

Board Meeting Minutes



Date: 17 & 18 March 2018

Location: Auckland Sport – Board Room

Time: 9.30am – 5pm Saturday, 9am – 3pm Sunday

1 Attendance and apologies

The following board members were in attendance:

Colin Mitchell (President) (Judges Convenor) Marcus Barclay (Athletes Commission)

Robyn Denton (National Secretary) Maria Tucker (Youth Commission)

Callum Skeet (Treasurer)

Apologies were received from the following board members:

Rynard van Tonder (Vice President)

It was moved by Colin and seconded by Robyn that the apologies be accepted.

Carried

House Keeping

- Colin welcomed everyone to the meeting.
- A quick overview of the agenda was provided, noting that a number of visitors had been booked for both days – and we would therefore need to fit the discussions around them.

Selections – athletes and officials

There were a number of selection recommendations for athletes received from the Selection Panel Convenor (Karen Moffatt-McLeod):

WA World Cup #3 Salt Lake City, USA

- Olivia Hodgson
- Bruce Shuker
- Caleb Russ

Youth Oceania Championships

- Keeley Watson
- Rebecca Jones
- Olivia Sloan
- Finn Matheson
- Ben McLean
- Oliver Currey
- Bradley Foster
- Aaron Choi
- Straun Caughey
- Katie Ellis
- Julia Harrison
- Caitlin Riley
- Ryan Dittert
- Brodie Cox
- Ryan Jones
- Adam Nizioł
- Lauren Tucker
- Annie Leen
- Meg Elivin
- Charlotte Askin
- Ryley Griffiths
- Sidney Spence
- Jack Light

Applications for team officials for two tournaments also needed to be approved:

WA World Cup #2, Turkey and Asia World Cup #2

- Petra Baker was the only application received and it was agreed that she would be a good fit for the team.

It was moved by Robyn and seconded by Maria that Petra Baker be appointed Team Manager for both the WA World Cup #2 Turkey and Asia World Cup #2.

Carried

It was noted that the closing date for the Oceania Championships for Team Officials of 1 May 2018 was really too late, so it was agreed that this should be moved forward to end of April 2018 so that they are able to start work with the new team members. Flights and accommodation for this event is already at a premium.

Robyn to put out an updated call for team officials – noting the change in closing date and the ongoing need to have both male and female team officials when there are youth travelling.

Archery NZ Supporter and Travel Shirts

The email from Anne setting out possible Archery NZ shirt options for Supporter shirts was considered.

It was agreed that the grey shirt that was used for the Trans Tasman supporter shirt in 2016 looked very smart and was a nice fabric. It was agreed that this would be suitable to use in the future as a generic Supporter Shirt – for those travelling with teams, but also to have generally available for anyone who wanted to 'support archery in NZ. Event specific detail would not be added, as this limited the use of the shirt for future events.

It was moved by Maria and seconded by Callum that a generic supporter shirt (grey as used by the Trans Tasman supporters in 2016) with the word 'supporter' under the Archery NZ logo be made available as general merchandise for use by any Archery NZ supporters – including those travelling with teams overseas.

Carried

It was also agreed that this shirt would be good for use as a team travelling shirt – and combined with the supporters, it would be obvious that there was a team travelling together. The travelling shirt can be used by competitors when moving around locations apart from the competition site.

It was moved by Maria and seconded by Marcus that the same shirt as used by supporters be used as the travel shirt but with just the Archery NZ logo and that this be the generic travel shirt for all international events.

Carried

Strategic Plan

Karen Moffatt-McLeod and Andrew Russell joined the meeting

Strategic Plan

Karen provided an overview presentation on the 2015-2020 Strategic Plan – and included some notes on recommended updates for the document to make it suitable for the period through to 2024.

There is a need to think about what we want to achieve and how this will be delivered and capture this in the Operational Plan. The Operational Plan is now getting very out of date and needs a good review.

We also need to engage with our membership and better understand what is valued by them, and what is needed moving forward.

This work needs to be completed by the Sports NZ funding application that will be due in 12-18 months. Monitoring of what we have achieved against the Strategic Plan is also needed to ensure that we are on track.

