



### 1. Authority

The President and the Board of Management of MVHA are responsible for the overall governance of Manning Valley Hockey Association. To ensure effective governance in an efficient manner, the Board has established committees to undertake various governance functions and to report back to the Board of Manning Valley Hockey Association.

### 2. Purpose

This Charter defines the purpose, responsibilities and scope of activities of the MVHA Representative Committee. The committee will provide a forum for consultation between selectors, coaches, players and the Board of Management of MVHA for the special purpose of organising the annual representative commitments of the Association.

### 3. Objectives

The committee/s core functions are to:

- Ensure that the Association Representative Team Manuals are followed.
- Arrange for applications to be called for all coaches, managers selectors and players for all Representative Teams during the season in preparation for the following season.
- Provide a list of all the successful representative officials for the following season to the Secretary of MVHA by the end of August each year for endorsement by the Board and announcement and publication at the Grand Final.
- Provide support and guidance to all MVHA Representative Teams Coaches and Managers over the season.
- Promote the ideals in representing Manning Valley Hockey Association at tournaments.
- Support players who have achieved or who are seeking further representative honours.
- Review and update the association's Rep Team Manuals when required.
- Organise trials for representative teams in a timely manner at the beginning of each year.
- Assure that all coaches are suitably qualified and if needed support them to achieve their required qualification.
- Confirm accommodation is secured for each representative team who will be competing at state tournaments.
- Liaise with the Association's Treasurer to ensure all association rep team's financial obligations are met.
- Ensure that WWC numbers are supplied by Coaches/managers and others who are involved with the representative teams and forward this information to the Board when required.
- Ensure all coaches have appropriate training tools ie manuals, uniforms and gear.
- Ensure all Rep Team Officials are registered with HNSW and MVHA.
- Communicate effectively with Hockey NSW in all matters to do with Association Representative Teams.
- Publicise results of team selections and ensure each nominee is informed about their selection/non-selection.
- Recommend to the Board appropriate recipients for specific awards as directed by the Board at the end of each hockey season.
- Refer any unresolved matters or matters outside their core functions to the MVHA BOM for consideration
- Provide a written report every meeting and forward a copy to a predetermined representative of MVHA BOM for tabling at the next Board meeting. Refer to the MVHA Umpires Director any matters that may be required to be resolved by an Association Judiciary and/or Investigative Committee hearing (red cards and breaches of conduct)

#### 4. Membership and Voting

The Committee/s includes the following members:

- The representative coordinator from the BOM as appointed annually by the President MVHA
- Coaches and Managers of each MVHA Representative Team for the current season.
- At least 4 representatives from members playing in the MVHA competition.
- Each official member will have one (1) vote.
- If the vote is tied the Chairperson shall have the casting vote.
- Any unresolved matters will be referred to the BOM for decision. The BOM decision will be final.
- The committee members must record conflicts of interest when they occur and these conflicts must be minuted.
- The official MVHA member representatives are nominated by their clubs or individuals with the nominated committee members names given to the Board prior to Manning Valley AGM.
- From the official representatives selected, each committee must nominate a member to be Chairperson and minutes secretary.
- Other non-official members may attend or be invited to attend by the committee to give opinion or present information.
- If during tenure, an official member can no longer participate then the committee must select via an association wide expression of interest for another official member to join the committee.
- All committee membership changes must be notified to the Secretary of MVHA.
- If the chairperson or minutes secretary wish to relinquish their role, they must inform the committee and Board in writing as soon as possible. The Committee affected will then have to select a new Chairperson or Minutes Secretary.

#### 5. Reporting Relationship and Delegations

- The committee meets at such times and under such circumstances as it sees fit, unless directed in writing by the MVHA BOM.
- Any committee established by the Board shall only exercise such powers and have such rights and obligations as the Board in its absolute discretion directs.

#### 6. Meeting procedures

- A quorum shall consist of a majority of official members.
- Official committee members are responsible for declaring any conflict of interest whether pecuniary or non-pecuniary. In all cases where a conflict of interest exists, or may be reasonably perceived to exist, the official committee member shall not participate in the decision-making process.
- The agenda shall be agreed by the Chair prior to the meeting.
- The agenda and meeting papers shall be prepared and distributed by the Chair or member as delegated preferably one (1) week prior but at least one (1) day prior to the meeting date.
- All meetings shall be minuted, and once endorsed by the committee forwarded to the designated MVHA Board member to be presented at the next Board meeting. The minutes will then be distributed as required.
- The committee shall evaluate its performance and Charter annually via a self-assessment process that may include surveys and/or interviews with various parties involved with MVHA.

**Charter Approved: Date:...../...../.....**

**President MVHA:.....**