

Terms of Reference Development & Infrastructure Committee

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1. AIMS AND OBJECTIVES

- 1.1 To produce the Development of annual and multi annual programmes to support all member nations, in particular the emerging nations of our hockey family
- 1.2 To develop a budget for the programmes planned which is in line with the Finance Committee guidelines.
- 1.3 To oversee and manage the implementation of the Development plans
- 1.4 To monitor programmes and measure bi-annually the success of the programmes
- 1.5 To raise the professionalism and structure of all areas of development

2. AUTHORITY AND STRUCTURE

- 2.1 The Committee derives its authority from the EHF Executive Board and adheres to the Committee Terms of Reference set out below
- 2.2 These Terms of Reference may be reviewed by the Executive Board at any time and when appropriate, revised to accord with the changing requirements of the EHF
- 2.3 The Development Committee shall be composed of a Committee Chair (from the Executive Board), Vice President and up to 12 ordinary members appointed by and responsible to the Executive Board
- 2.4 The Committee shall have at least 30% of its members of the lesser represented gender.
- 2.5 A member of EHF Staff (EHF Staff Liaison) shall be appointed by the EHF Director General to sit on the committee and shall support the committees as follows:
- 2.6 Prepare the meeting with regards to accommodation, lunch and meetings rooms and inform the committee members
- 2.7 Prepare all papers and after consultation with the Chair, send them to the committee members, President, Vice President (responsible) and Director General
- 2.8 Ensure a short report and photo is prepared for the website/social media
- 2.9 Draft the minutes together with any appointed minute taker
- 2.10 Have regular contact with the Chair (Executive Board member) where appropriate

- 2.11 The Committee shall report through its Chair to the President and the Director General acting on behalf of the Executive Board

3. MEMBERSHIP

- 3.1 The committee is appointed after the EHF General Assembly (August) for a period of two years starting in the January following the General Assembly for 24 months, the Executive Board has power in their absolute discretion, to add or remove members of the committee at any time
- 3.2 Members of the Committee may not hold office for more than eight (8) consecutive years
- 3.3 The members shall have the endorsement of their respective national associations
- 3.4 The members shall work on specific projects providing input to the Committee

4. ROLES AND RESPONSIBILITIES

Executive Board

- 4.1 It is the responsibility of the Executive Board to approve the annual development programme and the associated budget submitted in the last quarter of each year by the committee
- 4.2 Executive Board authority is needed before significant changes are made to the agreed annual development activities

General

- 4.3 Only the Vice President, Committee Chair, and the EHF Education and Development Manager are permitted to correspond on behalf of the EHF with member National Associations or with outside bodies (with copies of letters being sent to EHF office)

Development

- 4.4 To manage and ensure delivery of all development projects within Europe. These include:
- 4.4.1 Gender Balance
 - 4.4.2 Youth Leadership & Development
 - 4.4.3 Club Development
 - 4.4.4 ParaHockey
 - 4.4.5 NA Development Plans
 - 4.4.6 Supporting National Growth (including Twinning & TAP)
 - 4.4.7 Facilities and Infrastructure (Pitches, Kit)
 - 4.4.8 State of the Game Review
 - 4.4.9 Communication areas of the EHF Strategic Plan.
- 4.5 To motivate and assist all EHF NAs in the production of their National Development Plans
- 4.6 To foster and sustain increasing gender balance across boards, and in hockey participation
- 4.7 To encourage and support the activities of EHF Youth Panel
- 4.8 To encourage and support EHF Youth Festivals
- 4.9 To manage and deliver EHF Club of the Year Awards
- 4.10 To develop and promote ParaHockey, working with relevant partners and National Associations
- 4.11 To assess National Associations' applications for EHF Project Grants.
- 4.12 To manage second-hand pitch opportunities as well as supporting new growth areas with kit via the Give and Get programme
- 4.13 To be able to provide Member Associations relevant information on Hockey specific facilities including but not limited to lighting, pitches, watering and fencing

- 4.14 To act as a European wide network to support the above
- 4.15 To support EHF related partners where feasible and appropriate
- 4.16 Be aware of FIH standards guidelines about facilities and best practice and align EHF to them
- 4.17 To promote and market Olympic Solidarity and other funding opportunities e.g. EU
- 4.18 To ensure that EHF is aware of any EU opportunities for funding
- 4.19 To build up and maintain a database of all Development contacts across EHF via EHF State of the Game Survey to ensure we target our messages effectively
- 4.20 To manage, deliver and report back on any other project which the EHF Executive considers as important to the development of hockey in Europe
- 4.21 To ensure Development section of EHF website is updated and fresh

5. MEETINGS OF THE COMMITTEE

- 5.1 The Development Projects Committee will meet twice a year (March & September/October)

6. EXPENSES

- 6.1 Air travel or train/bus travel – paid by the National Association represented by the committee member
- 6.2 Visa expenses (if required) – paid by the National Association represented by the committee member
- 6.3 Accommodation – paid by the National Association represented by the committee member
- 6.4 Lunch on the day of the meeting and one committee dinner will be paid for by the EHF
- 6.5 All extra costs will be at the expense of the member