We also need to be sharing with our members the work that we are doing for them and their clubs. The website it is need of a good tidy up to get information that it current and up to date. Robyn noted that Lisa has completed a review and has a number of suggestions for improvement/update.

Andrew offered to provide information on 'Athlete Pathways' that was developed a few years ago.

Media/publicity is also an area of work that needs to be picked up. While clubs area putting information out to their local communities – there is nothing happening at a national level. This probably needs to be a specific role.

Sponsorship/funding is also an activity that requires a specific role/focus. Perhaps this can be linked into the Administration role. This will require some up front conversations with potential sponsors to better understand what they want out of any agreement.

The Strategic and Operational Plan updates will need to be picked up by Rynard – with Callum offering to assist. For the Operational Plan update, there will need to be involvement of people outside of the board who are the implementers eg commission conveners.

Action Strategic and Operational plans to be reviewed and updated. Rynard with Callum to assist

Sports NZ funding

Karen provided a presentation on the Community Funding (used to be called Grass Roots funding) that we receive from Sports NZ.

There was a move about 3 years ago for the funding to be specifically attributable to initiatives provided rather than just generally available to a sporting code.

The information on the funding requirements is in Google Drive.

We have funding for two initiatives:

- **Development of Coaches**

The aim of this funding is to:

- increase the number of Foundation and Development coaches that we have – particularly out of main centers – so they can support clubs in the development of archers (and archery).
- Hold training camps for development coaches be seminars for coaches or helping inexperienced archers to move through to becoming competitive

Funding has been set but this can be renegotiated with Sport NZ if we have a good plan.

The funding provides for travel costs associated with getting the right people at training events for coaches. The events can

There is still a need for a comprehensive plan for how these programmes will be rolled out and managed by the Coaches Commission.

- **Workforce and volunteers**

Volunteers includes DOS, TD and Judges along with some funding for development of tools (eg website upgrade to enable online registrations, record management etc).

Funding allows for seminars to upskill in this area.

Reporting

Karen recently undertook training on the training requirements for Sports NZ.

Annual reporting on what has been achieved with the funding is required by 30 April – but Karen will need it by early April so she can review, check and then input the information early.

Good data is needed on who is attending and what their feedback on each event is also needed.

Last year we were 'short' in the provision of supporting documents eg feedback forms, coaches register listing etc.

We also need to provide:

- Annual accounts – available from the website
- Annual report – this will need completing as there wasn't a detailed presidents report last year
- Membership information – annual report to the AGM is fine
- Participation – this is the area that takes more work to pull together. In the future the aim will be to capture this through the online entry information.
- A short report on each initiative – no more than 250 words for each of the following questions:
 - o How much do you do
 - o How well did you do it
 - o Impact that the activity had
 - o What did you learnThen add supporting documentation.

action List of the data requirements from course attendees to be provided to the Coaches Commission. Karen to get to Andrew by end of week.

action A comprehensive plan to be developed for the rollout of the Coaches development programme utilising the Sports NZ funding.

action Information on courses etc run throughout the last 12 months utilising Sports NZ funding to be provided to Karen by early April 2018 – along with supporting data. Coaches and Judges Commission Conveners.

action An annual report to be development for submitting with the Sports NZ annual report – Colin and Robyn to develop for early April 18.

Oceania Coaching

Rob Turner joined the meeting

Rob provided an update on the work that he has been doing since being recently appointed as the Oceania Development Coach.

This is an exciting opportunity for archery in NZ as Rob is based here and employed to undertake 20hours/week in this role. He is looking after 12 member countries. At this stage Rob is getting around and meeting the various people involved in archery so he can understand what is underway and then identify opportunities for helping (where possible). There is a strong focus on Youth – and in Europe there is a lot of funding being directed to this area.

A key activity for Archery NZ to be focusing on now is planning and getting ready for the upcoming opportunities.

World Archery have developed a strategic planning guide called 'Going for Gold'. While the current Strategic Plan is good – there is a need to review and update it with 2024 Olympics in mind.

There are a number of steps along the way – and 2019 World Champs is a key step to 2020 Olympics and then 2024 Olympics. We need to think about which events will be 'Key Performance Indicators' as a pathway to the Olympics and therefore have a higher level of entry standards compared to those events we are targeting as 'development and experience opportunities'.

