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# Cornwall Schools & Youth – Terms of Reference

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The purpose of these Terms of Reference is to provide the framework for the Cornwall Schools & Youth sub-committee who will advise Cornwall Hockey Association on their development and implementation of all junior hockey (U18 years) for schools and clubs within the County.

## Authority

Cornwall Schools & Youth 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 area and England Hockey. Ensuring that the group is effectively placed within the county structure to influence the decision-making process.

## Responsibilities

Cornwall Schools & Youth is responsible for overseeing and monitoring all matters relating to the development of junior hockey (U18 years) 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 and manage the effective delivery of areas that fall under the groups remit.
- To promote effective hockey pathways from grassroots to excellence for junior players, coaches, officials and volunteers in partnership with CHA and the Cornwall Club Forum.
- To manage and deliver County Junior Teams across Cornwall in accordance with England Hockey principles.
- To organise and deliver a comprehensive programme of junior competitions for schools and clubs.
- To support schools and junior clubs in ensuring that hockey is accessible and actively promoted to all communities within Cornwall.
- To monitor, evaluate and report on junior hockey development across Cornwall to the CHA and Cornwall Club Forum
- To identify and share examples of good practice in all aspects of developing junior hockey.
- To liaise with and respond to directions from CHA, West Hockey and England Hockey.
- To represent Cornwall Hockey on the West Hockey Junior Competitions Committee.

## Composition and Membership

The composition of the Cornwall Schools & Youth shall include representation from a member hockey club and school based in the County. The Chair, who will administer the running of the Cornwall Schools & Youth, will be elected at the Cornwall Hockey Association AGM. Membership of the sub-committee will consist of;

- Chair
- Treasurer
- County Junior Teams Administrator
- Junior Club Competitions Administrator
- School Competitions Administrator
- Head of Coaching
- School and junior club representatives
- Cornwall County Welfare Officer, when required
- Chair of CHA will be notified of the meetings and may attend if desire

A quorum of a minimum of 3 members of the Cornwall Schools & Youth 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 Schools & Youth 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 Schools & Youth Chair shall report to the Cornwall Hockey Association committee. ensuring that a person and/or a report are available for CHA meetings. Minutes of the Cornwall Schools & Youth meetings and other items will be circulated to all members of the CHA Committee and put onto the CHA website.

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Signed:  
Chair Cornwall Schools & Youth

Date: