

## NORTH HOCKEY ASSOCIATION : PERFORMANCE COMMITTEE

### Composition:

- Chair – who may or may not be one of the following
- Vice Chair – who may or may not be one of the following
- Honorary Secretary – who may or may not be one of the following
- Minutes Secretary - who may or may not be one of the following
- Chair (or appointed substitute) of the Durham Pumas JRPC (Junior Regional Performance Centre)
- Chair (or appointed substitute) of the Leeds Pumas JRPC
- Chair (or appointed substitute) of the North Manchester JRPC
- \* Vice Chair (or appointed substitute) of the Durham Pumas JRPC
- \* Vice Chair (or appointed substitute) of the Leeds Pumas JRPC
- \* Vice Chair (or appointed substitute) of the North Manchester JRPC
- + Three persons (one from each JRPC area) to represent JAC/JDC interests
- + Chair (or appointed substitute) of the North Junior Competitions sub-group
- + Umpiring Representative NYUAG
- Chair (or appointed substitute) of the North Coaching Committee
- Publicity Officer
- Relationship Manager (non-voting)
- \*\* Ex-officio Executive Committee Member(s) (non-voting)
  
- Representative to England Hockey (EH) Single System Committee (may be one of the above)
- \* Representative to EH SSC for JRPC matters (may be one of the above)
- + Representative to EH SSC for JAC matters (may be one of the above)

### Sub-Committees:

- Durham Pumas JRPC
- Leeds Pumas JRPC
- Manchester Pumas JRPC
- North Junior Competitions sub-group
- North West JAC action group
- North East JAC action group

### Frequency of meetings:

The Committee shall meet at least five times per year.

Two meetings (one in October or November, the other in March) will deal with JRPC matters only. Those marked + above are not obliged to attend.

Three meetings (one in January, one in April/May, and the other in September/October) will deal with all other Single System matters at County and Regional level and EH SSC business. Those marked \* are not obliged to attend

### Co-option and working parties

Both groups shall have powers of co-option and of appointing working parties relevant to their work. They are required to draw to the attention of suitably qualified persons appointments advertised at National level

### Via the appropriate meetings, it shall be responsible for:

- determining the terms of reference governing the JRPCs and then for monitoring and assessing the management of the centres, the delivery of high quality coaching to players, the support for coaches and managers and the timeliness and quality of feedback given to players;
- the process for the appointment of officers, coaches and managers to the JRPCs; the management of their contracts and ensuring there is compliance with all child protection requirements;
- developing and then monitoring the implementation and effectiveness of the criteria and the system for selection of players both to JRPCs and to Pennine Puma squads;
- developing and then monitoring the establishment of effective links between the JRPCs and constituent Junior Academy Centres (JACs) to ensure that each body is appropriately supported and that the views of all involved are properly represented at regional and national level;
- the advertising and appointment or nomination to the England Hockey Board SSC (Single System Committee), the JRPC SSIG (SS Implementation Group) and any constituent subgroups (*see note below on appointments*);
- ensuring the maintenance of a database of coaches and other persons involved in JRPC delivery in the region;

- ensuring that effective communication and consultation channels are established and used so that information is properly shared with all interested parties;
- working with the EH North Relationship Managers and with the NHA Coaching Committee to organise and publicise open meetings of coaches and managers and others with an interest in the development of youth hockey in the North with the aim of disseminating information and good practice;
- liaising, via the Junior Competitions sub-group, with the Competitions Committee to establish the calendar of events;
- subject to the strategy determined by the NHA Executive Committee, working with the following to implement the EH Performance Plan and Single System for Hockey :
  - EH Employees and Officers (including Centrally Contracted Coaches),
  - County Associations, JACs, JDCs, Clubs, Junior Clubs and Schools;
- identifying development gaps and consider, prioritise and implement ways to fill the gaps;
- nominating from this committee members to sit on each of the following:
  - North Council (maximum of two members)
  - North Competitions Committee (1 member)
  - North Coaching Committee (1 member)

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#### Note on appointments

- The Chair of the NPC is appointed annually by the NHA Council
  - An independent appointments committee, approved by NHA Officers, shall, using an open and transparent process, be responsible for
    - appointing 3 persons to the EHA SS Committee. The Committee shall aim to appoint
      - one member with a strong understanding and is active in the delivery JDC/JACs
      - one member with a strong understanding and is active in delivery of JRPC
      - one member with a strong understanding of structures and leadership/management in the Single System.

The appointments shall be for 3 years, reviewable annually.