The **Olympic Solidarity Fund** will be available again soon. The NZOC funding cycle opens in May 2018 for funding in 2019. Karen indicated that she would be happy to work with Rob pull together an application.

Funding for **ongoing development of coaches** (NZ is well set up with its current processes) is one area. Oceania is keen to have WA trainers and experts go out and help some of the other Oceania Countries with their development.

The **High Performance programme** will need to continue to develop. It was noted that there are a large number of archers going to WA World Cup in Shanghai this year - that will be good experience for them for future competition at this level. It is also providing some early experience in the logistics of having such a large team eg time required to complete bookings, uniforms etc, along with costs associated with giving badges for each team member.

Karen noted that the High Performance Panel (herself, Petra Baker and Steve Clifton) are currently working through the appointment of a High Performance Manager – and are intending to have this role involved in future selection policy development.

It was agreed that our focus should be on 2020, but realistically, 2024 will be our best opportunity for getting recurve archers to the Olympics, with 2023 for Compound archers at the World Championships.

Rob is happy to help the High Performance team with finalising a High Performance plan so this can be used as the basis for funding applications. Will need to be signed off by the Board ASAP.

Youth Olympics in 2020 will be a development event with qualifying scores set by World Archery. Oceania is setting up funding for a free training camp the week prior. Rob felt that NZ was in a good position to have athletes qualify for spots at these games.

Rob thought that the **Selection Policy** for 2018 was heading things in the right direction – but we should really have our Selection Policy for 2019 out very soon. The 2019 policy should also be looking to set a higher standard for the World Champs and needs to challenge athletes to be constantly improving. There should probably be a maximum of two selection events and the introduction of Minimum Qualifying Scores (MQS) for those seeking to get into the selection events. Rob is also involved in ‘Schools Programmes’ – both for Oceania and at personal level. The Schools programme running in Auckland is really impossible and Rob is keen to see this grow across the country and is willing to help with this.

The **schools programme** provides a great opportunity to engage with young people who potentially will become future Archery NZ representatives.

Rob is happy to link in with the schools and to help promote archery and assist with its introduction by linking coaches with existing archers, and linking the coaches commission with schools to provide training for schools (and clubs).

Archery NZ need to get some good information up on the website about the schools programme and then look at opportunities such as the website and facebook for sharing the results of these activities. In the future there will be opportunities for inter-regional and national school competitions. Having a competition component to the programme is considered key to the ongoing development, interest and promotion of archery in schools. There is an overlap between the Athletes and Youth Commissions in getting the secondary schools and university archery programmes running and building on each other.

The **University Archery Programme** is another opportunity that is starting to develop. There is a need to have clear information on who clubs can be recognised by Archery NZ and the advantages for members that working with Archery NZ and the districts has.

Development of Judging is naturally also a key focus – to ensure that there is the ability to have events being run throughout the country. Rob was keen to work with Colin to assist him with the rollout of the work that the Judges Commission has recently comment upon. Rob is expecting more online Judging and coaching resources to become available through World Archery in the near future.

Oceania may have some potential funding assistance in this area – noting that a focus will be on younger members and the opportunity that Archery in Schools provides for a Judges training ground.

Commission Reports

Youth commission (Maria)

Maria is still in catchup mode and trying to understand the work that was undertaken last year by the previous convener.

Andrew noted that 2019 is now being targeted for the **Secondary Schools Archery Programme** as it was felt that 2018 was going to be too much of a rush. There is a need to get a Secondary Schools national event organised for 2019 – this was a key factor in not being ready for 2018.

The \$10 AIS membership that was set at the AGM 2018 for the 2018/19 needs some clarity as to what this covers and the period for which it applies. It was agreed that it really needs to be calendar year rather than financial year. There was concern about this amount being applied for the current **Archery in Schools (AIS) postal shoot** - which is really only 4 ‘events’ per year. It was therefore

agreed that Maria should develop a proposal in regard to the fee's regime for the current AIS postal shoot vs the Secondary Schools Archery Programme and present this to the Board at the next meeting. Callum can then look to ensuring the online membership renewal process can be set up accordingly.

