

**Minutes of the Board meeting of Inline Hockey New Zealand (IHNZ) held on 19 August 2017,  
9:00am at Heartland Hotel, Auckland**

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

Apologies: Pete Shields

**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 Simon declared a conflict of interest regarding agenda item 9.

2.2 Ivan declared a conflict of interest regarding agenda item 5.3.

**3. BOARD-ALONE DISCUSSION**

3.1 The Board entered a Board-alone discussion.

**4. REVIEW OF OPERATIONS STRUCTURE**

4.1 The Board agreed, following overwhelming feedback, to review the operations structure of IHNZ with a focus on more effective administration of the sport on behalf of its members. Following in-board discussion, the Board:

- (a) **Noted** the need for operational restructuring of IHNZ.
- (b) **Noted** that operational reform would benefit from consultation with clubs (at consultation sessions) and external stakeholders to provide constructive input into the process.
- (c) **Noted** that the independent board members are in the best position to lead the review.
- (d) **Proposed** that the Board investigate reforming the operations structure of IHNZ.
- (e) **Proposed** that the Board consult with clubs and external stakeholders.

<b>Resolution:</b> That the Board investigate reforming the operations structure of IHNZ.
<b>Resolution:</b> That the Board consult with clubs and external stakeholders on reforming the operations structure of IHNZ.

(f) **Action points:**

- (i) Ivan to circulate operations documentation.
- (ii) Henry to review identified operations documentation and report back to the Board.
- (iii) Alison to consult external stakeholders.
- (iv) Board to hold consultation sessions as the first item on the agenda of the next three Board meetings.

- (v) Agreed to hold the next three Board meetings in specific regions to enable members and stakeholders ease of access to these consultation sessions (see agenda item 16.1).

## 5. PLAYER TRANSFERS AND DISPENSATIONS

5.1 **Transfers:** The Board discussed the transfer policy and use of the transfer form. The Board:

- (a) **Accepted** the decisions of operations regarding player transfers as presented.
- (b) **Noted** that the Board is concerned by the number of player transfers.
- (c) **Proposed** that the Board reassess the transfer policy.

**Resolution:** That the Board reassess the transfer policy.

(d) **Action points:**

- (i) Ivan to lead this review.

5.2 **Late registration dispensation:** The Board considered a dispensation request for late registration. The Board was informed that the player is a goal keeper and registration would enable the club to field a team without seeking transfer of a goal keeper from another club. The Board:

- (a) **Noted** that approving the dispensation was, in these particular circumstances, in the best interests of the player, the club and the sport.
- (b) **Proposed** to approve the dispensation.

**Resolution:** That the Board approve the recommendation of the operations team to approve the late registration dispensation.

5.3 **Inter-regionals dispensation:** The Board considered a request for a club member to transfer to a club in another region, but to continue to play for the original region's team at an inter-regional level. The Board:

- (a) **Noted** that, under the transfer policy, a player must play for the new club and region once transferred.
- (b) **Noted** that a dispensation of this requirement requires full justification.
- (c) **Proposed** that in the absence of full information, the decision on this dispensation be made by Alison Storey following the Board's discussion of the appropriate application of the policy.

**Resolution:** That the Board delegate consideration and approval/rejection of the inter-regionals dispensation request to Alison Storey.

(d) **Action points:**

- (i) Alison Storey to review the information and make a decision on behalf of the Board.

5.4 **Other dispensation requests:** The Board considered other dispensation requests and the recommendations of operations. The Board:

- (a) **Proposed** to approve the other dispensation requests.

**Resolution:** That the Board approve the recommendations of the operations team with regard to the other dispensation requests.

## 6. PLAYER SURVEYS

6.1 The Board considered a proposal to undertake a player survey. The Board:

- (a) **Noted** that as a part of the Board's initiative to better understand player needs, to monitor the health of the sport and to future proof the sport, engagement with players is vital.
- (b) **Noted** the benefit in outsourcing this survey to utilise SkateNZ's existing resources.
- (c) **Proposed** that a survey of players be undertaken.

**Resolution:** That the Board approve the outsourcing to SkateNZ of a player survey to gather data on player perspectives on and engagement with the sport.

- (d) **Action points:**
  - (i) Ivan to liaise with operations regarding the outsourcing of this survey to SkateNZ.

