

# New Zealand Inline Hockey Association

## Annual General Meeting

Year Ending December 31, 2014

Notice of Meeting

Saturday 2<sup>nd</sup> May 2015

Wellington Airport 10.00am

First Notification

## 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. During 2014 the Board continued with the recommended structure of the Appointments Committee” and appointment of an NZIHA Executive Board.

During 2014 the Independent Advisor recommended that the Board Appointment process remain in place for another year before any changes were made to the constitution. The 2014 AGM accepted this recommendation.

At the 2015 AGM the NZIHA Board would like to adopt a new constitution that takes into account

- Board Structure with Appointments Panel
- Compliance with the new incorporated Societies Act (note this also affects many incorporated Clubs).
- Compliance with regulatory changes for the Health & Safety Reform Act and XBR Financial reporting.
- Strengthen disciplinary process for off rink Code of Conduct matters.
- Other minor changes

After consultation with our legal advisors we are advised the government is issuing a ‘**precedent constitution**’ in March. Legal advice and NZIHA’s intention is to align fully with the precedent constitution.

Under our existing constitution we need to provide 40 days notice of general meetings, remits need to be received 30 days prior to the AGM and documents and any change to the constitution must be distributed 28 days prior to a AGM.

Annual General Meeting set for Saturday 2<sup>nd</sup> May 2015

- 28 Days prior to AGM 4 April
- 30 Days prior to AGM 2 April
- 40 Days prior to AGM 23 March

**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 2<sup>nd</sup> April (30 days prior to AGM) for the upcoming AGM, so that NZIHA may redistribute all remits to Clubs by 4 April being 28 Days prior to the AGM. (Please use the format provided in the guidelines below). Remits, Minutes of the 2014 AGM, Portfolio Reports and the proposed new constitution will be distributed 4 April 2015.

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.

## ***NZIHA Celebrates 20<sup>th</sup> Anniversary 2015***

NZIHA celebrates a milestone year in 2015 with our 20 year anniversary.



The new structure will help the sport achieve articulated strategic objectives. I draw your attention to Board Notes on the website where you will find information on 'tracking progress' against the strategic plan 2014-2017.

2015 sees the introduction of a new online registration system SuperForms. This system will enable NZIHA to build a database of information to help reduce duplication and streamline the process for Clubs and NZIHA alike. 2015 will also see the introduction of the Cash, Community and Competition operational committees that will work together with Krys Beardman, NZIHA General Manager to deliver the game of inline hockey in New Zealand and implement Board Strategies. I look forward to a well supported Annual General Meeting as we look to seed the foundation and 'Build the Game' for the next twenty years.

Kind Regards  
Barbara Baker  
Chairperson  
New Zealand Inline Hockey Association

# Notice of Annual General Meeting

## **New Zealand Inline Hockey Association**

*Annual General Meeting*

*Agenda May 2nd, 2015*

*Meeting Start 10am*

*Wellington Airport, Conference Centre, Wellington*

*(Registration from 9.30am)*

- Welcome
- Confirmation of Delegates Attending
- Apologies
- Previous Minutes & Confirmation
- Chairperson's Report
- Report; Financial End of Year 2014 (31 Dec 2014)
- Report; Financial Portfolio
- Report; International Travel Costs Oceania & FIRS 2014
- Report; Operations
- Report; Referees Portfolio
- Report; Coaching Portfolio
- Report; EO Portfolio
- Report; Growth Portfolio
- Report; Independent Advisor
- Remits
- Announcement of Executive Board
- Appointment of Auditor
- Proposed Amendments to Constitution
- General Business

### **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.*

### **Proposed Constitutional Changes**

*At the 2015 AGM the NZIHA Board would like to adopt a new constitution that takes into account*

- 1. Board Structure with Appointment Panel*
- 2. Compliance with the new incorporated Societies Act (note through the legislative process 104 recommendations were accepted for change which also affects many Clubs who are also incorporated).*
- 3. Compliance with regulatory changes for the Health & Safety Reform Act and XBR Financial reporting.*
- 4. Strengthen disciplinary process for off rink Code of Conduct matters.*
- 5. Other minor changes*

*The government will be issuing a precedent constitution March 2015 and this will be the document that NZIHA will fully align with and will be distributed for Club review on the 4<sup>th</sup> April 2015.*

**Registration for Club Delegates  
attending 2015 AGM to be held on May 2<sup>nd</sup> in Wellington**

To assist with meeting arrangements please email and confirm if your club will be sending delegates by March 31<sup>st</sup>, 2015

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 2015 year.