It was also noted that some clubs are having difficulty getting the postal scores in by the due date. It was agreed that the date should be extended by a couple of days to enable the administration teams at the clubs some time to collate scores of archers at the end of each month prior to submission through to the Youth Convener.

Maria noted that there was a need for some **guidelines for running team matchplay events** when due to numbers, both compound and recurve archers were shooting together in one team. This situation was encountered at the Outdoor Nationals this year due to small numbers of Youth archers – but it is possible that this will be encountered again. These could then be captured into the Shooting Rules to provide a standard approach for all events in the future. Maria to work with Colin to develop a recommendation for the Board.

Coaches Commission (Andrew)

The Commission currently doesn't have a Convener. Andrew is standing in and just trying to keep things moving and will be looking to have a catchup sorted soon.

Andrew noted that the District representatives are also swamped so will be looking at other opportunities for getting folks involved in the administration roles.

Andrew is keen to get more of the Performance Coach training courses held. The course requires three days minimum – but can be modular. Unfortunately the course cannot be completed online – as there is hands on components along with assignments.

Work has continued on the development of a **National Matchplay series** and the rules for this have been previously approved by the Board. Are looking to start the series in September/October 2018 and will be in contact with clubs to organise a schedule of events. There is an intention to have prize money available – so the event will need to be opened up – suggesting that all World Archery member clubs could compete. Need to check that this fits within the requirements of the Incorporated Society Rules.

Athletes Commission (Marcus)

A written report was saved into Google Drive for the meeting.

Exciting that we have a full team going to Shanghai (WA World Cup #1) this year.

Marcus has been working with Andrew to get the matchplay series up and running – and already has a couple of clubs interested. Working on final rules, but hoping in the future that there will be a WA registered event for the finals (720 ranking with elimination matchplay in the afternoon). This event could possibly contribute to selection in the future with recognition being given for results achieved in the finals.

The summer postal league series is just wrapping up now – another busy period.

Judges Commission (Colin)

Colin provided a verbal report to the meeting.

Judges have been very busy and under a lot of pressure with the large number of events being held, and the shortage of Judges in some areas of the country. Most recently there have been:

- three resignations
- three have moved up through the ranks

- five applications from candidates keen to become judges

The Judges Pathway is being developed to provide a clear way for new candidates to work their way up in the ranks.

Moving forward Colin wants to have the DOS brought into the Judges preparations for event and to join the debrief after events. In the longer term believes that there is potential for the commission to widen its scope and look to include all officials involved with running the event eg DOS and safety.

Colin questioned whether there is enough recognition of Judges and the crucial role that they play at events to ensure safety of competitors and public, along with the smooth running of the day.

The Judges levy income has increased a lot this year but this is primarily as a result of the catchup work that Anne has completed to ensure that payments have been collected from the hosting clubs. Will be working with Callum in the future to develop a better way of collecting this money via an online registration process. Guidelines for clubs on what they should be providing for Judges at their events are to be developed.

Colin will be organising a seminar for Judges this year to cater for the new judges that are coming into the commission.

Action	The method used for managing prize money for the National Matchplay Series to be checked to ensure that we are in compliance with the Incorporated Society Rules. Callum to work with Andrew Russell.
Action	A proposal in regard to the fee's regime for the current AIS postal shoot vs the Secondary Schools Archery Programme and present this to the Board at the next meeting. Maria
action	Guidelines for running teams matchplay for combined recurve/compound teams to be developed and presented to the Board for inclusion into the Shooting Rules. Maria and Colin.

Financials - Callum

The **accounts for payment** for February 2018 were in Google Drive and Callum specifically noted that:

- the Board meeting was more expensive than normal. Our normal accommodation was not available due to the Motorhome show being on this weekend
- moving forward he would like to have the Administration Officer able to book flights in advance for all Board members who need to travel – this will assist in getting good value flights.

It was moved by Callum and seconded by Colin that the February 2018 accounts for payment be approved and payment made.

Carried

Expenditure vs income for year to date was looking better than expected – but a lot of this relates to timing. Callum noted that we will have some additional unplanned expenditure eg costs associated with badges for international representatives will be higher this year due to larger numbers.

Callum will use this year's actual activities alongside the draft 18/19 plan prepared by Anne and budgets developed with the Commissions to create a more accurate plan for 18/19 and 19/20.

