



JERSEY HOCKEY

Jersey Hockey Limited

General Committee

Terms of Reference

V1.0 May 24th 2016 Approved by the Board

Approved by the General Committee

The purpose of this Terms of Reference is to define the role, responsibilities, decision making powers and reporting for the General Committee of Jersey Hockey Limited. This document also provides general principles and guidance for the governance, delivery and administration of the sport of hockey in Jersey and, as such, should be considered together with other governance structures and documents that together administer the sport.



This Terms of Reference recognises that the hockey in Jersey must adhere to necessary laws and rules, local and international, that regulate both the game of hockey and how organisations are run. As such this document, while not attempting to specifically address all considerations for the sport, it does determine how the sport and those responsible for it will respond and behave.

1. Establishment of the Committee

This Terms of Reference sets out the basis on which the Board of Jersey Hockey Limited has established the General Committee.

2. Interpretation

“Board” - the Board of Jersey Hockey Limited

“GenCom” - the General Committee

“JHL” – Jersey Hockey Limited

3. Purpose & Objectives

The purpose and objectives of GenCom are:

- The primary structure for the development, administration and promotion of hockey in Jersey
- Establishing coherent values, policies and practices for delivering hockey in Jersey
- Ensure long term success and growth
- Oversight of the Standing Committees, including approving their Terms of Reference
- Act as the executive and decision making body for the sport, except for those responsibilities reserved for the Board.



4. Specific Responsibilities

- Deliver annual operating plan and budget
- Approval of expenditure
- Ensuring Standing Committees are properly resourced
- Coordination among the Standing Committees
- Establishing the strategic direction for hockey in Jersey
- Reporting and responsible to Board, representing membership
- Welfare and safeguarding for members, players and participants
- Representing hockey in Jersey and off-island
- Stakeholder relationships

5. Authority

The Board authorises GenCom, within the scope of its responsibilities, to:

- Perform activities within its scope of reference
- Authorise expenditure as defined and published by the Board, subject to published authorisation and approval procedures (See below)
- Engage outside services and advisers as it deems necessary, subject to expenditure approval controls
- Establish, regularly review and update procedures and processes

6. Expenditure Authorisation



GenCom may at its discretion authorise expenditure up to defined limits, subject to effective control procedures, including those required for requests for quotation, selection and approval of services providers and goods, review of invoices and invoice approval.

Expenditure wherever possible will relate to approved annual budgets. Where not budgeted, expenditure will be subject to increased oversight and approval requirements.

Control procedures to be established by the Chair of the Finance and Legal Committee and to be approved by the Board and be subject to periodic review.

7. Organisation

7.1 Membership

7.1.1 GenCom will consist of the Board (President, vice-President, Secretary and Treasurer) and the chairs of the 5 Standing Committees (Hockey Operations, Funding Clubhouse & Social, Finance & Legal, Hockey Performance & Development and Marketing & Communications)

7.1.2 The Chair of GenCom shall be the President

7.1.3 A quorum for any meeting shall be 5 members, including the Chair. Should the President not be available, then the Chair to be taken by the vice-President, or in his absence, by a chair elected from the committee for the purposes of the meeting.

7.1.4 Decision making shall be by simple majority. In the event of a deadlock, the Chair shall have the casting vote.

7.1.5 Terms of office

7.1.5.1 Board 3 years

7.1.5.2 Standing Committee Chairs 2

7.1.5.3 Both the Board and Standing Committee chairs to be elected by the membership



- 7.1.5.4 There is no limit to the number of terms either a Board member or a Committee chair may serve, subject always to election by membership

7.2 Meetings

- 7.2.1 Only GenCom members are entitled to attend. The Chair may invite others persons as seen fit
- 7.2.2 Meetings shall be held no less than 4 annually, with the intention to hold meetings every two months.
- 7.2.3 Meeting papers and minutes to be circulated in good order and timing

8.0 Changes to Terms of Reference

- 8.1 Changes to these terms may be proposed by the General Committee to the Board for approval and subsequent ratification at the next Annual General Meeting.**