

Minutes of the Board meeting of Inline Hockey New Zealand (IHNZ) held on 23 September 2017, 12:30pm at Sport Auckland, Auckland

Present: Ivan Wood (Chair), Sue Kennedy, Mark Sutton, Pete Shields, Alison Storey (Independent), Henry Hillind (Independent)

Apologies: Simon Lovell

1. WELCOME

1.1 The Chairperson welcomed board members and set the agenda for the meeting.

2. INTERESTS REGISTER AND CONFLICTS OF INTEREST

2.1 No conflicts were declared.

3. BOARD MINUTES

3.1 The Board:

- (a) **Proposed** to ratify the interim adoption of the minutes of the Board meeting held on 19 August 2017 as a true and accurate record of that meeting.

Resolution: That the Board ratify the interim adoption of the minutes of the Board meeting held on 19 August 2017 as a true and accurate record of that meeting.

4. ACTION POINTS FROM PREVIOUS MEETING

4.1 The Board discussed the action points from the previous meeting held on 19 August 2017. The Board's comments on the progress of each action point are detailed in the Schedule to these minutes.

5. NZ REPRESENTATION POLICY

5.1 The Board discussed the revised NZ Representation Policy presented by Alison. The Board:

- (a) **Noted** that the policy document should cover high level policy and should not look to specify the cost of particular items. Invoices can be itemised by the operations team invoicing the trip.
- (b) **Proposed** that the cost for a trip be itemised by the organisers when invoicing.

Resolution: That the cost of a trip should be itemised on the invoice for the trip rather than outlined in the policy document.

(c) **Action points:**

- (i) Alison to finalise the revised policy.

6. LATE DISPENSATION REQUESTS

6.1 The Board was asked to consider a late dispensation request. The Board:

- (a) **Noted** the policy on age grades and that these are typically not to be deviated from.
- (b) **Proposed** not to approve the request.

Resolution: That the Board not approve the dispensation request.

7. JUNIOR WOMEN AGE GRADE

7.1 The Board considered a point of clarification regarding the Age Grade & Eligibility Policy regarding the Junior Women division. The Board:

- (a) **Noted** the resolution under paragraph 20.2 of the minutes of the Board meeting held on 19 August 2017.
- (b) **Noted** that the current Age Grade & Eligibility Policy needs to be updated to correct the Junior Women division to be "14 years and under" rather than "under 16 years".
- (c) **Noted** as a point of clarification that, under paragraph 3 of the policy, the ability for women to play for an additional year beyond an age grade applies only to the U10, U12, U14, U16, U18 and U20 age grades in IHNZ sanctioned events, excluding the inter regional championships.
- (d) **Proposed** that the Board update Age Grade & Eligibility Policy to be consistent with the current age grades under the 2017 Events Notice.

Resolution: That the Board update the Age Grade & Eligibility Policy to be consistent with the current age grades under the 2017 Events Notice.

- (e) **Action points:**
 - (i) Policy to be updated.

8. HEALTH AND SAFETY COMPLIANCE

8.1 The Board considered the matter of health and safety compliance. The Board:

- (a) **Noted** the importance of promoting health and safety awareness, enforcing health and safety policy and complying with health and safety legislation.
- (b) **Noted** the significant cost to an individual club to remedy existing health and safety issues.
- (c) **Proposed** that the health and safety requirements for protective gear shall be enforced at the National Championships.
- (d) **Proposed** that IHNZ circulate a health and safety checklist to clubs to assist with managing their health and safety obligations.

Resolution: That the health and safety requirements for protective gear shall be enforced at the National Championships.

Resolution: That IHNZ circulate a health and safety checklist to clubs to assist with managing their health and safety obligations.

(e) **Action points:**

- (i) Sue to organise for a health and safety checklist to be circulated to clubs.

9. WORLD ROLLER GAMES

9.1 **Report:** The Board received a report on the attendance of New Zealand teams at the World Roller Games. The Board:

- (a) **Noted** the excellent results obtained by New Zealand teams.
- (b) **Noted** that the role of team managers and IHNZ's expectations could be clarified in the position descriptions and guidelines.

9.2 **Survey:** The Board considered a request from SkateNZ to conduct a survey of attendees. The Board:

- (a) **Noted** the benefit in receiving feedback from participants in the event.
- (b) **Noted** that providing email addresses to SkateNZ is consistent with IHNZ's privacy policy.
- (c) **Proposed** to outsource a survey of attendees at the 2017 World Roller Games to Skate NZ.

