

Contact Details

Tel: 021 845 977
Hm: 06 7598455

New Zealand Inline Hockey Association

P.O.Box 18001, Merrilands,
New Plymouth, New Zealand
Email: krys.beardman@xtra.co.nz



Mar. 11, 13

www.inlinehockeynz.org.nz

Special Notice to all Clubs (To be read in association with attached AGM documentation)

Governance Review - 'To Build the Game'

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

The Executive Committee's eight recommendations were sent to all clubs as part of the NZIH February bulletin.

After consultation with NZIH legal advisor, Paul Franklin, there is no need to hold a Special General Meeting before the AGM as there is no requirement to change the Constitution at this stage. The change in process to an 'appointed' Board for the 2013/14 year can be made by way of resolution at the AGM....proposed resolution attached ; Resolution (2)

Currently, the GRC is linking with the four regions & clubs outlining key aspects of the 'To Build the Game' report & seeking support for the proposed governance structure for the coming year.

All clubs are asked to forward in writing their support for the proposed change by March 20 to ease the process through for the AGM. Currently, each regional committee has indicated their endorsement of the Governance Review report.

Applications for Board membership are now being sought with a Position Outline attached to this communication. All applications are to be emailed to Appointments Chairman, Paul Cameron, by March 31st.

Following his earlier work Paul is working with the Inline Hockey community & outside stakeholders searching for potential Board Members to help the game move forward.

Paul can be contacted at paullyndacameron@gmail.com to discuss anything in confidence re the process.

Kind Regards

Krystyna Beardman
Vice President
New Zealand Inline Hockey Association

NEW ZEALAND INLINE HOCKEY ASSOCIATION

NOTICE DATED
MARCH 11, 2013

NOTICE OF ANNUAL GENERAL MEETING

MEETING DATE
APRIL 20, 2013



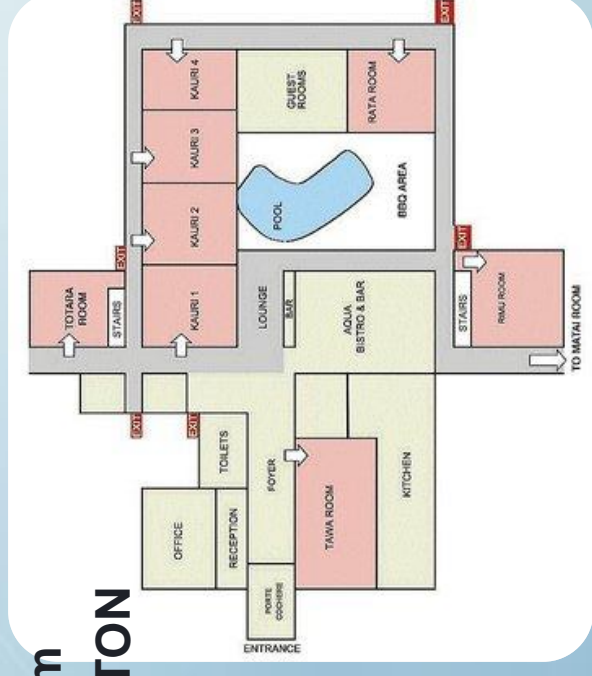
New Zealand Inline Hockey Association

Annual General Meeting

April 20, 2013 - 10am to 4.30pm

BRENTWOOD HOTEL, WELLINGTON

Tawa Conference Room





**Registration for Club Delegates attending 2013 AGM
to be held on April 20th in Wellington.**

To assist with arrangements for meeting email and confirm if your club will be sending delegates by March 31st, 2013

Name of Club: _____

Name of Voting Delegate : _____

Name of non-voting Delegates : (max 2) _____

I, _____ President/Secretary of
the _____ (name of club) confirm
the above named delegates are financial members of our club, and members of the
NZIHA for the 2013 year.

Further, I confirm _____ (name of club) is
affiliated with the NZIHA for the 2013 season and is in good standing with the New
Zealand Companies Office.