Callum will be working with each of the Commission Conveners to pull together a financial plan for the year. This will include looking at how Sports NZ funding is to be utilised, and the timing of the proposed expenditure.

Constitution and Rules

Robyn provided a quick overview of the various Association documents:

- Constitution (noting draft changes following the implications of the treasurer ballot)
- Administration Rules (noting draft changes from the September 17 board meeting)
- Shooting Rules
- Tournament Rules

- Complaints Policy
- Members Protection Policy
- Branding Policy
- Disciplinary Policy

It was noted that this is a new document – taken from the Administration Rules and needs to be finalised.

- ***Match fixing Policy***

It was noted that everyone needs to work through the Sports NZ requirements and sit the test.

Callum to look at how this can be added to the membership renewal process so that all members are required to sign off having reviewed the requirements at this time.

- ***Security Screening Policy***

A draft policy has been development by Marianne Grant (Privacy Officer).

It was noted that the time taken to complete the screening process means that we need to ensure that Team Officials appointments are completed well in advance of a tournament so that the results of the screening are received well in advance of the team leaving the country.

It was decided that:

- Documents that are to be sent to the Privacy Officer can be either via signed/secure courier to email – the choice will be with the individual team official
- The results of the Police Vetting will be made available to the Privacy Officer and National Secretary in the first instance. If there are any concerns raised in this results, then these will then be directed to the President and Executive by the National Secretary.

It was moved by Marcus and seconded by Robyn that the Security Screening process document be accepted as an Archery NZ policy.

Carried

Officer Reports

Selection Panel Convener

The Selection Panel Convenors report was received and circulated prior to the meeting. A copy of the report was saved into Google Drive.

Membership secretary

No report was received due to the recent death of a family member.

The opportunity for membership cards to be generated more easily was discussed. Currently each card is printed and then individually laminated. This takes time and is expensive.

Callum to investigate options of producing a membership cards in a different format/style eg

- Email a membership card for member to print their own or store on their phone
- For a small charge eg \$5 produce a card similar to a credit card.

The aim would be to have the new system come into effect for the new financial year.

Ranking Administrator

No report received

Trophy Steward

Report received and loaded into Google Drive. Progress in getting all trophies photographed and an electronic database was noted and thanks given for the work being undertaken.

Preparation for the Field Nationals was noted.

NZ Postal League administrator

No report received

RMT Administrator

Report received and loaded into Google Drive. Report noted with thanks

Webmaster

No report received.

Records Officer

No report received but Colin noted that he had been busy signing all of the new record certificates following on from the Outdoor Nationals 2018

Archery in Schools coordinator

Maria had not prepared a report but it was noted that in the future she will provide data on the current activities – ie number of youth shooting each term, with information on number of schools participating, age groups etc.

The current Archery in Schools programme consists of 18 arrows being shot once a term – and this meets the NCEA requirements and is considered great for grass roots introduction to the sport. Looking forward there is probably a need to differentiate this to the Secondary Schools Archery Programme that is being proposed – and consider the costs associated with each of these. Maria to develop a proposal in conjunction with Rob Turner and Andrew Russell.

Youth Postal

Maria had not prepared a report but it was noted that in the future she will provide data on the current activities – ie number of youth shooting each month, with information on number of schools participating, age groups etc.

Editor

No report received.

Board members noted that they were missing the ‘hard copy’ Archer Magazine and were not reading the electronic version like they used to when there was a copy lying on the coffee table.

It was suggested that an on-line survey be undertaken in the next Archer Magazine to see what the members think.

Registrar

Report received and in loaded into Google Drive

A request for Merit Stars has been received and it was not certain exactly how these were earned. Marcus noted that Rotorua Archery Club have a poster with details on it, and Maria also thought that Christchurch Club had a poster too.

Copies of posters to be sent to Robyn. Robyn to ask Ruth to undertake a stocktake of existing pins and badges and look to update the posters with current photos. A set of rules for claiming pins similar to that developed for the youth to also be created.

JAMA Awards Registrar

An amazing report was received and the Board noted that great detail had been provided. Special thanks to Julia for this work were extended. Obviously there was a lot of thought put into it.

