

**NORTH HOCKEY ASSOCIATION:
Constitution Schedule 4
NORTH PERFORMANCE COMMITTEE**

Items

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Composition:

Exec NPC

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
Honorary Treasurer – who may or may not be one of the following
North Council representative

NPC

Exec NPC members
and
Centre Manager (Durham Performance Centre)
Centre Manager (Fylde Performance Centre)
Centre Manager (Manchester Performance Centre)
Centre Manager (Yorks Performance Centre)
+ One Member from the North East YC (Academies)
+ One Member from North West Action Group (Academies)
+ North Junior Competitions co-ordinator
+ Umpiring Representative NRYUAG
+ The NHA Welfare Officer
+ Relationship Manager (non-voting)
+ Ex-officio Executive Committee Member(s) (non-voting)
+ 3 Representatives to England Hockey (EH) Player Pathway Committee (may be of the above)
Representative to EH PPWG (may be one of the above)

Sub-Committees/Groups

: Fylde & Manchester PCs
Durham &Yorks PCs
Clubs In2Hockey action group
North West AC action group
North East YC

Frequency of meetings:

The NPC Exec Committee shall consult a minimum of 2 times per year (these can be electronic meetings)
NPC should meet at least 3 times year; (September, January-February and June and at other times as necessary to be determined by the NPC Executive)

Some meetings will have an agenda restricted to Performance Centre matters only with no Any Other Business item.
Those marked + above are not obliged to attend if there is no business item affecting them.

Co-option and working parties

All 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

Responsibilities

Responsibilities of NPC Executive	Responsibilities of NPC
Determining the terms of reference governing the Performance Centre (before taking to NPC for finalisation)	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
<p>The process for the appointment of contractors to the PCs, the management of their contracts and ensuring there is compliance with all child protection requirements;</p> <ul style="list-style-type: none"> ○ ensuring the maintenance of a database of coaches and other persons involved in PC delivery in the region; 	Developing and then monitoring the establishment of effective links between the PCs and constituent Academy Centres (ACs) to ensure that each body is appropriately supported and that the views of all involved are properly represented at regional and national level;
Monitoring the implementation and effectiveness of the criteria and the system for selection of players both to PCs and to Pennine Puma squads;	Monitoring the implementation and effectiveness of the criteria and the system for selection of players both to PCs and to Pennine Puma squads;
<p>Financial overview of the Performance Centres and for reporting on financial matters then:</p> <ul style="list-style-type: none"> ○ reporting to NPC ○ presenting to NHA 	<p>Subject to the strategy determined by the NHA Council, working with the following to implement the EH Performance Plan and Player Pathway.</p> <ul style="list-style-type: none"> ○ EH Employees Officers and Contractors (including EH Performance Centre Head Coaches), ○ County Associations, Academy and Development Centres, Clubs, Junior Clubs and Schools;
<p>Work with EH to :</p> <ul style="list-style-type: none"> ○ select and contract suitable venues to host the North performance Centres ○ select and contract suitable venues to host Cluster training and competitions 	Organisation and running of Cluster events, appointing lead CMs for each Cluster day
<p>Nominating from this committee members to sit on each of the following:</p> <ul style="list-style-type: none"> North Council (maximum of two members) North Competitions Committee (1 member) 	