Signed: _____
(President/ Secretary)

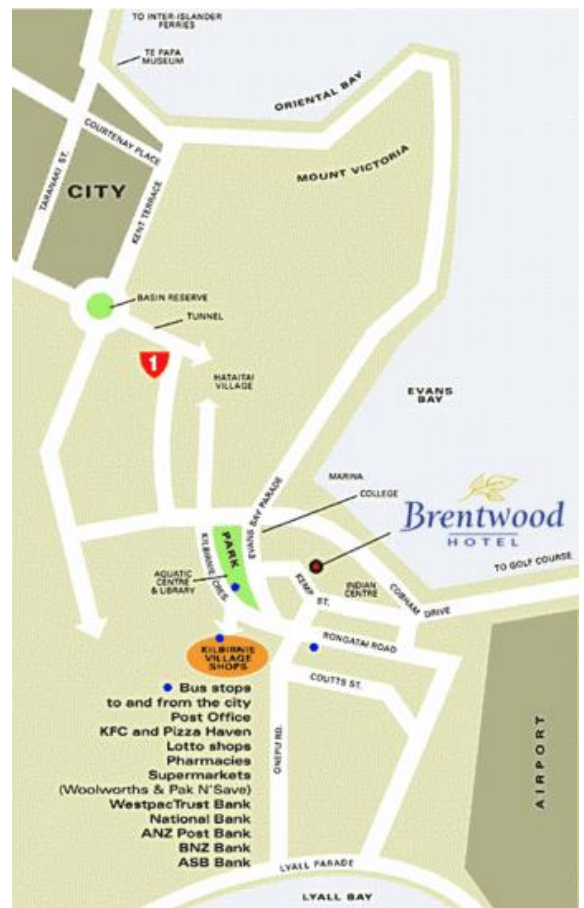
Print Name: _____

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 to registration desk on arrival at the AGM venue in Wellington



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Mar. 10, 13

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RESOLUTION (1) OF

THE NEW ZEALAND INLINE HOCKEY ASSOCIATION EXECUTIVE COMMITTEE

DATED THIS 4TH DAY OF MARCH 2013

RESOLVED:

1. That in accordance with the Governance Review Report dated February 3rd 2013 and pursuant to the powers set out in clauses 4(a)(l) and (m) hereby appoints a sub-committee to be known as the NZIHA Appointments Committee ("the Appointments Committee").
2. That the Appointments Committee shall have as its Chairperson PAUL CAMERON.
3. That the other members of the Appointments Committee are to be appointed by Chairperson.
4. The Appointments Committee's sole power and function will be to recommend to the New Zealand Inline Hockey Association Annual General Meeting, the appointment of appropriate Members to form the NZIHA Executive Committee commencing the 2013 Annual General Meeting to hold office until the 2014 Annual General Meeting.

Approved by Committee Members: Rob Henry (President), Krys Beardman (Vice President), Maxine Dines, Anna Carrington, Sandy Nimmo and Mark Drummond

I certify that this is a true and correct record of the resolution dated March 4, 2013.

Signed: (K Beardman)

Affix: (signature and seal)

Krys Beardman



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Hm: 06 7598455

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RESOLUTION (2) OF

THE NEW ZEALAND INLINE HOCKEY ASSOCIATION EXECUTIVE COMMITTEE

DATED THIS 4TH DAY OF MARCH 2013

TO: New Zealand Inland Hockey Association Clubs

Advice as to Recommendation of the Appointments Committee

1. Pursuant to Resolution dated the 4th day of March 2013, the NZIHA established an Appointments Committee to make recommendations to the 2013 Annual General Meeting as to the appointment of a replacement Executive Committee.

2. The nominations have been made in accordance with the request made to the Appointments Committee, such nominations to be confirmed and advised at the Annual General Meeting

DATED this 4th day of March 2013

NZIHA Executive Committee:

Approved by Committee Members: Rob Henry (President), Krys Beardman (Vice President), Maxine Dines, Sandy Nimmo, Anna Carrington and Mark Drummond.

I certify that this is a true and correct record of the resolution dated March 4, 2013.

