

## **TERMS OF REFERENCE ( 2013)**

### **Coaching and Referee Panels**

#### **Future Requirements**

Principally the Panel can serve two purposes. These being:

- Provide advice, support and guidance to the New Zealand Inline Hockey Association, on the delivery of the NZ Inline Coaching/Referee Strategy and
- Provide an arm's length/semi-independent mechanism for the Board/Operations Manager to raise issues for debate and guidance.

#### **Panel Terms of Reference**

The Panel is established to support and work alongside the Panel Chairperson by recommending appropriate policies and strategies for the delivery of the Coaching/Referee development in New Zealand.

All efforts of the Panel will be focused on NZ Inline Hockey's desired strategic goals once reviewed, developed and implemented incorporating growth, best practice and performance.

The Panel will operate in the interim while the governance review recommendations are implemented to ensure continuity.

The panel will have a clear understanding and picture of where community coaching and/or referee development is currently at and endeavour to advance it to a desired state where coaches, referees, athletes and clubs are thriving.

The primary function of the Coaching and Referee Panels is to provide advice.

In so doing the panels shall have no authority to commit or direct NZ Inline Hockey to any activity or financial expense without the prior approval or delegated authority of NZ Inline Hockey.

The panels will not speak on behalf of NZ Inline Hockey but will be used as a mechanism to provide support to the overall governance of inline hockey.

All reports and recommendations arising from the work of the panels shall be presented to the Board and the Operations Manager and where Board approval is required such recommendations shall be presented to the next Board meeting.

All recommendations, once approved, shall be implemented by the NZIHA Operations Manager in association with the coaching and/ or the referee panel as the delegated authorities.

As required, the panels may temporarily co-opt or involve additional personnel in their meetings to assist with specific areas of work.

While the panels will directly consider direction and strategies for coach and referee development, NZ Inline Hockey are responsible for delivery.

#### **The panel shall be comprised and operate as follows:**

- The Chair of the panel shall be a member of the NZIHA Board and approved by the Board Chairperson.
- Additional personnel may be invited to attend meetings to share their perspective but there will be no obligation or expectation to have or form an ongoing role within the panel.

- Any member of the panel can be replaced should the need and circumstance arise.
- Replacement will require recommendation by the panel chair and approval of the Board and the Operations Manager.
- The panel Chair will ensure required reports and meeting minutes are available to the Operations Manager in time for inclusion in NZIHA Board meeting(s) documentation if required.
- The implementation of the panel's strategies and actions shall be effected through the work of the respective panel chairs.
- The panels shall observe the same Code of Conduct as the NZIHA Board and its members. The Code's purpose is to ensure the sport and its personnel shall not be compromised nor placed in positions of conflict.
- The Panel is established by the NZIHA Board and can only be disestablished by the NZIHA Board.
- The Panel Chairperson is the leader of the Panel. As such he/she carries overall responsibility for the integrity of the Panel's own processes and performance.

#### **The role of Chair involves the following responsibilities:**

1. Leading Panel meetings in order to achieve productive outcomes
2. Ensuring fairness and even-handedness in all meeting process matters
3. Ensuring that the Panel stays within its governance role at all meetings
4. Panel spokesperson and representative on policy matters.
5. Ensure that agreed actions are reported to the panel and followed up.
6. Ensure compliance with New Zealand Inline Hockey standards and policies.

#### **Governance Principle for the Panel**

Principles of operation for the Panel shall be as follows:

1. The Panel shall always act in the best interests of inline hockey, the players, coaches and referees.
2. The Panel speaks with one voice or not at all.
3. The Panel should formulate policy by determining the broadest values before progressing to more narrow ones.
4. The link between the Panel and the Chairperson must be empowering and safe. The panel chair is given the appropriate delegated authority by NZIHA to manage all aspects to ensure the achievement of the agreed outcomes.
5. Panel members may be required to perform various duties between meetings as requested by the Board, Operations Manager or Panel Chair.

#### **NZIHA Code of Conduct and proper behaviour**

New Zealand Inline Hockey is committed to the adoption of the NZIHA Code of Conduct and committed to ethical conduct in all areas of its responsibilities and authority.