Resolution: That the Board outsource a survey of attendees at the 2017 World Roller Games to Skate NZ.

(d) **Action points:**

- (i) Operations to provide contact details for participants to SkateNZ.

10. INTERNATIONAL SCHEDULE

10.1 The Board:

- (a) **Proposed** to seek feedback from Operations regarding attendance at international events in 2018.

Resolution: That the Board seek feedback from Operations regarding attendance at international events in 2018.

(b) **Action points:**

- (i) Board to seek feedback from Operations.

11. TIMETABLE FOR 2018

11.1 The Board:

- (a) **Proposed** to finalise a timetable for the 2018 playing season.

Resolution: That the Board direct Operations to finalise a timetable for the 2018 playing season for the November meeting.

- (b) **Action points:**
- (i) Timetable to be finalised.

12. DISCIPLINARY PROCEDURES POLICY

12.1 The Board considered a draft of an updated Disciplinary Procedures policy. The Board:

- (a) **Noted** that there is potential for further clarification and development of the policy.
- (b) **Resolved** to finalise the review of this policy for the 2018 season.

Resolution: That the Board finalise the review of the Disciplinary Procedures Policy for the 2018 season.

- (c) **Action points:**
- (i) Pete and Ivan to draft amendments for the Board to review.

13. 2018 EVENTS NOTICE

13.1 The Board:

- (a) **Noted** that provisions of the Events Notice should be updated for the 2018 Season.
- (b) **Proposed** that the Board develop the 2018 Events Notice.

Resolution: That the Board develop the 2018 Events Notice.

- (c) **Action points:**
- (i) Ivan to undertake initial review.

14. GENERAL BUSINESS

14.1 **Next meeting:** The next meeting of the Board of IHNZ will be held on 14 October 2017, 11:00am in Wellington. Venue to be determined.

These minutes have been accepted as a true and accurate record by the Board of IHNZ.

Signed: 
Chairperson

Date: 14/10/2017

SCHEDULE

Action Points from the Board meeting of Inline Hockey New Zealand held on 19 August 2017

Agenda Item	Action Point	Due	Progress
Review of Operations Structure	Ivan to circulate operations documentation. Henry to review identified operations documentation and report back to the Board. Alison to consult external stakeholders.	Progress update at next board meeting	Ongoing. The approach taken during the first consultation session was well received. Communications regarding the next two sessions to be organised.
Player Transfers and Dispensations	Ivan to lead the review of the transfer policy.	Progress update at next board meeting	Ongoing.
Inter-regionals dispensation	Alison to review the information and make a decision on behalf of the Board.	Next Board meeting	Completed. Dispensations were allowed.
Player Surveys	Ivan to liaise with operations regarding the outsourcing of this survey to SkateNZ.	Next Board meeting	Completed. Membership survey was undertaken and presented to the Board.
Audit and Risk Committee	Ivan to circulate documents to the Audit and Risk Committee. Audit and Risk Committee to convene separately prior to the next Board meeting. Audit and Risk Committee to be given access to financial records and reports by operations.	Progress update at next board meeting First meeting prior to next Board meeting	Ongoing. Audit and Risk Committee progressed and finalised audit for the year ended 2016. Received financial records and reports from operations.
Review of policies	Alison to begin review process of existing policy documents.	Progress update at next board meeting	Ongoing. Representation policy discussed by the Board.
Financial Transactions	Ivan and Henry to review the approvals process for financial transactions.	Progress update at	Completed.

		next board meeting	
Player payments for FIRS World Championships	Enforcement of payments to be overseen by Ivan and Alison.	Next Board meeting	Payments received.
General Manager's Honorarium	Ivan and Henry to approve the transaction.	Wednesday 23 August 2017	Completed.
Referee Growth and Committee	Simon and Sue to lead the Referee Committee in a development project for referee training.	Progress update at next board meeting	Ongoing. Simon and Sue to meet with current Referee Committee.
IHNZ Rules	Sue and Simon to consult a selection of referees, coaches and senior players regarding the proposed amendments to the playing rules.	Progress update at next board meeting	Ongoing. Some feedback was received during the Northern consultation meeting.
Junior Women	Mark to draft letter for Ivan to circulate to clubs.	Next Board meeting	Completed. Board has clarified the application of the age group policy.
Strategic Planning for 2018	Simon to approach Inline Hockey Australia regarding the 2018 Oceania competition.	Next Board meeting	Ongoing, Simon is currently in Australia.
Board calendar	Ivan to set this up for the Board.	Next Board meeting	Completed.