Responsibilities of members of NPC

Office	Key Responsibilities
Chair	<p>Leadership To provide leadership and support to all those working within those parts of the Player Pathway falling within the remit of NHA. Responsibility for the smooth running of the NPC and for ensuring that appointments to it and to Performance Centres are advertised and that appointments made are open and transparent. Ensure that all operations and published documents are aligned with agreed EH Policy;</p> <p>Advertisements for Contractors Preparation of advertisements and working with the EH North Administrator and NHA Secretary to place the adverts on the NHA website and to circulate all coaches on the NHA databases</p> <p>NPC operation Preparation of the full agenda and meeting notes Attendance at and presentation of reports to NHA Executive Committee & North Council</p> <p>EH matters Lead on communicating EH initiatives and appointment, when necessary, of substitutes</p> <p>PC operation Lead the process of annual appointment of coaches and the regular appointment of Centre managers. Receive financial reports from the Treasurer and report to NHA Exec and Council</p> <p>AC Action Groups Ensure that NPC is represented at action group meetings and that the AC groups are kept informed of agreed policy.</p> <p>Cluster Competition Work with PC managers to update policy and produce templates to guide those appointed by NPC to manage the Cluster Competitions</p> <p>Contracts Ensure that all contracts and associated documents are aligned with EH advice reading self-employment status.</p> <p>General With the Secretary deal with any issues not covered in this specification</p>
Vice Chair	<p>General To support the Chair and accept a delegated share of the workload. Ensure that all venue bookings required and made by EH are in place and that contract and payment terms have been checked.</p>
Treasurer	<p>Ensure that PC Treasurers keep appropriate records, Audit, or arrange to have audited, PC accounts. Lead the work on preparing annual budgets and present these to NHA Executive for approval.</p>
Secretary	<p>NPC operation</p> <ol style="list-style-type: none"> a. Book the meeting dates and venues b. Preliminary agenda and first notice of meetings c. Validation of minutes and circulation d. Maintenance of notification list e. Attendance list at NPC and submission of mileage claims <p>General Ensure the circulation of information to those who need to know in the communication chain linking EH, the Committee members, the Counties and Player Pathway units. With the Chair deal with any issues not covered in this specification</p>
PC WG rep	<p>Distribution of agendas, policy papers and minutes of PP WG to NPC Consultation with NPC, and work associated with PC WG and EH managers</p>
PPC reps	<p>Distribution of agendas, policy papers and minutes of PPC to NPC Consultation with NPC and AC groups, and work associated with PPC colleagues and EH managers</p>
Performance Centre Managers	<p>(fuller detail is provided in the contracts and service agreements)</p> <p>Appointments Appointed by the NPC Executive. Once an appropriate schedule is established, Centre Managers will normally be offered a two year contracts, subject to annual review with termination date, December 31st. Although Centre Managers are remunerated via their contracts for their PC work, they serve on the NPC in a voluntary role. The Centre Manger is responsible, to the NPC, for ensuring that the players benefit from their coaching. The Coach and Head Coaches are responsible for the coaching delivery, assessment, feedback, selection and de-selection to and from PC and for care of provided equipment. The CM is required to monitor this work and for the providing the supporting administration and for the contact with players and their parents. CMs are</p>

	responsible for the organization and management of the assessment days, for arranging coach visits to Academy Centres competition, for arrangements for assessment of players nominated during the season, assisting the Applications Administrator in chasing undeclared coach qualifications. The CM plays no part in the selection of players and coaches other to ensure that selection has been transparent, fair and well organized in a timely way. (full details in the CM job description)
Cluster Competition and Training Day Administrator	<p>a. Centre Mangers are expected to attend the events and to take a share in the smooth running of the day. They will need to ensure that Head Coaches have worked with their coaches to notify players and that required data sheets have been prepared and shared with other centres on the day.</p> <p>b. For each event one Centre Manger will have been appointed to plan the day and ensure that all required support is in place. This will include ensuring that TDs and umpires have been appointed and liaising with the centre in terms of opening hours and, where available, and catering.</p> <p>c. Collecting and submitting expenses claims</p> <p>e. Appointing a welfare officer and ensuring provision is made for 1st Aid cover</p> <p>At an early stage each year the Centre Managers should prepare or update any guidance document for the its seeking approval for it from the NPC.</p>
Appointments administrator	<p>a. Maintenance of the contractors data base – chasing up those with undeclared qualifications</p> <p>b. Notifying PC members of the application process</p> <p>c. The logging of applications and then then communicate of them to selection committee.</p> <p>d. Work with selection committee to issue invitations or offers to internal and external applicants, logging responses and ensuring drop box contains current information.</p> <p>e. Communicate directly with late applicants</p>

Note on appointments to NPC

- The Chair and Vice Chair NPC is appointed by the NHA Council for four year terms subject to Annual Review and confirmation. (initial term for the Chair is two years – this to ensure, as far as possible that both do not stand down together)
- An independent appointments committee, approved by NHA Officers, shall, using an open and transparent process, be responsible for
 - A. 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 DC/ACs
 - one member with a strong understanding and is active in delivery of PCs
 - one member with a strong understanding of structures and leadership/management in the Player Pathway

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.
 - B. appointing committee members not nominated from elsewhere.