Further, I confirm that the \_\_\_\_\_ is affiliated with the NZIHA for the 2015 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.***

# NEW ZEALAND INLINE HOCKEY STRATEGIC FRAMEWORK 2014 - 2017

**OUR MISSION**

To lead and support pathways that nurture a lifelong involvement in Inline Hockey

**OUR VISION**

More people playing, achieving and enjoying New Zealand's most exciting sport.

**OUR STAKEHOLDERS**

Inline Hockey Community, RST's, NSO's, Sport NZ, International Skate/ Hockey Organisations, Funders/Sponsors, Schools, Councils

**OUR VALUES**

**I**  
Integrity

**N**  
Nurture

**L**  
Lifelong

**I**  
Inclusive

**N**  
Network

**E**  
Excellence

**T**  
Together

**E**  
Everyone

**A**  
Achieves

**M**  
More

**LEAD**  
DIRECTION

To be a well governed, effectively managed organisation - providing leadership to the sport

**Key Performance Indicators**

Board structure continuance with appointed members

Clear direction for sport through strategic plan

Relationships solidified with stakeholders

Management structure implemented and operating effectively with performance evaluations

Organisation positioned well with succession planning

**GOAL**

Create an organisation to succeed through implementation of a robust and capable inline hockey structure to deliver a quality sport experience

**OUTCOMES**

Optimised performance through an effective structure & skilled people to deliver a quality sport experience

**DEVELOP & DELIVER**  
DIRECTION

Strengthen, nurture and grow the sport

**Key Performance Indicators**

NZIHA to provide resource for "Learn to skate and play inline hockey" program (by end 2015). Most Clubs (80%) engaging with local communities including schools by end 2016.

Pathways for players, coaches, referees and volunteers communicated to community, providing growth & international achievement. By 2017 improved club access to quality playing facility with three venues capable of international events.

Opportunities for development of players opened up. Local & international achievement targets met for high performance.

**GOAL**

Drive and nurture growth and participation

Seek to improve the development and delivery of the sport from grassroots to high performance

Attain higher levels of performance

**OUTCOMES**

Increased participation, achievement and capability

**PROFILE**  
DIRECTION

Build the profile of the game

**Key Performance Indicators**

Improved stakeholder satisfaction. Communication, Promotion, Marketing and Media Plan developed and in place

Effective execution of Communication, Promotion, Marketing and Media Plan Strategies

**GOAL**

Improve the sport of inline hockey's profile through engagement with internal and external stakeholders

**OUTCOMES**

The sport of inline hockey attaining a higher profile and recognized as an appealing sport across New Zealand

**FINANCE**  
DIRECTION

Develop funding pathways for investment in the sport

**Key Performance Indicators**

Reserves held by NZIHA

Relationships built with key funding agencies

Regional strategies underwritten for development projects, prioritised to areas with risks

Increase of annual income by 25% annually

**GOAL**

Financial security of the organisation and increased funding to meet goals

**OUTCOMES**

The sport of inline Hockey securing financial viability and sustainability



# NZ Inline Hockey New Board Member Position Outline

**Closing Date:** 4 April 2015  
**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 is 8 persons, with a minimum of 2 independents. The intention is to continue with this structure.

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 Meetings

- Board aims to meet [physically] at least 5 times per year with telephone or electronic meetings at least 5 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
- 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 with an aim to move the board to greater emphasis on governance and strategy.
- Time expectation is approximately 10 hours per month

## Strategic Plan

- The Strategic Plan as presented to the AGM 2014.

Key tasks

- Implementation of the strategic initiatives
- 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.