

15 February 2020

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## Board Meeting Agenda:

**Saturday 15 February 2020**

**Time - 9.30am - 3.30pm**

**Heartland Hotel, Auckland**

### **Present:**

Alethea Stove, Arden Phillips, Cameron Mclver, Gary Toa, Michelle Wood, Tara Fox, Paul Franklin, Sheree Anderson, (Administration)

<b>Agenda Item</b>	<b>Responsibility</b>	<b>Timeframe</b>
<p>Cameron welcomed all to the meeting and advised Paul Franklin was in attendance, and if all present were happy for him to be present.</p> <p>All Board Members agreed.</p> <p>Arden sought further clarification as to whether Paul Cameron was present as the organisations lawyer or as a facilitator.</p> <p>Paul responded that he was invited by Cameron and is present in both capacities.</p> <p>Paul Franklin gave a brief outline of his background and stated he was happy to assist in the process going forward and be a legal tool in which to provide some guidance to ensure the Board were acting correctly in terms of a robust process and the documentation at hand</p>		

**The Board entered into Committee status at 9.45am**

**Motion**

That the board vote to ratify Cameron McIver as the Chair going forward

**Move** Michelle

**Second** Tara

3 for, 2 against

**Motion Moved**

**Motion**

The Board will invite Arden Phillips to resign from the board based on the breach of the Code of Ethics within the Inline Hockey New Zealand board manual and policy document.

Arden is to advise his decision in writing to the Chair, Cameron McIver by 5pm Monday 17 February 2020.

Moved - Michelle

Second - Tara

**Motion Passed**

**1 abstention**

The Board Meeting resumed at 1.00pm with the following members in attendance:

Cameron McIver

Michelle Wood

Alethea Stove

Tara Fox

Gary Toa

Sheree Anderson ( Administration)

<p><b>Motion</b>  That the minutes Minutes from 14 January 2020 are accepted  Move Cameron  Second Alethea  <b>Motion Passed</b></p>		
<p><b>Health and Safety</b>  First draft of Oceanias H and S plan drafted for comment.  To be used as a template to add to:</p> <ul style="list-style-type: none"> <li>- Australian Venue Information</li> <li>- Insurance</li> <li>- Contact details</li> <li>- Flights</li> <li>- Hotels</li> <li>- Sickness and Isolation</li> <li>- Hydration</li> <li>- Addition of First Aiders</li> <li>- Wearing of correct safety equipment</li> <li>- Any other relevant information</li> </ul>	<p>AS  SA to add other relevant information to the plan</p>	
<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. Jan 2020 Financial Reports</li> <li>2. 2019 Audit update &amp; reports</li> <li>3. Budgets update</li> <li>4. Grants Update <ol style="list-style-type: none"> <li>a. General</li> <li>b. Sport NZ</li> </ol> </li> </ol> <p>Give money for online training, referees courses etc so \$4000 to be provided to us  Sport NZ report is due end of March</p> <ol style="list-style-type: none"> <li>5. Terms of Reference for finance &amp; grants committee</li> </ol>	<p>MW</p> <p>MW to complete report</p> <p>Feedback to MW and then an expression of interest to be</p>	

<p>Use Mark Sutton and/or Rob Henry to help us with reviewing accounts etc Expression of Interest from people within the hockey community to help us with grants and funding</p> <p>6. Query for WRG Senior Womens Account and any remaining funds</p> <p>Discussed reports and access to funding</p>	<p>developed</p> <p>MW to contact Courtney for her spreadsheets</p> <p>AS/SA</p>	
<p><b>Constitution Review</b> Draft is held in the shared file, once feedback has been reviewed Sheree to send to the clubs for feedback</p>	<p>All</p>	<p>Feedback to the board by Friday 22 February</p>
<p><b>Plan and Policy Development Updates</b></p> <ul style="list-style-type: none"> <li>- Disciplinary Policy Still currently with the lawyers</li> </ul>	<p>CM to follow up</p>	
<p><b>Coaching Proposals</b></p> <ul style="list-style-type: none"> <li>- World Skate has been discussing an initiative</li> <li>- Dave Hammond has been included</li> <li>- Look to use the USA Hockey hockey resources in conjunction with Ice for rolling out a coaching programme</li> <li>- Look to getting people to the event and the coaches being able to disseminate the information to clubs and coaches</li> </ul>	<p>TF/SA</p>	<p>-</p>

