

Board Meeting Agenda:

Saturday 2 November 2019 - 9.30am - 6pm Saturday
Sunday 3 November 2019 - 9.00am - 5pm Sunday
Heartland Hotel, Auckland

Present:

Alethea Stove, Arden Phillips, Cameron McIver, Felicity Sime, Gary Toa, Jendi Paterson, Michelle Wood, Tara Fox, Sheree Anderson, (Administration)

Agenda Item	Responsibility	Timeframe
<p>Minutes of the September Meeting were reviewed and approved Moted - Jendi Second - Felicity Motion Passed</p> <p>Decided to change the structure and timings of the meeting due to the late plane arrival of a board member and the Planning and Strategy session to change to a later time to accommodate this.</p> <p>A reminder to all Board members to declare all conflicts of interest prior to all events, this to include any advertising made at events.</p>		

<p>where money has been spent, to code spending to correct cost centres and to track event costs in a correct manner</p> <p>3. Last years audited accounts were completed by a Sports Auditor and they picked up a number of queries around invoices that were not loaded. These have been found and attached where necessary. The final set of accounts have now been signed off</p> <p>4. Outstanding Debts - reminders have been sent to the outstanding 2 debtors</p> <p>5. A no pay/no play policy to be implemented further and incorporated into all Player Agreements. A letter to be sent to the debtor informing them they need to pay in full prior to taking the rink for any trials.</p> <p>6. Use of Go Fund - Motion The Board recommended that we no longer continue to use the Go Fund agency for any applications going forward and to find a 3rd party to do these for us Motion Jendi Second Alethea <i>Motion passed</i></p> <p>7. A number of suppliers used are not GST registered. We need to encourage registration to ensure we can make claims.</p> <p>8. Referee Payments IHNZ needs to ensure that all payments made fall within IRD guidelines, currently we are still awaiting the legal and tax position on this. A new policy and payment /reimbursement system will be developed prior to start of season to ensure IHNZ meets legal obligations for supporting referees who participate in sanctioned events</p>	<p>SA to follow up</p> <p>CM to follow up with the IRD</p> <p>Policy to be written up CM</p>	
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<p>Governance and Operational Structure</p> <ul style="list-style-type: none"> • Communication Flow chart to be distributed showing communication flow • Change Management To be communicated to club secretaries • The Board will form the following Subcommittee groups (4 in total): <ul style="list-style-type: none"> 1. Financial and Risk <ul style="list-style-type: none"> - Cashflow - Insurance - Health and Safety 2. Events <ul style="list-style-type: none"> - National - interRegionals - Internationals 3. Growth and Development <ul style="list-style-type: none"> - Players - Coaches - Game Officials 4. Integrity Panel <ul style="list-style-type: none"> - Transfers 	<p>SA</p> <p>SA</p> <p>Michelle, Cameron, Felicity, Jendi</p> <p>Alethea, Tara, Arden</p> <p>Arden, Gary, Tara</p> <p>Cameron, Gary,</p>	<p>With cover letter/minutes</p>

<ul style="list-style-type: none"> - Dispensations - Disputes - <p>- The existing Referee Panel already has a coordination role focus with Michelle as the Women's representative.</p> <p>- Regional Committees: Role is to run the Regional leagues and form Nationals and InterRegional teams as per the Event Notice of each event and are seen as sub committees of the Board.</p> <p>- Regional Committees will forward to IHNZ for the annual AGM a copy of all minutes and financials for the year Regional Committee terms of reference to be reviewed</p> <p>Roles and expectations of:</p> <ul style="list-style-type: none"> • Regional sub- committees and executive conduct • Member Clubs • Individual members • Referees/ officials/ coaches • Conflict of Interest <p>To be further developed as part of the sub committees role</p>	<p>Alethea</p> <p>Felicity</p> <p>SA to remind all regional secretaries prior to the AGM</p>	
<p>Growth/Development</p> <p>Player Development: Survey the clubs and ask:</p> <ul style="list-style-type: none"> - What are they doing to grow the sport? 	<p>See Appendix 6</p> <p>SA to contact the clubs for feedback</p>	<p>Early December</p>

<ul style="list-style-type: none"> - What help do they need to grow the sport? - Club Profile/History/Snapshot of your club <p>Coaches Development:</p> <ul style="list-style-type: none"> - A coaching course to be developed for 2020/21 season. - Look to have the plan developed by March, the courses rolled out in central venues for all clubs to attend over the May - Sept 2020 period - Development to be in line with Sport NZ values and International coaching philosophies - The board to seek external funding to help promote this 	<p>TF to develop a skeleton framework for feedback from the board</p>	<p>End of November</p>
<p>Development</p> <ul style="list-style-type: none"> ● Potential Age grade changes <ul style="list-style-type: none"> - For example YW/JW/SW <p>Numbers don't support this but as the sport grows it could be looked at again in the future</p> <p>Motion It is proposed from 1 January 2020 all age grades will change to be aligned with World Hockey age grades from U10, U12 etc to 10U, 12U etc with the years of birth to be included.</p> <p>Moved Tara Second Arden <i>Motion Passed</i></p> <p>Grades will look as follows: 10U (2009 and under born) 12U (2007, 2008 born) 14U (2005, 2006 born)</p>		