Signed: (K Beardman)

Affix: (signature and seal) *Krys Beardman*



NEW ZEALAND INLINE HOCKEY ASSOCIATION



NZ Inline Hockey New Board Member Position Outline

Closing Date: 31 March 2013
Applications To: paullyndacameron@gmail.com

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

NZIHA has recently undergone 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 report has been endorsed by the Governance Review Committee [GRC] and supported by the existing NZIHA Executive Committee. It is planned these changes will take effect at a SGM & AGM to be held on the 20th of April [subject to Clubs voting for change].

In response to stakeholders requesting change at the 2013 AGM, there is a need to run a parallel process with GRC presenting to Clubs to obtain buy-in together with the call for nominations for the new Board.

We seek nominations for the new Board from within the internal Inline Hockey community which would be ratified at the upcoming SGM & AGM.

Board Composition

- Board to comprise of 7 appointed persons, Chair, Deputy Chair and 5 Members 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 if they are not already directly involved in an official position

Board Meetings

- Board needs 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 : -
 - Playing of the Game
 - Coaching
 - Financial
 - Legal
 - Marketing
 - Public Relations
 - Events
 - Sponsorship
- 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.

New Board Initial Tasks

Strategic Plan

- A new strategic plan [SP] needs to be developed as soon as possible to guide the sport forward. The Strategic Plan coordinated by the Board needs to be inclusive and bought into by the Inline Hockey 'family'. The Strategic Plan must have an Annual Business Plan. The Annual Business Plan to be connected to the Strategic Plan prepared well in advance of the next year. Both plans to be duly monitored and reported to on a regular basis.
- Realistic KPI's need to be set. This task to be completely effective will take some time [months] by the new Executive Board and will need to prioritise its work for the first three months in office to not hinder the upcoming season.
- A key to the success of the new Executive Board will be its regular communication to the sport of its aims and progress towards achieving these aims.
- A recommendation to the new Executive is the providing of a simple, basic One Page Plan for the first 3 months in office.

Financial Matters

- Financial Planning and regular reporting including budget monitoring is required by the Board. Key internal stakeholders require regular communication on financial matters during the year.
- Through its Financial Planning a strategy is required for the use of the cash holdings, which currently sit at a total of \$138,003.38 [as at 31 Dec 2012 with \$103,967.77 on term deposit] which should be considered as a possible '**Investment To Build The Game**'. Clarity is expected from the Inline Hockey community over the future use of these funds. A prudent amount to cover operational shortfalls should be maintained to protect against the non receipt of Sport NZ funding and other similar funding. Detailed three year financial planning is imperative to assist in providing an adequate financial base. The cry 'we need more funds' is unlikely to be solved until a well governed and managed organization is in place. Future funders will not be forthcoming until a more robust well, led organization is in place.

External Stakeholders

- The Executive needs to develop its relationships / partnerships with outside entities to assist the positioning and growth of the sport. Public Relations, Marketing, Branding and Communication strategies need to be included in the Inline Hockey '**To Build the Game**' philosophy.
- Relationships with the likes of Sport NZ, Skate NZ, Ice Hockey and Regional Sports Trusts need to be identified and nurtured to assist the growth profile of the game. Too much working in isolation hinders opportunities in a very competitive and changing environment.

Operational Guidance

- To guide the Executive Officer, potential assistant (s) and other position holders across the country to operationally provide an effective, well structured , cohesive sport for New Zealanders.

Applications – Closing Date 31 March

If you are interested in helping the sport of inline hockey please apply in writing to : 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.



Call for Remits

- Remits can now be accepted using the format provided in this guideline document.
- The final date for accepting remits is **March 22nd, 2013, 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)

- 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.



NEW ZEALAND INLINE HOCKEY ASSOCIATION
P.O.BOX 18001, MERRILANDS, NEW PLYMOUTH, NEW ZEALAND
www.inlinehockeynz.org.nz

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)