<p><b>Oceania</b></p> <ul style="list-style-type: none"><li>- Progress Report</li><li>- Players who have withdrawn and orders</li> <li>- 16U team</li><li>- Chaperones/Asst Manager Duties and Costs</li><li>- Van use ( partners etc)</li><li>- From airport to hotel is allowed if they have travelled on an IHNZ ticket and there is room, during tournament time to and from the rink etc, they will need to find own transport</li><li>- Managers and CDM to sort once on the ground in Australia</li> <li>- Gifts Order the silver fern brooch in box - 300 Order banner</li> <li>- Confirmation of 16s, SW and Vets Coaches</li></ul> <p><b>Police Vetting Process:</b></p> <ul style="list-style-type: none"><li>- Coaches/Managers/CDM all to undergo Police Vetting and MOJ Third Party Criminal Conviction check</li><li>- Any one checked in the last 2 years will not be rechecked and must submit a declaration</li></ul>	<p>AS</p>            <p>SA</p>          <p>SA</p>          <p>SA</p>	<p>Announce the SW and Masters Coaches, Vets TBC to clubs, managers and on FB</p> <p>Email to Gordon Tam</p>

<p><b>Referee Chair</b></p> <p><b>Proposal:</b> For the Board to put together an Operational working group covering the different areas in our sport. The suggested make up: 2 x Board Members 1 x Referee Representative 1 x Coach Representative 1 x Player Representative 1 x Administrator (possibly)</p> <p><b>Proposal:</b> IHNZ purchases up front a batch of Referee Shirts. <i>(Whether the Board decides to keep these and have them available for sanctioned tournaments or the Referee's purchase these direct from IHNZ still to be decided)</i></p> <p>IHNZ to buy a number of shirts and offer to sale for referees</p> <p>- Referee Reimbursements Policy Costs need to be approved prior to events</p> <p>To be added to the next meeting</p> <p>Proposal to roll out the Rule Book for the Referees</p> <p>- Seminars/Refresher for the referees to cover off the new rule book</p>	<p>MW to speak with AK</p> <p>MW to speak with AK</p> <p>MW</p> <p>MW and AK to put a plan and budget for this</p>	<p>To be reviewed at the next conference call</p>
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<p><b>Rule Book Feedback</b></p> <ul style="list-style-type: none"> <li>- Feedback has been received from clubs</li> <li>- The Rule Book to be printed up in A5, spiral bound and issue a dozen to each club</li> </ul>	<p>SA to get printed and distributed for use at MWI/Bauer Cup</p>	
<p><b>WRG 2020 and World Champs 2021</b></p> <ul style="list-style-type: none"> <li>- No representative team to WRG 2020 as per November minutes</li> <li>- November 2021 - Argentina - JM/SM, JW/SW</li> <li>- After Oceanias 2020 put together EOI's, squad training and development for this</li> <li>- The organisation to look at paying for the coaches and managers to attend but to be discussed in more detail at a later date</li> </ul>		
<p><b>Nationals and InterRegionals Planning 2020</b></p> <ul style="list-style-type: none"> <li>- Events Committee</li> <li>- EOIS for Tournament Directors to go out</li> <li>- Nationals: <ul style="list-style-type: none"> <li>- add in 18U for males,</li> <li>- add in 23U for males</li> <li>- JW - 14U for females</li> </ul> </li> </ul> <p>To be reviewed further</p>	<p>SA to check numbers on Sporty</p>	
<p><b>Templates</b></p> <ul style="list-style-type: none"> <li>- Nationals and Inter Regionals Template to be developed and distributed to the organising committee or events team, a tournament director</li> </ul>	<p>SA to look at this</p>	

<p><b>Solos Rink</b></p> <ul style="list-style-type: none"> <li>- Discussion to be deferred to next meeting</li> </ul>	<p>SA to add to next agenda</p>	
<p><b>2020 Meeting Dates</b></p> <ul style="list-style-type: none"> <li>- Face to Face</li> <li>- Conference Calls to be deferred to next meeting</li> </ul>	<p>SA to add to next agenda</p>	
<p><b>Club Feedback:</b></p> <ol style="list-style-type: none"> <li>1. Nationals Event Notice</li> <li>2. InterRegional Events Notice</li> <li>3. Referee/ Rule Book</li> <li>4. A Plan to contribute to the growth of participant numbers in our sport</li> <li>5. A coach training, development, certification program information</li> <li>6. A marketing and promotion plan</li> <li>7. Mystery Mixer Tournaments</li> <li>8. The viability of an 18 and under grade without the ability for those in other grades to also play in addition to their usual team</li> </ol>	<p>SA to add to next agenda</p>	