<p>16U (2003, 2004 born) 18U (2001, 2002 born) Senior Women Senior Men Prem</p> <p>Junior Women grade will remain at 14U.</p> <p>Note - There is concern about the viability of the 18U grade and will be monitored going forward</p> <p>Motion That the rule that permits female players to play down one year is withdrawn. Moved Tara Second Jendi <i>Motion Passed</i></p> <p>Motion That female players are allowed to play a Woman's grade and/or an age grade Moved Tara Second Gary <i>Motion Passed</i></p> <p>Event notices will state that for nationals and inter-regionals that players can only play for one team, with the above exception that women may play in one non-womens team and also may play in one womens' team.</p>		
<p>Referee/Officiating</p>	<p>MW to follow up with the Referees/Growth</p>	

2020 Structure

Affiliation:

- All clubs need to have been affiliated to IHNZ by 31 March 2020
- The \$300 affiliation fee needs to be paid by this date
- Once received an IHNZ Affiliation Certificate will be issued to the club

Registration:

- All players must be registered by 31 July 2020 to be eligible for Nationals 2020
- Each club must pay \$40 per player by the start of the first sanctioned event

Sporty Database:

- All clubs will be required to use the Sporty Database from 1 January 2020
- Excel Spreadsheets will not be accepted

Regional Leagues:

- Need to be developed by the Regional Committee and disseminated to clubs
- Time frames for leagues are between 1 May to 31 August 2020

2020 Season Dates:

- Season start/ end dates (pertaining to culmination in Nationals / Inter-regionals)

Nationals 2020:

- Saturday 26 September to Sunday 4 October
- Venue - Ravens Inline Hockey Club, New Plymouth
- Event Notice to be developed by the Events Committee

Events Committee
Letter to be sent
confirming
acceptance - SA

Draft though to
Board by end of
November

<p>The Events Committee to further develop the 25th Anniversary Celebrations for IHNZ 2020.</p> <p>InterRegionals 2020</p> <ul style="list-style-type: none"> • Labour Weekend - 23rd to 26th October inclusive • Venue - Northern Stingrays Inline Hockey Club • Event Notice to be developed by the Events Committee <p>Note - On confirmation by the successful clubs of the event, a decline letter will be sent to other applicants</p> <p>Dispensations Process:</p> <ul style="list-style-type: none"> • Policy to be developed by the Events Committee <p>Eligibility Rules:</p> <ul style="list-style-type: none"> • Review eligibility rules for Nationals including players moving teams to play in Nationals <p>Disciplinary Process:</p> <ul style="list-style-type: none"> • New Policy has been drafted and reviewed and comments to be provided by next week <p>Sanctioned Events for 2020:</p>	<p>Events Committee Letter to be sent confirming acceptance - SA</p> <p>Events Committee</p> <p>Events Committee</p> <p>Board</p>	<p>Draft though to Board by end of November</p> <p>Draft though to Board by end of November</p> <p>Draft though to Board by end of November</p> <p>Monday 11th November</p>
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The following events have been sanctioned for the 2020 Inline Hockey Season:

March - Hamilton Devils Senior B

April - MWI (Bauer Cup) - Panthers

April - Hamilton Devils Invitational(19/SW/SM/Prem)

May - NZSSC - Ravens/NPBHS

June - Junior Grades (10/12/14/JW) Queens Birthday Tournament - Devils

June - Senior Grade (16 upwards) Queens Birthday Tournament - Ravens

July - Schools Out Tournament - Ravens

August - Stingrays Junior Tournament (10/12/14/JW)

Motion:

The Board moves that all Tournaments submitted be approved for 2020.

Moved Cameron

Second Michelle

Motion Passed

International Events

- Oceanias April 2020 - Australia
- At the time of the board meeting, no correspondence or heads of agreement had been received from Australia. Oral presentation given by Alethea and Tara in lieu of feasibility plan not having been submitted for the meeting.
- It was deemed necessary that a HOA be available before any decision be made around any NZ commitment.
- Follow up on HOA and return to Board for review and any decision to be made.

