

MASTERS ADVISORY GROUP TERMS OF REFERENCE

1. Purpose

To support the continued growth and development of Masters Hockey in New Zealand by ensuring a community perspective on Masters Hockey is provided to Hockey New Zealand on issues relating directly to Masters Hockey.

2. Intended Outcomes and Goals

To encourage more Masters Hockey (35+) athletes to participate in hockey through assisting Hockey New Zealand in the provision of Master's Hockey programmes throughout New Zealand, including but not limited to the National Masters Hockey Tournament, social Master's Hockey summer and winter competitions, and New Zealand Master's Hockey teams.

3. Key Responsibilities

Masters Advisory Group members are expected to:

- Attend and actively participate in Masters Advisory Group meetings
- Provide Masters Hockey information to their networks e.g. Associations, current Master's Hockey teams, social media, newsletters, emails
- Bring Master's Hockey issues and opportunities to the Master's Advisory Group
- Assist Hockey New Zealand to canvas the views of the wider Master's Hockey community
- Support Hockey New Zealand decisions & maintain a positive solution focussed approach.
- Advocate for and on behalf of all Masters Hockey Participants.
- Support opportunities for Masters age athletes to participate in Hockey, either through playing, officiating, coaching, managing or otherwise
- Advise and input into Master's Hockey participation programmes run by Hockey New Zealand
- Provide advice to Hockey New Zealand on matters of coaching, selection and management of national New Zealand Master's teams
- Advise on matters relating to policy and strategic development in creating more opportunities for Master's age athletes to participate in Hockey.

4. Membership

The Master's Advisory Group will include up to 4 members and a role description will be made available to perspective members along with the Terms of Reference. Hockey New Zealand will endeavour to make this group representative of the Master's Hockey Community.

Criteria for the Master's Advisory group are as follows:

- To be over the age of 35
- To have been involved in Masters hockey within New Zealand in a capacity as player, coach, manager, official or administrator
- To reside within New Zealand
- To be enthusiastic, energetic and pro-active

- To be committed to attending meetings regularly
- To be able to work well within a team with fairness, integrity and respect for others
- To collectively have the broad range of skills and experience required for the group to fulfil its purpose.

The Master's Advisory Group membership will be sought through: Associations, current Masters Hockey community, past Masters Hockey Council members.

5. Selection of Masters Advisory Group Members and Term of Appointment

Hockey New Zealand will facilitate and notify the wider hockey community when applications for membership is available. People interested in applying for membership of the Masters Advisory Group will be asked to complete an application form and provide at least 2 referees which Hockey New Zealand reserve the right to contact.

Appointment to the Masters Advisory Group will be made by a panel comprising Hockey NZ Adults and Capability Manager, Hockey NZ General Manager Community and Events, and all existing independent members of the Advisory Group.

The term of appointment will be three years and any one person can be a member of the Advisory Group for up to two terms.

The term of appointment can be less than three years if a member:

- resigns
- misses more than 3 consecutive meetings

If a Masters Advisory Group member needs replacing, a replacement will be found via the aforementioned process however that person shall only be appointed for the remaining period of the term.

Initial appointments

- Shall be made via the aforementioned process by a panel comprising;
 - An Association representative with experience and knowledge in Masters Administration and the Masters Community
 - Sport New Zealand representative
 - Hockey NZ General Manager Community Hockey and Events
- Two members shall have a two-year term (2018 and 2019)
- Two members shall have a three-year term (2018, 2019 and 2020)

6. Reporting

The Hockey New Zealand Adults and Capability Manager will report on the activities and issues of the Master's Advisory Group to the Hockey New Zealand CEO and the Hockey New Zealand Board when it meets.

7. Operation and Miscellaneous

- Hockey New Zealand will oversee the administration of the Master's Advisory Group.
- The Hockey New Zealand Adults and Capability Manager will prepare the agenda for quarterly meetings.
- The Hockey New Zealand Adults and Capability Manager will take minutes of the meetings to allow members to concentrate fully on issues at hand.
- All members will receive information explaining the role of the Master's Advisory Group
- The Master's Advisory Group must operate within the constraints of budget support and availability.
- Masters Advisory Group members are to report any potential conflicts of interest to Hockey New Zealand as soon as possible
- Master's Advisory Group members must not bring Hockey New Zealand or the sport of Hockey into disrepute through their actions
- If you are unable to attend a meeting you will need inform the Hockey New Zealand Adults and Capability Manager in a timely manner (at least two business days prior to the meeting occurring).

Any behaviour that is deemed negative may result in termination of Master's Advisory Group membership. This will be required to go through the CEO of Hockey New Zealand for a decision to be made.

The Master's Advisory Group member in question may represent themselves, with or without support, but the CEO will have the final say and no further discussion will be entered into.

8. Review of terms of Reference

The Terms of Reference will be reviewed every two years. Any suggestions for changes will need to be an agenda item for a Master's Advisory Group meeting. All changes to the Terms of Reference will be subject to the approval of Hockey New Zealand.