



COMMITTEE AND PANEL PROTOCOL

INTRODUCTION

Committee and Panel activities must be aligned to the Hockey strategy and overall objectives and priorities and they report directly to the FIH Chief Executive Officer (CEO).

Board Panels will adhere to this Protocol with the exception that they report directly to the FIH Executive Board rather than to the CEO.

This Protocol provides a framework for Committee and Panel activities. In case of any doubt, the CEO will interpret and give direction in relation to this protocol. It should be read and applied in conjunction with the Terms of Reference for each Committee/Panel and the Guidelines for Eligibility to be Appointed to an FIH Committee and Panel.

BOARD PANELS

- Awards Panel (AP)
- Elections Oversight Panel (EOP)
- Finance Risk & Compliance Panel (FRCP)
- Governance Panel (GP)
- Human Resources & Remuneration Panel (HR&R)

OPERATIONAL COMMITTEES/PANELS

- Athletes' Committee
- Commercial and Broadcast Panel
- Competitions Committee
- Development & Education Committee
- Hockey Pro League Management Panel
- Health & Safety Committee
- International & Olympic Relations Panel
- Officials Committee
- Rules Committee

1. ROLES

a) Chair of Committee/Panel

All Chairs are required to sign the FIH Integrity Code Consent form, the Conflict of Interest form and the Code of Conduct before accepting appointment to the position.

A Committee or Panel Chair:

- is responsible in conjunction with the Committee/Panel Secretary for taking necessary executive action on behalf of the Committee/Panel and will report back to the Committee/Panel;
- together with the Committee/Panel Secretary, liaises with other FIH Committees/Panels, officials, external consultants and agencies on relevant matters as appropriate;
- attends the Chairs meeting annually.

The Chair:

- ensures the committee/panel's behaviour is consistent with its own rules and those legitimately imposed upon it from outside organisations;
- chairs meetings with the commonly accepted power of the position;
- ensures meeting discussion focuses on those issues which, according to committee/panel policy, clearly belong to the committee/panel;
- ensures committee/panel discussions are timely, fair, orderly, thorough, efficient, limited to time, and kept to the point;
- observes a recognised process for committee/panel discussion
- provides feedback on member's performance to the CEO biennially,

In carrying out duties outside of committee/panel meetings, the Chair should:

- act consistently with agreed policies and processes
- avoid making independent operational decisions which are the prerogative of the CEO
- have regular contact with the CEO to ensure Committee/Panel is working in line with the FIH Strategy

b) Committee/Panel Member

All members are required to sign the FIH Integrity Code Consent form, the Conflict of Interest form and the Code of Conduct before accepting appointment to the position.

Committee/Panel members are confirmed by the Executive Board from nominations from the Continental Federations or are appointed directly by the EB as set out in the *Guidelines for Eligibility to be Appointed to an FIH Committee or Panel*.

A Committee/Panel Member:

- is required to be able to demonstrate through their enthusiasm and through their experience, background and involvement in the area work of the Committee/Panel that they can and will contribute to assisting the Committee/Panel in achieving its aims;
- will be expected, where appropriate, to take the lead in undertaking agreed tasks;
- will make significant contributions to the Committee/Panel through their appropriate expertise.
- must attend meetings and/or discussions unless there is an exceptional circumstance preventing attendance of which the Chair is notified in advance;
- must conform to the FIH Gender Equality Policy.



It is understood that the FIH President is an ex-officio member and can attend any Committee/Panel meeting, but does not have voting rights, as specified in the FIH General Regulations.

c) Committee/Panel Secretary

A Committee/Panel Secretary:

- is a member of FIH staff;
- is the main point of contact in the FIH on matters related to the responsibilities of the Committee/Panel and implements agreed policies and procedures;
- manages the day-to-day matters on behalf of the Committee/Panel including budgets, publications, operational plans and other organisational matters in consultation with the Chair and the CEO;
- ensures that the Committee/Panel reviews the ToR in the meeting following new appointments of the Chairs.