AS to contact
Australians re: HOA
status and refer to
board

Motion

<p>That the Board moves to proceed with planning around selecting coaches and organising trials to pre-empt for the potential for NZ to attend Oceanias in April 2020 given the short time frames</p> <p>Moved Alethea Second Jendi <i>Motion Passed</i></p> <p>Senior Men:</p> <ul style="list-style-type: none"> • Alethea discussed the rebuilding of the Senior Mens team and the importance of playing Oceanias and Columbia WRG in July 2020 • National League/SuperLeague - a detailed proposal is being developed by Clyde and Michelle. <p>Masters:</p> <ul style="list-style-type: none"> • Hungary June 2020 - a proposal to come to the Board from the Masters regarding attending this tournament 	<p>To be reviewed once we have more information from World Skate</p> <p>To be deferred to the next meeting</p>	
<p>New Appointments Panel</p> <ul style="list-style-type: none"> • Draft Constitution to be reviewed at the next meeting • Appointments panel process to be decided as part of this review 	<p>All Board Members</p>	<p>Draft comments to be provided by 29 November</p>
<p>Nationals 2019 Review</p> <ul style="list-style-type: none"> - Nationals Feedback has been received via the feedback forms and from Arden. 	<p>Thank you letters drafted and sent</p>	

<ul style="list-style-type: none"> - Recommendations for next year include: - sending out the draw and schedule well in advance and try to finish the event on a Saturday evening with an after function to be held - The feedback document is available for the public to read 		
<p>InterRegionals 2019 Review</p> <ul style="list-style-type: none"> - Feedback documents received was discussed and in general was positive (this included the players/officials response forms as well as the Organising committee report) - A number of recommendations were made including: <ul style="list-style-type: none"> - Event Notice being clear and issued in a timely manner - Dispensations - Referee Medals - Development of a template file for use by each organising committee in conjunction going forward 	<p>Thank you letters drafted and sent</p>	
<p>Secondary Schools Tournament 2020</p> <ul style="list-style-type: none"> - All tenders received were reviewed - New Plymouth Ravens in association with New Plymouth Boys High School will host the event on 17/18 May 2020 - IHNZ to take a more active role in helping to promote the event and will sanction the event - IHNZ to provide a budget of \$1000 for the event to help with promotion, medals and Gary Toa to be the Board liaison for the event <p>2 quotes to be provided for the medals</p>	<p>Event Notice to be written and sent out this month</p> <p>SA to follow up</p>	

<p>Communication to Clubs/ Dissemination of information</p> <ul style="list-style-type: none"> ● Social media - used for information sharing ● Use of FB was very successful during Nationals and IR's ● Website - this will be tidied up - all pre 2018 docs to be archived, all new policies to be loaded as we go ● Process to be an email to all club secretaries as a number of people are not on social media platforms ● Bios - on each Board member ● Clubs to send items for the agenda to be incorporated from 2020 onwards. Clubs who asked were told this meeting was primarily a planning and strategy meeting 	<p>To Sheree by end of the week</p>	
<p>Meeting Dates</p> <ul style="list-style-type: none"> ● In person - early Feb and prior to AGM ● Online <ul style="list-style-type: none"> - End November - suggest Thursday 28th - Meetings for 2020 to be set in early 2020 	<p>SA to send out</p>	
<p>Goals (re: rule book transition/ change in 2021)</p> <ul style="list-style-type: none"> ● 1 Quote forwarded, the Board to look at obtaining another ● Apply for a quote to fund these once 2 have been received ● Will apply for funding to purchase these in the Christmas funding round ● Nets to be sourced 	<p>SA to forward the specs to GT for goals</p>	<p>Inline Goals Quote</p>
<p>General Business</p>		

Michelle motioned that a new laptop be purchased at a cost of \$1,300 to upgrade the current laptop used to run the cameras for live streaming. A quote of \$1300 has been sourced.

Second: Gary

Motion passed

(Note this is to replace the repairs cost of up to \$400 agreed upon in the 12/09/2019 minutes)

1. JW Italy 2018 Hospital Invoices

Payment to be made to the Hospital directly by IHNZ. Invoices from all the players in question to be sent to Sheree.

Insurance Quotes for travelling - we need to get 2 quotes for use going forward

2. Police Vetting - A suggestion has been put forward that all clubs submit names of Referees, Coaches and Managers to IHNZ for vetting purposes.

The Board has decided that it is a club decision and each club may form their own policy around Police Vetting if they choose.

The Board will support efforts of member clubs around ensuring a safe and healthy environment for our players and volunteers to be able to participate in our sport.

All members of the Board and any members subsidiary committees relating to the Board will be Police Vetted in the first instance.

3. Clyde - proposal around inviting an international coach with appropriate credentials to support coaching programme/ development - to be deferred until the proposal for Senior Men is tabled

SA to contact the hospital and pay in full direct to them
SA to follow up

All official agreements are to be reviewed

4. Bullet point list from the minutes to be drafted for all clubs and disseminated as a cover note.

Meeting closed at 4.15pm