



# New Zealand Inline Hockey Assoc

Notice of Annual General Meeting



## Governance Review - 'To Build the Game'

The NZIHA Executive unanimously adopted the Governance Review report 'To Build the Game' at its meeting on February 3<sup>rd</sup>, 2013 following the Governance Review Committee's (GRC) report chaired by independent advisor, Paul Cameron.

The intention of the 2014 Executive is to continue with the recommended structure of "the Appointments Committee" and appointment of an NZIHA Executive Board.

Before any changes are made to the constitution the Independent Advisor recommends a further year of the Board Appointment process and NZIHA Board to have time to implement 2014 strategic priorities outlined in the NZIHA Strategic Plan.

Progression of Strategic priorities will demonstrate to the Inline Hockey community that the revised model is in the process of delivering improvements to the sport as a whole.

Included in this communication is:-

- Notice of AGM
- AGM Agenda
- Registration of Delegates
- Call for Remits
- Board Member position applications open

We may now receive remits from Clubs by 20 March (30 days prior to AGM) for the upcoming AGM, so that NZIHA may redistribute all remits to Clubs by 22 March being 28 Days prior to the AGM. (Please use the format provided in the guidelines below). Remits, Minutes of the 2013 AGM and the NZIHA 2014-2017 Strategic Plan will be distributed 22 March 2014.

Applications for Board membership are now being sought. All applications are to be emailed to Appointments Chairman, Paul Cameron, by March 31st.

Paul can be contacted at [paullyndacameron@gmail.com](mailto:paullyndacameron@gmail.com) to discuss anything in confidence re the process.

Kind Regards



Krystyna Beardman  
Operations Manager  
New Zealand Inline Hockey Association

# Notice of Annual General Meeting

***New Zealand Inline Hockey Association  
 Annual General Meeting Agenda  
 April 19, 2014  
 Meeting Start 10am  
 Mt Wellington Skate Rink, Auckland  
 (registration from 9.30am)***

- Welcome
- Confirmation of Delegates Attending
- Apologies
- Previous Minutes & Confirmation
- Acting Chairperson's Report April 2013 – Jan 2014
- Acting Chairperson's Report Jan 2014 – April 2014
- Report; Financial End of Year 2013 (31 Dec 2013)
- Report; Financial Portfolio
- Report; Referees Portfolio
- Report; Coaching Portfolio
- Report; EO Portfolio
- Report; Growth Portfolio
- Report; Independent Advisor including Strategic Plan
- Remits
- Announcement of Executive Board
- Appointment of Auditor
- General Business
  - Board Notified Intention
    - Item One – Centralised National Operations Committee
    - Item Two – Strategic Plan Endorsement

## **Club Delegates**

*A member Club having all dues paid shall be entitled to one voting delegate at General and/or Special meetings, providing the member is not under suspension and has at least ten (10) registered members for whom the current fees have been paid.*

*Club delegates may represent one club only and shall be a member of the club they represent.*

## Registration for Club Delegates attending 2014 AGM to be held on April 19<sup>th</sup> in Auckland.

To assist with meeting arrangements please email and confirm if your club will be sending delegates by March 31<sup>st</sup>, 2014

Name of Club: \_\_\_\_\_

Name of Voting Delegate : \_\_\_\_\_

Name of non-voting Delegates : ( max 2) \_\_\_\_\_

I, President/Secretary of \_\_\_\_\_

confirm \_\_\_\_\_

the above named delegates are financial members of our club, and members of the NZIHA for the 2014 year.

Further, I confirm that the \_\_\_\_\_ is

affiliated with the NZIHA for the 2014 season and is in good standing with the New Zealand Companies Office.

Signed: \_\_\_\_\_

(President/ Secretary)

Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_

### Club Delegates

All NZIHA affiliated clubs are eligible to have two club registered delegates attend; one of these delegates must be nominated by their club as the "voting" delegate. Club delegates may represent one club only and shall be a member of the club they represent. There is no voting by proxy.

***A signed copy of this form should be presented at registration on arrival.***

## Call for Remits

Remits can now be accepted using the format provided in this guideline document. The final date for accepting remits is March 20th, 2014, 5pm. The acceptable format for submission of remits is:

Guidelines for Submitting Remits  
(taken from the Companies Office Website )

### Alterations to the Rules

Section 21 provides that "A society may from time to time alter its rules in the manner provided by the said rules but subject to the provisions of this Act".

In a society's rules are provisions that allow it to alter its rules by adding, changing, or removing rules or even replacing them completely. The manner in which these changes are discussed and decided upon is governed by your rules which should cover topics such as notices of motion, quorums, and required majorities.

The only restriction placed by the Act on the type of alterations made is that they must not conflict with any part of the Act (e.g. Section 6 or Section 13) and they must not conflict with the general law.

Note that a decision on the acceptability of the changes can only be given after a formal application has been received.