**New Zealand Inline Hockey Association Annual General Meeting
held in Wellington on April 28, 2012**

Venue: Brentwood Hotel, Kilbirnie Time: 10am – Finish 4:15pm

Unconfirmed Minutes

Executive	Rob Henry (President), Krys Beardman (Vice President), Claire Bruin, Maxine Dines, Mark Drummond, Les Wills
Delegates	Viv Barakat (Miners), Michelle Davies (Devils), Noel Wilson (Devils) Chris Harrison (Pirates), Derek Mclean (Referee Chair), Adrian Munt (Vipers), Robin McNabb (Rangers), Michaela McNabb (Rangers), Sandy Nimmo (Renegades), Thomas Berryman (Typhoons), John Beardman (Ravens), Roger Higgison (Renegades), Gary Toa (Ravens), Alethea Stove (Whalers), Andrew Maitland (Whalers), David Carrington (Ravens), Scott Higham (Renegades), Stewart Waldman (Dragons), Sandra Ashworth (Lightning), Fred Ashworth (Lightning), Kevin Francis (Typhoons), Evan Dines (Ducks), Barbara Baker (Penguins), Clyde Jackson (Panthers)
Apologies:	Scott Collins (Sabres), Jan Davis, Heather Dabrowski (Mustangs), Shane Clark, Dion Bunt (Snipers), John McMillan (Jackals), Kristi Beaumont (Ducks)
Previous Minutes	Moved Krys Beardman/ Derek Mclean – Carried
Matters Arising	Derek thanked Scorebench Officials. Motion from 2011 AGM regarding formation of Taskforce and Developing Grassroots has not happened. Consider in general Business. Clause 9.5 (Constitution) regarding minutes distribution Moved Rob Henry/ Thomas Berryman - Carried
Presidents Report	Rob Henry presented his printed report Moved Robert Henry/ Sandy Nimmo - Carried
Referee Report	Derek Mclean presented his printed report followed by tabling the report received from Steve Wallace following his visit to New Zealand. Steve reported on NZIHA website web documents stating that they were good and that referees need to be reminded that they are available. Suggested that learning modules are developed and that they become mandatory for referees to complete to continue their accreditation. The NZIHA initiative of having an international referee at NZ nationals in 2011 was well received, with a seminar and feedback also achieved. Investigate availability for 2012 for the duration of the event if possible. Moved Derek Mclean/ Stuart Waldman – Carried
Matters Arising	Investigate referee modules being accessed from website to refresh, up skill and educate referees. Monitoring progress and completion can be achieved. Check to see how long modules would take to set up and made available online. Database near completion (tracking contact information) to allow direct contact with referees. Look at further referee input at National Championships – contact already made with a referee – waiting on response on availability. Motion to implement referee modules within 3 months Moved Barbara Baker/Noel Wilson – carried
Coaching Advisory Report	Sandy Nimmo presented her printed reports; Introduction to Coaching, Milestones and Matrix. Skill Level 1 & 2 achievement booklets were tabled. Sandy is working on budgets and quantities required once the content is finalised. Looking also at advertising possibilities to offset cost. Moved Sandy Nimmo/ Evan Dines – Carried A written report was also present on the current status of the Super League. Supportive funding is being sought to get this project