## 7. BOARD GOVERNANCE

7.1 **Audit and Risk Committee:** The Board considered the need for an Audit and Risk Committee in accordance with its Board Manual and for the purposes of better oversight and governance of IHNZ. The Board:

- (a) **Proposed** that Henry, Sue and Mark sit on the Audit and Risk Committee.
- (b) **Noted** that an independent board member would be best placed to lead the Audit and Risk Committee.
- (c) **Proposed** that Henry be appointed as the Convenor of the Audit and Risk Committee.

**Resolution:** That the Board appoint Henry, Sue and Mark to sit on the Audit and Risk Committee.

**Resolution:** That the Board appoint Henry as the Convenor of the Audit and Risk Committee.

- (d) **Action Points:**
  - (i) Ivan to circulate documents to the Audit and Risk Committee.
  - (ii) Audit and Risk Committee to convene separately prior to the next Board meeting.
  - (iii) Audit and Risk Committee to be given access to financial records and reports by operations.

7.2 **Review of policies:** The Board considered that reviewing existing IHNZ policies is desirable. The Board:

- (a) **Noted** that it would be appropriate to consult the Independent Advisor to the Board, Paul Cameron.
- (b) **Noted** that the Board should consider future proofing the Board.
- (c) **Proposed** a systematic and careful review of existing policy.

**Resolution:** That the Board systematically review existing policy documents.

(d) **Action points:**

- (i) Alison to begin review process.

## 8. FINANCIAL TRANSACTIONS

8.1 The Board considered the existing process for approving transactions. The Board:

- (a) **Proposed** that the Board streamline the approvals process for financial transactions to increase transparency and accountability.

**Resolution:** That the Board streamline the approvals process for financial transactions.

(b) **Action point:**

- (i) Ivan and Henry to review the process.

## 9. PLAYER PAYMENTS FOR FIRS WORLD CHAMPIONSHIPS

9.1 The Board considered outstanding payments relating to the forthcoming trip to China to attend the FIRS Roller Games and World Championships. Simon removed himself from discussions after declaring a conflict of interest. The remaining members of the Board:

- (a) **Noted** the requirements of the National Team Selection Policy that all players are committed to making all payments.
- (b) **Noted** that several of the outstanding payments are pending funding due to the timing of IHNZ's invoicing of the trip.
- (c) **Noted** that on the information as presented and in fairness to all players, the Board will not accept late payment by any player (and will not accept any form of payment plan), unless proof of an approved grant is presented.
- (d) **Proposed** that all payments, or proof of an approved grant, must be received by IHNZ prior to departure for China.

**Resolution:** That all payments for the trip to the FIRS World Championships, or proof of an approved grant, must be received by IHNZ prior to departure for China.

(e) **Action points:**

- (i) Enforcement of payments to be overseen by Ivan and Alison.

## 10. GENERAL MANAGER'S HONORARIUM

10.1 The Board considered a request from the General Manager of payment of the honorarium for the period May to August 2017. The Board:

- (a) **Noted** that approval of the transaction must be made by two account signatories at a Board level (Henry and Ivan).

- (b) **Noted** the previous Board approval of an honorarium in November 2016 for the period September 2016 to December 2016 and approval of an honorarium for the period January 2017 to April 2017.
- (c) **Proposed** to approve an honorarium for the General Manager in recognition of voluntary services to IHNZ for the period 1 May 2017 to 31 August 2017.
- (d) **Noted** that approval of the above honorarium is in recognition of voluntary services to date and that all honorarium payments contemplated by the Board have now been approved.

**Resolution:** That the Board approve an honorarium for the General Manager in recognition of voluntary services to IHNZ for the period 1 May 2017 to 31 August 2017.

- (e) **Action points:**
  - (i) Ivan and Henry to approve the transaction.

## 11. GRANT FUNDING

11.1 The Board considered that it should have greater transparency from operations regarding existing and future grant funding arrangements. The Board:

- (a) **Noted** that it would like to receive a report from operations regarding current funding arrangements so that it can understand how IHNZ needs to perform under these arrangements.
- (b) **Proposed** that the Board instruct operations to provide a grant funding report at the next Board meeting.

**Resolution:** That the Board instruct operations to provide a grant funding report at the next Board meeting.

## 12. COMMUNICATIONS GUIDELINE

12.1 The Board considered the use of communications channels by IHNZ and the desirability for better policy around this process. The Board:

- (a) **Proposed** to streamline communication processes.\

**Resolution:** That the Board streamline and clarify communication processes via a policy and procedural review.

## 13. REFEREE GROWTH AND COMMITTEE

13.1 The Board discussed the need for growth in referee numbers and how the Referee Committee could better facilitate this. The Board:

- (a) **Noted** the lack of referees in regions and its concerns regarding referee training and opportunities.
- (b) **Proposed** that the Board appoint Simon and Sue to the Referee Committee.

