

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **11 Mar 2025** these minutes were **confirmed as presented**.

Name:	Archery New Zealand
Date:	Tuesday, 11 February 2025
Time:	7:30 pm to 10:18 pm (NZDT)
Location:	Online, https://meet.google.com/suv-eqmf-cfe
Board Members:	Cushla Matheson, Frasier Cho, Katherine Watson, Murray Prowse, Lauren Barnes, Gordon Harris
Attendees:	Syan Armstrong
Apologies:	Melissa Soh-Newstead
Guests/Notes:	Dave Henshaw (Life Member). Carole Hicks (Life Member) Les Jones (Life Member) Anne Mitchell (Life Member). Apologies from Peter Russell (Life Member).

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting (In Person) 14 Jan 2025, the minutes were confirmed with the following changes:

1. A correction to section 7.1 (Other Business) of the January minutes. The NZ Paralympic nominations also included Leah Gilbert and Sian Ruth and not just Mike Bishop. All nominations were accepted by the board and put forward to PNZ for consideration.

2. Correction to 5.2 of the High Performance section of the January minutes. The ALN report from Vanessa Jim regarding the complaints process originally noted as follows: "There is concern that archers either do not understand nor trust the process, citing impartiality and the lack of quality mediation. As a result people do not engage with the complaints process".

Corrected to: "There is concern that archers either do not understand, nor trust the process, citing impartiality and the lack of quality mediation. As a result people potentially may not engage with the complaints process".

1.2 Interests Register

2. Approved Between Meetings

2.1 Between Meeting Decisions



World Games CQT Selection

The Board accepts the Selection Committee recommendation of the following athletes for the World Games CQT:

- Gary Coleman
- Riku Van Tonder
- Ben Trim

Decision Date: 1 Feb 2025

Mover: Katherine Watson

Outcome: Approved



World Cup Stage 1 & 2 2025 Officials Selection

The Board accepts the recommendation of the High Performance Committee to appoint Lisa Walker as Coach for World Cup Stage 1 and 2 2025.

Lisa has supported the selected archers over previous years at World Cups and Youth World Championships and has the support of these archers as being their coach at these events.

Decision Date: 3 Feb 2025

Mover: Katherine Watson

Outcome: Approved

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
19 Nov 2024	Vote for audited accounts Status: Completed on 11 Feb 2025	Katherine Watson
12 Jan 2025	Review of H&S Recommendations from outgoing H&S Advisor Status: Completed on 11 Mar 2025	Katherine Watson
12 Jan 2025	Social Media Policy / Major Event Wording in relation to Member Protection Policy Status: Completed on 11 Feb 2025	Katherine Watson
16 Jan 2025	Selection for World Cup 1 - Florida Status: Completed on 11 Feb 2025	Cushla Matheson, Katherine Watson
16 Jan 2025	Selection for World Cup 2 - Shanghai Status: Completed on 11 Feb 2025	Cushla Matheson, Katherine Watson
16 Jan 2025	Notification of EDIJ Appointment Status: Completed on 15 Jan 2025	Frasier Cho
23 Jan 2025	Re-categorise BoardPro to IT Expenses Status: Completed on 11 Feb 2025	Katherine Watson
31 Jan 2025	Exclusion of 2 Person Mixed Team Event at Outdoor Nationals 2025 Status: Completed on 11 Mar 2025	Murray Prowse
31 Jan 2025	Service Awards Nomination Status: Completed on 24 Jan 2025	Administration Officer, Katherine Watson
31 Jan 2025	Voting Form Paralympic NZ Board Status: Completed on 11 Feb 2025	Katherine Watson
28 Feb 2025	Ongoing Development re Travelling Officials Status: Completed on 11 Mar 2025	Cushla Matheson

Due Date	Action Title	Owner(s)
28 Feb 2025	Athlete Council split Status: Completed on 11 Feb 2025	Cushla Matheson
11 Mar 2025	MOU Template for future events Status: Completed on 12 Feb 2025	Murray Prowse
31 Mar 2025	Communicate name change for EDIJ Committee Status: In Progress	Katherine Watson
31 Mar 2025	Policy / Guidelines for trophy donations Status: In Progress	Katherine Watson
6 Apr 2025	Organisational Committee to review Code of Conduct Status: In Progress	Katherine Watson
1 Jul 2025	AIMS Games 2026 - Archery Inclusion - Logistics Status: Completed on 1 Apr 2025	Katherine Watson, Murray Prowse

4. Major Decisions and Discussions

4.1 Strategic Goals

Strategic Planning - Analysis

There are three emerging themes occurring from the analysis of the planning phase:

- Community - Growth and expansion of all areas of archery in NZ
- Consistency - Supporting stable and transparent operations
- Communication - fostering engagement among our membership

The Board now need to set the goals, implement an achievable roadmap and measure any successes.