It was agreed that:

- the Junior indoor and outdoor pinscore shields could be put on hold and nothing more was necessary at this time.
- Board are happy for quotes to be obtained for the proposed purchases.

NZOC Liaison Officer

No report received

Sport NZ Liaison Officer

A report was received and loaded into Google Drive. The key information in the report had been covered in the verbal report provided to the Board on the Saturday morning of the meeting. It was noted that there will be a need to get the information ready for reporting to Sport NZ and the aim should be to have everything to her for 6 April so that she can then have everything into the system by 25 April.

Paralympic NZ Liaison Officer

No report received

Strength and Conditioning Coach

No report was requested as it was not clear as to whether Alison wishes to continue in this role. It was agreed that the work that she had undertaken was very really appreciated. It is hoped that she will continue to be available to help – and to work with the new High-Performance Manager once they are appointed.

High Performance Sport programme

No report received. Robyn to request an update and recommendations on:

- Programme development
- High Performance Manager recruitment
- Future role and composition of the working group

action Callum to liaise with Frances Ross in regard to the options for new format membership cards for next financial year.

Selection Policy – development and administration

Based on the experiences of 2018 in regard to the Selection Policy and work undertaken by the Panel, it was agreed changes needed to be made for 2019.

It was agreed that the Selection Panel be disbanded and replaced with a Selection Policy Working Group. The Selection Panel Working Group will:

- Consist of the following members – Selection Convenor, Ranking Administrator, a board representative
- Develop the Selection Policy for the following year by May of the year proceeding
- Liaise with the Oceania Development Officer in the development of the policy

The Selection Convenor shall then administer the Selection Policy and make recommendations to the board regarding athlete selections for the various events.

The Selection Convenor will develop a spreadsheet of key dates in relation to each event, and will work with the National Secretary to ensure that dates are being met.

For the development of the 2019 Selection Policy it was agreed that the working group will consist of the following people:

- Selection Convenor – Karen Moffatt-McLeod
- Ranking Administrator – Patrick Biggs
- Board Representative – Rynard van Tonder

Selection Policy for 2019

It was noted that the Selection Policy for 2018 was the first time for using this format and there were some lessons to be learned.

While it has been great to see large numbers of athlete's qualify for various teams, this needs to be recognised as a year of learning and experience for archers. 2019 will see the selection criteria step up a level and this will continue year on year with the focus being on working to a High Performance Programme. Development of Selection Policies from 2020 onwards will be undertaken in conjunction with the High Performance Manager.

The Board provided the following guidance for the Selection Policy Working Group for the development of the 2019 Selection Policy:

- The 2018 Selection Policy will form the base document and starting point.
- Minimum Qualifying Scores (MQS) need to be set in order to be able to compete for selection at a Selection event. Two scores must be achieved by the archer. The level of the MQS should be high enough to ensure a good quality competitive field, but not so high as to end up with low numbers of competitors.
- An alternative pathway to selection via MQS will only be granted via dispensation process for the Selection event. Two MQS will be set at a level higher than that required for entry into the Selection Event, with both scores not be able to be obtained at the same venue.
- The MQS should be gained via at least one major event – with RMT being acceptable for 2019 noting the current lack of judges and events. In 2020 it was considered desirable for both MQS to be gained at major events.
- Archers will be required to shoot at the National Outdoor Championships – noting that a dispensation process is in place for those with genuine reasons for not doing so
- The Selection Events should try to alternate between North and South Islands – noting that costs for both archers and the Association need to be managed
- Needs to be undertaken in consultation with the Oceania Development Officer

The 2019 Selection Policy needs to be with the Board by 30 April 2018 – so that it can be adopted in early May and then be used for funding applications as appropriate, and by archers for planning their competitions for 2019.

A draft timetable of events and key activities to be developed for the 2019 shooting calendar for the June Board meeting – with dates being set with the aim of being able to appoint Team Officials and select athletes at least 6 months prior to the event. The Selection Convener will be responsible for keeping this updated as information comes to hand.

Registered Minor Tournaments

It was agreed that RMT's provide good practice for upcoming archers, but without Judges involvement at these events, there is potentially a consistent or level playing field being provided nationally.

It was agreed that there is a need for guidelines to be developed for the running of these tournaments.