2. WORK PROCEDURE

Upon request of the FIH, a Committee meets once a year physically, or at the request of the CEO or the Chair; or via conference calls. A quorum for meetings of Committees is 50% plus 1 of the total number of members. A Panel will not necessarily meet formally. Committees/Panels may meet on an informal basis during the year as the occasion arises or necessity requires.

For all formal Committee/Panel meetings, an official notice with an agenda must be circulated to the members concerned at least four (4) weeks in advance. Minutes are taken and circulated to members within four (4) weeks for all Committee Meetings. Action Notes are taken for Advisory Panel meetings and for any Working Groups set up by Committees/Panels.

Agendas, Minutes and Action Notes should be copied to the CEO who will determine any additional circulation.

Committees/Panels must develop business plans and set objectives in line with the FIH strategy which must be approved by the CEO. Once approved, each Committee/Panel has the authority to implement its Business Plan. Plans and associated budgets must be reviewed and updated annually. No change may be made to a Business Plan without the prior approval of the Executive Board.

All Committees/Panels must submit all major policy and strategic decisions to the Executive Board for ratification.

Chairs, Secretaries and other members of Committees/Panels must not send official correspondence or other forms of official communication on behalf of the FIH without the authority of the CEO or his duly authorised delegate(s).

Correspondence within Committees/Panels should preferably be sent by e-mail with a copy to both the Chair and the Secretary. Correspondence within the FIH or externally must be sent through the FIH office with a copy to the Committee/Panel Secretary.

On a day to day basis, the work of the Committee/Panels is conducted and co-ordinated by its Chair and Secretary.



The Committee/ Panel will review its Terms of Reference biennially, following the FIH Congress. Terms of Reference are subject to agreement by the President and the CEO and review of the Governance Panel before being approved by the Executive Board.

3. DECISION MAKING PROCESS

All Committee/Panel members are encouraged to contribute to specific proposals or topics discussed or circulated during meetings and at other times.

Consensus for decisions on specific proposals will be sought from members. If required, a simple majority vote will be applied. In the event of equality of votes, the Chair has a deliberative and casting vote. Committee/Panel Secretaries do not have voting rights unless explicitly agreed by the Executive Board.

Regarding conflicts of interest, the Executive Board directs that:

“No member of the Committee/Panel may participate in any discussion or vote on any subject brought before the Committee/Panel for consideration and decision if that member has or may have, directly or indirectly, an interest in the outcome of the consideration and decision of that subject without first declaring the conflict of interest and may not vote on that subject.”

4. AUTHORITY

A Committee/Panel has authority to:

- direct activity within its Terms of Reference and within FIH Policies and Regulations
- propose changes in FIH Policies to the Executive Board and interpret such policies
- commit resources within the budgets allocated by the Executive Board and as approved by the CEO.

Any additional or lesser authority applying to a particular Committee/Panel is set out in the Terms of Reference for that Committee/Panel.

5. REPORTING PROCEDURE

The Chair must prepare a report for each meeting of the Executive Board in collaboration with the CEO, regarding business which requires formal decision by the Board, which affects agreed FIH Policies or which has implications for the delivery, evaluation or review of the FIH Strategy. Requests for decisions should be drafted in a format which the Board can adopt, adjust or refer back to in a clear manner.

Other matters of potential interest to the Executive Board should be reported to the CEO who will decide whether to include them in his report to the Board or whether they should be reported separately to the Board. The CEO may call on the Chair to provide specialist input directly to the Executive Board.



Chairs will submit a biennial report to the FIH Congress, as required.

Other reports will be prepared as required by FIH procedures, including the preparation of annual budget and submission of additional special project financial requests.

6. INTERACTION AMONG COMMITTEES AND PANELS

Chairs and Secretaries must be aware of activities which affect other Committees or Panels. Committees/Panels will receive and offer advice as appropriate from and to other Committees and Panels.

The CEO will, as necessary, have meetings or conference calls with Chairs to coordinate and integrate certain issues, e.g. – Competitions, Rules, Officials to ensure consistency in policy and implementation of rules and regulations.

Chairs will meet with the CEO at least once a year to coordinate business and review plans.