaches, officials, umpires and medical personnel, to support the delivery of Masters Hockey.
2	Develop the WMH register of international Masters Hockey officials and umpires based on feedback from NAs and CFs.
3	Establish and manage a robust, open and transparent officials and umpires appointment and performance feedback process for WMH events.
4	Consider and develop technical guidance for different forms of the game (indoor, outdoor and hockey 5s) to support participation by Masters Hockey players at national and international levels, including development activities.
5	Ensure that event hosts, officials and umpires are supplied with the appropriate technical information and guidance to deliver technically effective events.
6	Be responsible for the management and effective use of the Masters Hockey TMS system.
7	Monitor and review the range of FIH technical documents on an ongoing basis to ensure that these meet the needs of Masters Hockey players and events.
8	Nominate representatives to sit on appropriate FIH technical committees to represent the views of Masters Hockey players, officials, umpires and coaches in developing regulations and guidance documents.
9	Work closely with the Commercial and Communications Committee to ensure that approved Masters Hockey regulations are effectively promoted and profiled globally.
10	Be responsible for all discipline matters arising from Masters Hockey sanctioned events and issue appropriate guidance documents to support codes of conduct and behaviour.
11	Work closely with the FIH Health and Safety Panel to review health and safety and medical guidance to meet the needs of Masters Hockey players at national and international level.
12	Develop annual targets and KPIs for the above tactics, and review annually.
13	Provide a quarterly progress report against the Committee objectives to the WMH Executive Board together with an annual report for publication to WMH members.
14	Make appropriate and relevant recommendations to the WMH Executive Board through the Chair as and when required.