**Resolution:** That the Board appoint Simon and Sue to the Referee Committee.

(c) **Action points:**

- (i) Simon and Sue to lead the Referee Committee in a development project for referee training.

## 14. IHNZ RULES

14.1 **Playing rules:** The Board considered that currently Inline Hockey in New Zealand uses a hybrid rulebook. The Board:

- (a) **Noted** that this is not desirable going forward as it limits opportunities internationally and is a barrier to utilising international coaches and referees.
- (b) **Noted** that of the two rulebooks, the Board's preference is the FIRS rulebook rather than the IIHF rulebook as there are more opportunities internationally for development under this rulebook and such opportunities are accessible to both male and female players at all levels of competition.
- (c) **Noted** that a transition period may be necessary for some rule changes such as to smaller goals.
- (d) **Noted** the potential for grant funding to assist clubs with changes to goal sizes.
- (e) **Proposed** that, in accordance with clause 4.1.4 of the IHNZ Constitution, the Board consult with members regarding amending playing rules to be in line with the international FIRS rulebook, such amendments to be in place for the 2018 season.

**Resolution:** That, in accordance with clause 4.1.4 of the IHNZ Constitution, the Board consult with members regarding amending playing rules to be in line with the international FIRS rulebook, such amendments to be in place for the 2018 season.

(f) **Action points:**

- (i) Sue and Simon to consult a selection of referees, coaches and senior players regarding the proposed amendments to the playing rules.

14.2 **Junior Women:** The Board considered the age bracket for Junior Women. The Board:

- (a) **Noted** that the age bracket should be 14 and under, not under 14.
- (b) **Proposed** to notify clubs of this error and that it has been corrected.

**Resolution:** That the Board notify clubs of the error in the Junior Women age range and that this has been corrected to now read "14 and under" rather than "under 14".

(c) **Action points:**

- (i) Mark to draft letter for Ivan to circulate to clubs.

## 15. STRATEGIC PLANNING FOR 2018

15.1 The Board considered ideas for strategic planning for 2018.

15.2 **International events:** The Board considered what its policy should be on attending international events. The Board:

- (a) **Noted** that IHNZ should have an international presence at targeted pinnacle events.
- (b) **Proposed** that IHNZ shall look to send the best players to the pinnacle FIRS event each year.
- (c) **Noted** that an alternative option could be to bring international coaches into New Zealand as a cost efficient way to develop the sport.
- (d) **Noted** the need to discuss the 2018 Oceania competition with Inline Hockey Australia and that Simon is in a position to begin this.
- (e) **Proposed** that the Board open discourse with Inline Hockey Australia regarding the 2018 Oceania competition.

**Resolution:** That IHNZ shall look to send the best players to the pinnacle FIRS event each year.

**Resolution:** That the Board open discourse with Inline Hockey Australia regarding the 2018 Oceania competition.

- (f) **Action points:**
  - (i) Simon to approach Inline Hockey Australia regarding the 2018 Oceania competition.

15.3 **Board calendar:** The Board:

- (a) **Proposed** that the Board maintain a Google calendar to assist with Board meetings and coordination.

**Resolution:** That the Board maintain a Google calendar.

- (b) **Action points:**
  - (i) Ivan to set this up for the Board.

## 16. CONSULTATION AND FUTURE BOARD MEETINGS

16.1 The Board considered the need for consultation sessions prior to Board meetings to receive feedback on items 4.1, 5.1 and 14.1. The Board:

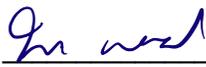
- (a) **Proposed** that the next three Board meetings be face-to-face meetings held on 23 September in Auckland, 14 October in Wellington and 18 November in Cambridge, with a one hour consultation session at the start to receive club feedback on specified points.
- (b) **Noted** that the Board has the option to invite a delegate from the Southern region clubs to attend the Wellington consultation, if necessary.

**Resolution:** That the next three Board meetings be face-to-face meetings held on 23 September in Auckland, 14 October in Wellington and 18 November in Cambridge, with a one hour consultation session at the start to receive club feedback on specified points.

**17. GENERAL BUSINESS**

17.1 **Next meeting:** The next meeting of the Board of IHNZ will be held on 23 September 2017, 9:00am in Auckland. Auckland venue to be determined.

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

Signed:   
Chairperson

Date: 14/09/2017