When making up a resolution to change one or more rules you must ensure that the resolution to be voted upon includes an explanation of what is to happen e.g:

"That rule 6(1) be amended by deleting ..."

"That rule 6(1) be amended by deleting ... and substituting ..."

"That rule 6 be repealed".

"That rule 6 be repealed and replaced by the following ..."

"That rule 6 be amended by adding as subsection 6(3) the following ..."

"That a new rule, rule 67, be added as follows ..."

"That the existing rules be repealed and replaced by the following ..."

Please provide each remit submitted on a separate page, the remits should be forwarded in MS Word format to the NZIHA email address by the due date. ([nz.inline@gmail.com](mailto:nz.inline@gmail.com))

- **Please make sure the "subject header" in the email is "REMIT for NZIHA AGM from xxxxx Club". (replace xxxxx with your Club name)**
- **Remits must also be posted to NZIHA, P.O.Box 18001, Merrilands, New Plymouth and signed by the Club Secretary on or before the closing date.**
- **Remits can only be accepted from clubs currently affiliated to the New Zealand Inline Hockey Association and have met their obligations with the companies office and are currently incorporated.**
- **Remits submitted must be specifically related to the current NZIHA Constitution.**

## Remit Submission Form

Submission from: \_\_\_\_\_ Club

Club Secretary: \_\_\_\_\_ (name)

Date: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that the Remit change submitted on this form for consideration at the New Zealand Inline Hockey Association Annual General Meeting has been agreed to by the Executive of the \_\_\_\_\_ Club.

Signature: \_\_\_\_\_

*That Rule: (Please follow the format listed on the "Call for Remits" guideline page)*



## **NZ Inline Hockey New Board Member Position Outline**

Closing Date: 31 March 2014  
Applications To: [paullyndacameron@gmail.com](mailto:paullyndacameron@gmail.com)

New Zealand Inline Hockey is the National Governing Body for the sport of Inline Hockey within New Zealand.

NZIHA in 2012-13 had an independent governance review, which has recommended a move to a more formal structure of a board rather than a committee. The intention is to attract the best skilled people available.

The implemented structure for the Board was 8 persons, 6 internal from the inline community and 2 independents. The intention is to continue with this structure.

For 2104-15 the 2013-2014 NZIHA Board shall continue with any vacancies to be appointed by the appointments panel (subject to AGM outcomes)

The Board is aware that Richard Nelson has indicated he will step down at he April 2014 AGM. Independent Board member Neville Male has resigned his position on the board but has indicated he remains committed to assisting the '2014 Top of the South' growth initiative in Nelson and Motueka. Paul Cameron has already stepped down as acting chair, but remains as NZIHA independent advisor. The NZIHA Appointments Panel seek nominations for both Internal and Independent Board Member vacancies. The Independent Advisor is actively seeking potential external Board members.

### **Board Composition**

- Board to comprise of up to 8 appointed persons, with up to two independent members [if possible] and ideally including the Chair.
- Board composition to include persons' with knowledge of the game
- Have the capacity to co-opt the necessary people to assist the 'volunteer governance/management' in areas like IT, Media and Communications

### **Board Meetings**

- Board aims to meet [physically] at least 6 times per year with telephone/skype meetings at least 4 times per year

## Board Expectations

- Greater level of strategic work to be covered by, the Board: **‘To Build The Game’**.
- Board need to be leaders individually and collectively
- Values need to be created and adhered to
- Members need to be respected internally and externally
- Fiduciary duty to be able to place the sport’s needs ahead of club and individual desires
- Abide by Board protocols and collective decisions [responsibility]
- Maintain confidentiality
- Lead Portfolios [for example] including : -
  - Lead the Game
    - Legal
    - Governance
    - Leadership
    - Stakeholders
  - Develop & Deliver the Game
    - Coaching
    - Referees
    - National Operations
    - Events
    - Growth
  - Profile the Game
    - Marketing
    - Public relations
    - Sponsorship
  - Finance the Game
    - Finances
    - Grants
    - Fundraising
- The ability to ‘Dream’. All boards need to collectively look beyond the current discussing new ways and opportunities but remembering the game is for the players and not for the administrators, officials or parents – ‘Playing the Puck’.
- Due to the small size of the ‘volunteer’ sport the Board will need to carry out a combination of strategic/operational tasks but with an emphasis towards 80% strategic and 20% operational, the reverse of the current situation.

## Strategic Plan

- Full strategic planning is now complete including creation of a one page plan for the sport. The Strategic Plan is being presented to the AGM 2014.

### Key tasks

- Implementation of the strategic initiatives



New Zealand Inline Hockey Association  
P.O.Box 18001  
Merrilands, New Plymouth, NZ

- To ensure an effective, well structured, cohesive sport for New Zealanders

If you are interested in helping the sport of inline hockey please apply in writing to :  
[paullyndacameron@gmail.com](mailto:paullyndacameron@gmail.com).

Candidates should include CV and a cover letter highlighting the skills and what you believe you can achieve for the sport of inline in the future.