	underway.
Administration Report	<p>Krys Beardman presented her printed Administration report highlighting the need for clubs to be more proactive in recording all their participant numbers and not just the league players. The association saw an increase in training camps while Pat Lee was available with camps being offered to both senior men and women throughout the year. Senior Women, it was noted only attended once due to small numbers attending. The volunteer nature of members with the sport were acknowledged and a reminder that their involvement needs to be appreciated.</p> <p>Moved krys Beardman/ Derek Mclean - Carried</p>
Matters Arising	<p>Investigate membership/affiliation with Skate New Zealand and NZ Ice Hockey in relation to direct affiliation with Sport New Zealand. Seek information on consequences vs. benefits.</p> <p>Motion: Within three months present a report on consequences of direct membership with Sport New Zealand and International bodies.</p> <p>Noel Wilson/ Thomas Berryman – Carried</p>
Financial Report	<p>Krys Beardman presented the NZIHA Financial Report and advised that during the 2011 financial period the association had suffered a deficit of \$22k. This was related to 1) only 50% of sport funding from Skate New Zealand 2) Rate of exchange plummeting in March 2011 during the period that the association was required to make payments for international costs related to Oceania in Australia 3) Agreement to subsidise costs for WC2011 and development camps through the year for women and men.</p> <p>Motion: Krys Beardman moved her report subject to audit/ Barbara Baker - Carried</p>
Matters Arising	<p>The NZIHA Insurance Cover costs were queried and copies of the policies were requested by Roger Higgison. A point was made by the Executive about the group insurance policy we had in place to protect our travellers when competing internationally. The policy is very good and has proven itself to be invaluable for our players. Sandy investigating association and/ or Super League sponsorship through the insurance industry. NZIHA to seek sponsorship information from current providers.</p> <p>A Financial Advisory Committee (Rob Henry, David Carrington, Barbara Baker and Krys Beardman) is in place to look at assets and budgets.</p> <p>Funding is becoming more difficult to secure and moves are being made to align applications to regional boundaries the association will need to familiarise themselves with. Regional Committees may need to become proactive, incorporated and register for IRD Exemptions. The sport needs to focus on aligning with Sport New Zealand strategic direction and clubs and regions need to develop and build on relationships with regional sports trusts.</p> <p>Motion: Working group convened to look at the structure of NZIHA, Regions and Clubs to improve sustainability. Moved Barbara Baker/ Sandy Nimmo - Carried</p>
General Business	<p>Warwick Kendrick asked to speak to the meeting before Remits were discussed due to having to leave for Senior training camp.</p> <p>He advised that he was disappointed at the decline of the sport; we should be focussing on retaining players. The Super league window has gone due to the indecisions at the beginning of the season. We have lost Junior teams - junior players – we need clear defined goals to move forward. We should be developing the same structure in each region, there is no continuity. Some regions have very few teams which</p>

	<p>prevents viable competition. Timing for league should be looked at, look at focussing on tournaments to get all teams to attend. Sanctioned events, but still conflicting events are occurring. School Leagues need to be set up across the country using the models provided by New Plymouth who are now involved in the school curriculum as well.</p> <p>Rob commented that Warwick had some very valid points.</p>
Remits	Rob covered points related to the approval needed to change the constitution Clause 10(b)
Remit 1 &2	Noel Wilson spoke to the meeting withdrawing Remits 1 & 2 submitted by the Hamilton Inline Hockey Club Moved Noel Wilson/ Barbara Baker Carried 14 – 1
	<p>Alteration to previous motion</p> <p>Motion: It was moved that within three months a working party to be convened to look at the structure of the NZIHA; with an update distributed to all clubs by July 18 and a SGM to be convened at the NZ National Championships in Hamilton. Moved Noel Wilson/ Barbara Baker – Carried</p> <p>Barbara Baker undertook to head up the working group with Adrian Munt (Vipers) with access to the resources of Krys and David in terms of their knowledge in setting up the relationships developed within Taranaki with a view to developing a proposal for restructuring of the NZIHA as associated regions.</p>
Remit 3	In view of discussions Sandy Nimmo withdrew Remit 3 –Moved Sandy Nimmo/ Clyde Jackson – Carried
Nominations	<p>Les Wills and Claire Bruin were standing down from the Executive.</p> <p>Nominations received & accepted</p> <p>President: Rob Henry</p> <p>Vice President: Krys Beardman</p> <p>Executive Committee: Anna Carrington</p> <p>Executive Committee: Sandy Nimmo</p> <p>As detailed in the club information and hand-out.</p>
General Business	<p>Noel Wilson asked that the Executive detail achievements for the past year.</p> <p>Claire spoke about her time on the executive, about her commitment during this time and about the problems in dealing with negativity from some factions leading to her decision to not seek a further term in office.</p> <p>Les Spoke about his time on the executive, but had concluded that his place is with the Hamilton club as he believes he can achieve more at this level.</p> <p>Barbara spoke about the amount of work she was aware was involved for executive members and that it was unacceptable for volunteers to be subject to abuse when giving their time to the sport.</p> <p>Communication has been improved, however members needed to utilise the resources available, especially from the website via the NZIHA website, Facebook and club websites.</p> <p>Mark spoke to the meeting about the achievements he viewed were indicative of the work done over the past year.</p> <ul style="list-style-type: none"> • Hosting of the IIHF Qualifier (South Africa & Chines Taipei) • Referee Courses • NZ Training Camps • India attending Oceania • Coaching Advisory set up • Financial Advisory set up

