



CAIRNS HOCKEY ASSOCIATION

CAIRNS HOCKEY INDOOR COMPETITIONS ADVISORY GROUP – TERMS OF REFERENCE

1. The Cairns Hockey Association Indoor Competitions Advisory Group (the Indoor Advisory Group) provides advice and recommendations to the Hockey Performance and Games Services Manager (HPGS Manager) and CHA Board on the following:
 - a. Formats and timing of the Indoor Competitions and Programs
 - b. Specific modifications to the program guidelines/rules and practices
 - c. Participation in strategic discussions relating to Cairns Hockey Indoor Development
 - d. Guidelines and Rules relating to the Indoor Competition and Programs
 - e. Recommend in Representative Coach, Manager, Player, and Officiating selection criteria, and selections as required or requested by HPGS Manager.
 - f. Seeking feedback through surveys and any other relevant matters.
2. In Advising the HPGS Manager, the Indoor Advisory Group will have regard to:
 - a. financial implications of the Advisory Group's advice, where relevant
 - b. the impact on players, officials, and volunteers
 - c. the impact of CHA Operational requirements
 - d. the public image and reputation of CHA
 - e. aligning with Hockey Australia and Hockey Queensland Indoor Strategies and Programs.
3. The HPGS Manager or the Board may refer a matter to the Indoor Advisory Group for consideration and advice.
4. The HPGS Manager or the Board may take the advice of the Indoor Advisory Group into account on any relevant matter.
5. Indoor Advisory Group recommendations will be made through producing minutes, and these minutes, including the recommendations, be submitted to HPGS Manager for attention promptly.
6. The HPGS Manager will report final decisions of relevant matters to the Indoor Advisory Group.
7. The Indoor Advisory Group will refer to previous decisions of the HPGS Manager or the Board in its deliberations and advice.
8. The Indoor Advisory Group will meet when required but must meet a minimum of four times a year.
 - a. July/August – Pre-Season Planning
 - b. September – Finalisation of competition planning, and Rep Program Planning
 - c. November/December – Review of the current season, planning for season 2, and preparation for finals
 - d. December – Final Review of the season and planning for next season
9. A simple majority of the Indoor Advisory Group members (refer to 10.b) is needed to support a motion of advice to the Hockey Performance and Game Committee or the CHA Board. Dissenting views may be recorded at the discretion of the Chair.
10. The CHA Indoor Advisory Group comprises and is selected in January each year:
 - a. Independent Chair
 - b. Up to 4 members nominated for this position
 - c. Cairns Hockey Performance and Game Manager.
11. Minutes of meetings will be recorded and kept on file in the CHA office.