It was noted that there still seems to be issues with getting the results of these events through in a timely manner. Robyn to put through a reminder to the clubs about the need to get these results through quickly.

Sponsor's Logo on Uniforms

A request was received for having sponsor's logos added to the sleeve of the Archery NZ uniform shirt.

It was agreed that all uniforms should be the same and so no sponsor's logo would be permitted on the Archery NZ uniform shirt, pants or travel shirt.

It was however noted that a sponsor's logo could be displayed on personal equipment such as the archers hat or technical equipment eg quiver as long as it complied with the World Archery rules in regards to size etc of logos.

Wearing of Representative Uniforms at events

The current requirements in regard to wearing of the current representative uniform at events is set out in section 1.7 of the Shooting Rules.

The board agreed that as long as an archer was wearing a 'complete uniform' (ie top and bottom) as prescribed at the time the uniform was first worn, then there was no need for the limitation of it being the current representative uniform.

It was also felt that 'sporting attire' should accommodate archers wearing the travel or supporter shirts.

It was noted that there had been some discussion on this topic at previous AGM's and in particular to the dress standard for National Tournaments.

Marcus in his role as Athletes Convener agreed to research this and to pull together a recommendation for the next full board meeting.

Events Updates

IFAA World Indoor Championships 2019

Ocky Blignaut and Tony Denton (NZFAA) joined the meeting.

An update on the organisation of this event was provided by Ocky and Tony:

- The venue (ASB Stadium, Wellington) has been booked
- The event website is now up and running www.wfacnz2019.org
- Currently seeking sponsors for the event
- Need to have good numbers of NZers competing, and hoping to have good attendance from Australia also.
- Have planned on the basis of a minimum of 150 archers and aiming for 300. An absolute maximum of 450 archers can be accommodated

NZFAA are keen to work with Archery NZ not only for the use of the targets and lights, but also the expertise we have in running Indoor events. Indoor events are not something that they were familiar with.

It was noted that there is a need for all archers wishing to compete in this event to have shot at least 2 events in the 18 months prior. This is primarily to ensure that the archers are aware of the rules and are competent.

Sanctioned events can be run at club level – they just have to be in accordance with the rules. NZFAA are happy to work with target clubs to help with this. Postal events are also be investigated as another way to enable archers to qualify.

The IFAA equipment requirements are set out on the website (maximum speed for arrows 360 feet per second) but it was noted that a maximum draw weight of 60lb would be required to meet Archery NZ requirements for the use of the targets. Both parties agreed that broadheads were not allowed to be shot at any events and generally the head/shaft combination for field archery is similar to that for field. Longbows may have the only arrow where the shoulder of the arrowhead have a shoulder over the shaft.

The programme will be for a practice day along with registration, then 3 days shooting with 2 sessions each day. A shoot off will be held where the x count doesn't determine a clear winner.

NZFAA made a change to its Constitution in 2017 so that Archery NZ members are also able to compete in this event. There will need to be way for Archery NZ to become registered members of NZFAA in order to shoot at this event. The easiest way is for Archery NZ to become an affiliated club (\$50) and then collate and pay a \$10 per member that wishes to become an NZFAA member for this coming financial year.

This membership would include the ability to compete at both field and indoor events.

Callum will need to work with Frances to determine how this can be captured and managed.

It was moved by Robyn and seconded by Colin that Archery NZ become affiliated member of
 NZFAA
 Carried

It was agreed that Archery NZ should also look to how a reciprocal agreement can be put in place for NZFAAA members for key events.

The container with the targets in will have to be moved from the PTS yards in Palmerston North. There will be a need to check the inventory taken at the Outdoor Nationals 2019 which will be held in Auckland and ensure that the right equipment is in the containers taken to Wellington.

Marketing and publicity is ongoing. Robyn to arrange for a notice to be included in the Archer, and a notice to be sent to clubs with an outline of the rules for the event and membership option.

Robyn to be the contact for Archery NZ moving forward.

The MOU has been worked on, and just need to be finalised and signed.

NZFAA were invited to attend the next full Board meetings in June and September.

In order to assist with gaining sponsorship and grants, an Archery NZ letter of support to be developed for NZFAA.

Outdoor Field Nationals 2018

The MOU for this event has been signed. It will be held on 12/13 May and can now be notified on the website and tournament listing.

