

## Terms of Reference Appointment and Education (Officials) Committee

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### 1. AIMS AND OBJECTIVES

- 1.1 To ensure all EHF events fulfil their official obligations as per the relevant Responsibility Charts
- 1.2 To oversee a structured process to deliver the above
- 1.3 To communicate clearly to national associations what is required from them
- 1.4 To provide standard-appropriate officials for events
- 1.5 To report where appropriate the issues and challenges EHF faces regarding Appointments
- 1.6 To raise the professionalism and duty of support for all officials across Appointments with individual attention to the Education of officials
- 1.7 To ensure the above, produce the education annual and multi annual programmes to support all individuals and member nations, in particular emerging nations of our hockey family
- 1.8 To oversee and manage the implementation of Officials Education plans in line with the Finance Committee guidelines and budget the EHF Development & Education Manager & Operations Manager
- 1.9 To monitor programmes and measure bi-annually the success of the programmes

### 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 Committee shall be composed of a Committee Chair & Committee Vice Chair (from the Executive Board) 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 Up to two members of EHF Staff (EHF Staff Liaison/s) shall be appointed by the EHF Director General to sit on the committee and shall support the committee 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 & Co 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 education programme the associated budget submitted in 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 education activities.

#### *General*

- 4.3 Only the Committee Chair, and EHF Operations Manager and 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)

#### *Appointments*

- 4.4 To make appointments to EHF events
- 4.5 To make appointments to EHL events
- 4.6 To ensure that the appointed officials for any one tournament fit well with each other, both professionally and personally
- 4.7 To establish and update lists of EHF Technical Officials, Umpire Managers and Umpires
- 4.8 To evaluate the performance of Technical Officials, Umpire Managers and Umpires from feedback forms
- 4.9 To liaise with
  - 4.9.1 EHF Committees as required
  - 4.9.2 FIH Appointments Committee as required



- 4.10 To monitor the system which explains which Officials have been appointed through the year and in which functions
- 4.11 To set up an information system to inform Officials who have not been appointed for a year about their career path
- 4.12 To monitor Technical Delegate reports with reference to matters relevant to the EHF Appointments Committee
- 4.13 To recommend changes to the EHF Competitions Regulations with respect to appointments
- 4.14 To report once a year to the Executive Board

## Education

- 4.15 To offer an Education Programme, which improves the quality and quantity of Officials

### Umpires

- 4.15.1 To deliver education programmes that suits the needs of Officials at all levels
- 4.15.2 To identify development requirements in the area of umpires.
- 4.15.3 To maintain a database of all umpires attending EHF Umpire courses
- 4.15.4 To maintain a database of all EHF Umpire course conductors
- 4.15.5 To liaise with FIH Academy & Officials Department
- 4.15.6 To ensure Umpires section of EHF website is kept up to date

### Technical Officials

- 4.15.7 To deliver education programmes that suits the needs of Officials at all levels
- 4.15.8 To identify development requirements in the area of Technical Officials
- 4.15.9 To maintain a database of all EHF Technical Officials course conductors
- 4.15.10 To ensure the Technical Officials section of EHF website is updated and fresh.

## 5. MEETINGS OF THE COMMITTEE

- 5.4 The Committee meets up to twice a year

## 6. EXPENSES

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