The NPC shall be responsible for appointing substitutes when required so as to attempt to ensure that the NHA will have 3 persons in attendance at meetings.
    - appointing committee members not nominated from elsewhere.
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#### Appendix (responsibilities)

| Office | Responsibility   |
|--------|--|
| Chair  | <p><b>Leadership</b><br/>To provide leadership and support to all those working within those parts of the single system falling within the remit of NHA. Responsibility for the smooth running of the NPC and for ensuring that appointments to it and to JRPC Management groups are advertised and appointments made are open and transparent. Ensure that all operations and published documents are aligned with agreed EH Policy;</p> <p><b>NPC operation</b><br/>Preparation of the full agenda and meeting notes<br/>Attendance at and presentation of reports to NHA Executive Committee &amp; North Council</p> <p><b>EH matters</b><br/>Lead on communicating EH initiatives and appointment, when necessary, of substitutes</p> <p><b>JRPC operation</b><br/>Ensure that JRPC appointment committees are established and the required external members appointed to them.<br/>Ensure NPC attendance at JRPC meetings (generally 2 per JRPC meeting per year)<br/>Attend JRPC evaluation meetings<br/>Receive financial reports from the Vice Chair and report to NHA Exec and Council</p> <p><b>JAC/JRPC</b><br/>Reviewing and presenting JAC/JRPC interface (selection) documentation. Attending JAC area meetings when appropriate</p> |

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| <b>Chair (cont)</b>               | <p><b>Tier 1 Competition</b><br/>Work with JRPC Chairs/VCs to update policy and produce templates to guide the Tier 1 administrator.<br/>Appointment of Tier 1 administrator.</p> <p><b>Contracts</b><br/>Ensure that all contracts and associated documents are aligned with EH advice reading self-employment status.</p> <p><b>General</b><br/>With the Secretary deal with any issues not covered in this specification</p>   |
| <b>Vice Chair</b>                 | <p><b>General</b><br/>To support the Chair and accept a delegated share of the workload.</p> <p><b>JRPC operation</b><br/>Budgets and financial oversight and preparation of reports to NPC</p>   |
| <b>Secretary</b>                  | <p><b>NPC operation</b></p> <ol style="list-style-type: none"> <li>Book the meeting dates and venues</li> <li>Preliminary agenda and first notice of meetings</li> <li>Validation of minutes and circulation</li> <li>Maintenance of notification list</li> <li>Attendance list at NPC and submission of mileage claims</li> </ol> <p><b>JRPC operation</b><br/>Work with the Chair, the JRPC Chairs &amp; VCs on document preparation and review – the handbook and application pack, advertising vacancies<br/>Booking of pitches for Tier 1 and liaison with centres</p> <p><b>General</b><br/>Ensure the circulation of information to those who need to know in the communication chain linking EH, the Committee members, the Counties and Single System units.<br/>With the Chair deal with any issues not covered in this specification</p> |
| <b>Minutes Secretary</b>          | <p><b>NPC operation</b><br/>Preparation of minutes,</p>   |
| <b>Publicity Officer</b>          | ensuring that all relevant information is displayed on the NHA website and that the names of players selected for 1 and Tier 2 are communicated to the JACs.  |
| <b>JRPC-SSIG rep</b>              | Circularisation and consultation on pre-meeting papers and subsequent distribution of minutes and policy papers.<br>Consultation with NPC and JRPC, and work associated with JRPC-SSIG colleagues and EH managers   |
| <b>SSC Lead rep</b>               | Circularisation and consultation on pre-meeting papers and subsequent distribution of minutes and policy papers.<br>Consultation with NPC and JAC, and work associated with SSC colleagues and EH managers  |
| <b>JRPC Chairs/VC</b>             | (additional to the JRPC job spec)<br>Work with the appointments administrator to ensure a smooth operation.<br>Work with Chair to ensure that Tier 1 policies are in place and help in the recruiting process for volunteers.   |
| <b>Appointments administrator</b> | <ol style="list-style-type: none"> <li>Maintenance of the contact data base – chasing up those with undeclared qualifications</li> <li>Notifying JRPC members of application process</li> <li>Preparation of advertisements and working with the EH North Office to place the adverts on the NHA website and to circulate all coaches on the NHA databases</li> <li>Work with NHA North Office on logging of applications and then communicate them to selection committees.</li> <li>Work with selection committees to issue invitations or offers to internal and external applicants, logging responses and ensuring drop box contains current information.</li> <li>Communicate directly with late applicants</li> <li>Refer to Chair/VC requests for feedback &amp; consultation, particularly with those not appointed</li> </ol>             |
| <b>NHA North Office</b>           | <p><b>Application Process</b><br/>Place adverts as requested. Send out application pack to new applicants and log replies.</p>  |
| <b>Tier 1 Administrator</b>       | <ol style="list-style-type: none"> <li>Collecting data from the JRPCs and producing and distributing the match programmes and associated paperwork</li> <li>Enlisting TDs and volunteers and liaising with NYUAG and Yorkshire Umpires.</li> <li>Liaising with venues on catering needs for umpires and volunteers.</li> <li>Collecting and submitting expenses claims</li> <li>Appointing a welfare officer and ensuring provision is made for 1<sup>st</sup> Aid cover</li> </ol>   |