Robyn to put a notice out to members.

Trans-Tasman Test 2018

The camp will be held next weekend and everything is in hand.

Outdoor Target Nationals 2019

A proposal has been received from the Auckland Archery Club to host the Outdoor Nationals. They have proposed to work with Massey Archery Club to host the Field Nationals concurrently.

The draft MOU has been developed and this just needs to be finalised. Colin and Robyn to work with Andrew Russel to get this sorted.

Indoor Nationals 2018

An update has been received by Mana.

Trans Tasman 2020

It was agreed that it would be desirable to have this event move to 'odd' years to avoid the ongoing clash with Youth Oceania.

Colin & Robyn to write to Australian Archery to propose that NZ host in 2019 and then the event be held every 2 years following that.

A call for host clubs to be made once it is clearer whether the event will be held 2019 or 2020.

Update on Major Events Coordinator

Recruitment for this role is on hold currently pending the sorting of the Paid Administrator role.

General Business

Technology Integration into the Website

Callum to follow up with SmokeyLemon in regard to the upgrade of the website and to better understand what needs to be completed and report back to the June meeting of the Board.

Database linkages need to be enabled for:

- Membership
- Results
- Ranking
- Event entry
- Key data collection for Sport NZ reporting
- Records of judges/coaches etc status

Once sorted, the aim will be to provide this as a service for clubs also.

- Implementation of ballot re removal of electronic voting
- Grants and funding

Paid Administrator

It is considered unlikely that this will be able to be a self-funding role – so we need to be certain that we can financially commit to this additional cost, noting that any increase to membership fees would not be able to take effect until September 2019 following agreement at the 2019 AGM.

We need to be able to have a value proposition for the creation of this role and any costs that are incurred. It was noted that the workload is getting too much for volunteers and it is getting harder to fill the various administration type roles. Without people in these roles it will be hard/impossible to continue to host national events and to manage the administration associated with entering archers into International events.

The role needs to be undertaken by a Contractor – ie someone who has their own facilities and equipment and charges Archery NZ an hourly rate for the work done. They would be responsible for dealing with Tax etc.

Financially we seem to be in a position to afford this:

- 2015 – loss \$5,975
- 2016 – surplus \$21,470
- 2017 – surplus \$46,297 (due to World Masters Games)

Callum to confirm that we would be able to financially sustain someone working 15-20 hours per week for at least 18 – 24 months.

Robyn tabled a draft Position Description for the role. Feedback on this draft to be provided in preparation for making a final decision at the April skype board meeting.

Callum to determine the best way of recruiting this role – will include a call of application through the membership and ask them to pass onto non-members who may be interested and suitable.

Ballots

The indication from the AGM was that the use of the electronic ballot process for making changes to the Constitution should be removed.

It was agreed that this should be picked up as part of the restructure process – which will need a ballot to be completed in order to implement in 2019.

Grants and Funding

The HP Manager will have this as a part of their role, along with the Administrator.

There will need to be Board oversight of any applications to understand and commit to any implications of accepting the funding eg reporting.

Something to consider in the restructure and probably will need a sub-committee formed.

Restructure

Colin is calling for volunteers to be involved on the committee. A notice will be placed in the Archer magazine and also a notice to go on the website.

Badges and Crystals

Anne sent an email through to the Board on 15 March setting out the increased cost implications of having such a large number of representatives competing overseas this year.

Badges are provided free to those travelling overseas – 4 per archer and 2 for each team official.

Crystals are currently presented at the AGM to each archer for each event.

Colin to pull together a proposal for the Board to consider which will look at the cost implications of presenting a crystal for each event or for just one crystal for the year.

WA Oceania Congress

No agenda for the congress has been received yet. Robyn to follow up with Patsy to see when this is likely.

Archery NZ doesn't have any Board members competing at the Oceania Championships, so will need to appoint someone who is travelling there.

Dates for future meetings

- April 2018 - skype
- May 2018 - skype
- 9 & 10 June 2018 – Auckland
- July 2018 – skype
- August 2018 – skype
- 1 & 2 September 2018 – Auckland
- October 2018 – skype
- November 2018 – skype
- December 2018 - skype