

# **Cornwall Hockey Association**

## **Cornwall Club Forum – Terms of Reference**

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The purpose of these Terms of Reference is to provide the framework for the Cornwall Club Forum who will advise Cornwall Hockey Association on their development and implementation of hockey within the County.

### **Authority**

The Cornwall Club Forum is authorised by the Cornwall Hockey Association to conduct their business in accordance with the Terms of Reference set out below. These Terms of Reference may be reviewed by the Cornwall Hockey Association at any time and, when appropriate, revised to accord with the changing requirements of the county, the region and England Hockey. Ensuring that the group is effectively placed within the county structure to influence the decision making process.

### **Responsibilities**

The Cornwall Club Forum, in partnership with CHA Schools & Youth, is responsible for working alongside the England Hockey Relationship Manager to advise on the development of hockey within the county.

- The group assumes ownership and creates development objectives, working with all county personnel to plan effective delivery
- To inform the writing and review of the CHA annual County Development Plan.
- To manage the effective delivery of areas on the County Development Plan for Cornwall that fall under the groups remit
- To promote effective hockey pathways from grassroots to excellence for players, coaches, officials and volunteers.
- To support and develop the club infrastructure
- To ensure that hockey is accessible and actively promoted to all communities within Cornwall
- To monitor, evaluate and report on hockey development across Cornwall
- To identify and share examples of good practice in all aspects of developing hockey
- To regularly report Cornwall Club Forum matters to the CHA
- To act upon and respond to directions from CHA, West HA and England Hockey

### **Composition and Membership**

The composition of the Cornwall Club Forum shall include representation from each of the 14 affiliated hockey clubs based in the County. The Chair, who will administer the running of the Cornwall Club Forum, will be appointed by the Cornwall Hockey Association. Membership of the group will consist of;

- Chair of CHA or other nominated CHA official
- England Hockey Relationship Manager
- Representation from clubs x 14
- Representation from Cornwall Sports Partnership – when required
- Chair of CHUA and Schools & Youth will be notified of the meetings and may attend if desire

A quorum of a minimum of 5 members of the Cornwall Club Forum shall be required for all meetings. In the absence of the Chair, he/she (the Chair) shall appoint a Deputy. The membership of the group may co-opt additional members of the group from specialist areas as and when deemed necessary.

### **Meetings**

There should be a minimum of three Cornwall Club Forum meetings annually, with the dates and venues agreed by the group. The Chair will be responsible (in conjunction with others) for producing the agenda for meetings. The agenda will be circulated at least one week prior to the meeting date.

### **Reporting Structure**

The Cornwall Club Forum shall report through the CHA Chair (or other nominated CHA official) to the Cornwall Hockey Association. The CHA Chair should ensure that a person and/or a report are available for CHA meetings. Minutes of the Cornwall Club Forum meetings and other items will be circulated to all members of the Cornwall Club Forum, CHA Committee and put onto the CHA website.

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Signed: \_\_\_\_\_ Date:  
Chair Cornwall Hockey Association