	<ul style="list-style-type: none"> • International referee at national Championships • Steve Wallace Review of Referees <p>Mark also advised that clubs and members needed to respond to surveys initiated by the executive to assist in decisions and direction. The club survey sent last year resulted in very few responses. A lot of time is wasted "fighting fires"; rules need to be followed for the benefit of the sport.</p> <p>It is acknowledged there are problems with numbers and exemptions need to be handled carefully.</p> <p>Motion: It was moved to acknowledge Claire Bruin and Les Wills for their contribution and time while members of the NZIHA Executive. Moved Sandy Nimmo/ Evan Dines</p>
Sport Development Officer	<p>Sandy Nimmo handed out a proposal to look at employing a Sport Development Officer to work NZ wide. Asking for an allocation of funds between \$25k - \$40k. The view of the delegates was that this proposal would not solve the issues in clubs and regions. Difficulties are acknowledged with numbers declining, funding, transport, marketing – however clubs need to develop internal policies based on help that can be provided from clubs who have had success in these areas. NZIHA can supply names of people that can assist plus written resources.</p> <p>It was agreed that clubs need to "invest" in grassroots development to provide growth, however this does take commitment from volunteers to put in place.</p> <p>The New Plymouth "model" should be investigated. David Carrington suggested a survey be sent to clubs asking what they were doing to develop grassroots within their own clubs, what was working and what help they needed. It was important that clubs have access to people who have succeeded in developing in these areas and that they pinpoint people within their own clubs willing to volunteer to develop growth. There is a knowledge base available from New Plymouth, Hamilton, Auckland and Wellington that can be used.</p> <p>Krys Beardman reinforced the view that clubs must develop working relationships with their regional sports trusts; this is a critical aspect to developing successful programmes and potentially accessing funding to develop membership. Participation while based on numbers is also based on participation hours and broken down into gender and ages. There is a huge focus on school age participation, both primary and secondary and linked to on-going participation. Each RST has its own focus sports on top of the sports prioritised by Sport New Zealand. It is acknowledged that clubs in the bigger RST areas will have more difficulty.</p> <p>Survey responses to be collated noting that it was important that all clubs provided feedback. Clubs need to take on responsibility for seeking assistance.</p>
Clarification	<p>Clyde Jackson asked for clarification on how the process for voting worked in relation to nominations and remits.</p>
Reports	<p>Suggestion that AGM reports are made available to clubs prior to the meeting. Motion that reports are circulated at least one week prior to AGM. Moved Barbara Baker/ Thomas Berryman – Carried</p>
Forum Topics	<p>Forum Topics were received from three clubs and circulated to clubs prior to the AGM.</p> <p>It was the view of the meeting that many of the topics had been covered in discussion already held at the AGM. The following topics remained;</p>

Oceania 2013	Australia has indicated that they will be attending AAU in 2013 and would like NZ to consider doing the same with Oceania being competed at AAU as part of this event in Los Angeles. NZIHA needs to seek feedback from its members on this proposal. What other events have we got access to? What grades should we be seeking international exposure to? Investigate cost (at least double the airfare for LA)? Will funding be available? Skate Australia would like us to consider a 3-year cycle – LA, AUS, NZ What guarantees will we get for the future? Who will be competitors (what other countries?) Plans for attending will need to be put in place soon if we attend LA. Comment that if teams do attend time needs to be set aside for sightseeing.
Event Sanctioning	Applications for events are sanctioned by NZIHA. Concerns at events held on conflicting dates. Tournaments are important and teams want to attend, some are having to make choices when there is a preference to attend all events. Concerns that the conflict is affecting the event atmosphere and quality of teams. July dates need to be looked at to remedy the situation.
Referees	Derek advised referees may need to be funded to officiate in other regions to assist shortage. Referee jerseys, should these be funded as part of the qualification process.
Inter Regionals	Look at format for competition given there are not four teams competing in each grade.
Senior Men's Team	Mark commented that he felt that the NZ Senior Men's team was the best prepared team going to IIHF World Champs and although a player / coach was not ideal, James was working with the team well.
Meeting Closed	Rob thanks delegates for their attendance Meeting closed at 4.15pm