General Feedback

The general consensus is that strategic plan is a very comprehensive and clear document, however there are concerns as to whether the plan is achievable.

Engagement with the membership is useful to ensure we are spreading awareness evenly across all types of archers, not just high performance. Member feedback doesn't need to be much or overly complicated, but just giving the Board the opportunity to discover the drivers for participation. The membership may raise many queries, but essentially some main themes will emerge, which the Board can decipher and work through.

Ultimately, clubs may not want to provide feedback or go into too much depth and the feedback sought is just as important from hard to reach clubs as the easily accessible ones. It could be worthwhile engaging with club members to understand how they want goals to be achieved as the Board already understands 'the why'.

Questions have been asked as to whether it is worthwhile providing communication to the sub committees first, as a first filter through the document and to ask questions or flag any road blocks/potential issues. The Board could use the sub committees as a way to push information through to the membership, by using key elements of the plan to formulate the right questions.

The option to utilise a Google Form to gather and collate member feedback is a great way of tailoring the questions and responses, which could be easily sorted with key word filters.



Strategic Plan - Member Feedback Phase

Google form for member feedback to be developed and sent to clubs.

Time line for plan to be further implemented and discussed at next Board meeting.

Due Date: 1 May 2025
Owner: Lauren Barnes

4.2 AIMS Games

AIMS Games Update from Murray Prowse & Tauranga Archers

Steph McDonald & an AIMS Games representative recently came along to Tauranga Archers to see a live archery range in action and discuss the possible inclusion of the sport in the 2026 AIMS Games. If included, the Games has the potential to further boost the profile of archery amongst intermediate school ages (11-13 years old)

Competitors

The AIMS Games needs to have around 100-150 competitors for the event. Competitors will be divided into categories of under and over 1 years' experience. Archers must also be enrolled in the schools programme and be shooting for a certain amount of time prior to the event. For example, for new archers to be prepared for the event, they need to be signed up in term 1 and be ready to sign up for the Games by term 3

Logistics

Tauranga Archers will supply the venue and officials. The Board questions whether the venue is big enough, but this is something that can be managed by the Tauranga LOC.

AIMS Games will supply marquees, food & beverage trucks and also cover administration expenses. It's also noted that some expenses for officials will be covered for the event, but the teams need to iron out how that looks. It will mostly likely be their time and accommodations.

ANZ branding should be included, however the costs should not be borne by ANZ.

The Board suggests that the LOC for the Games can get in touch with the Membership Development Committee and/or College Sport to further develop a plan and share ideas.

Communication

Information can be sent out to parents of prospective archers, school programmes and the use of social media to advertise. This should start relatively soon.

4.3 Proposal for tournament rule changes

Head Judge, Logan Andrew has submitted a document proposing a number of changes to areas of the sport in NZ that can cater to and meet the needs of all archery groups from the beginner right through to international archers. The document roots itself in fostering participation, encouraging inclusivity and narrowing the gap between the developing and high performance archer, whilst still progressing our elite athletes. Proposals include, but are not limited to:

- Minimising barriers to entry for athletes, officials, and clubs to facilitate participation and growth in the sport and provide solutions to said barriers.
- Further development for World Archery and Non-WA, school and club level events
- Uniforms, sponsorship
- Other archery based events

The Board thanks Logan for a well thought out document, that holds value. The document crosses numerous communities including high performance, rules, grassroots and tournaments. The proposals mirror much of the recent work undertaken by the Board to update ANZ's strategic goals.

The Board will now bring together a working group to further develop the proposal submission and balance it with contents of the forthcoming Strategic Plan.



Proposal for Tournament Rules Document

To put together a working group on the ideas shared in the Tournament Rules Document.

Due Date: 9 Mar 2025
Owner: Syan Armstrong

Section redacted

4.4 Gender Identity - Mana Enquiry

Mana Archery Email re Transgender Competitive Athletes

The Registrar of Mana Archery raised a query as to whether the ranking and records can be applied to transgender athletes.

The Board refers Mana Archery Club to the Archery New Zealand Member Protection Policy, s6 - Gender Identity, which is explicit in its explanation. All Archery New Zealand members are encouraged to read the terms set out in the Member Protection Policy and ensure they are familiar with the document.

It should also be noted the onus is on the athlete to update ANZ regarding their preferred gender.

Mana Archery Club also raised an enquiry regarding transgender athletes at international level. Again, the club are asked to refer to World Archery (WA) Policy on Eligibility for Athletes. The WA policy only includes international events and not domestic, which is covered under the ANZ Member Protection Policy.

If an archer is seeking international selection, they can contact the High Performance Committee to provide the relevant support for their individual circumstances. This applies to all athletes.

The Board wonders whether we should be concerned about gendering events domestically. This is something that can be considered at a later date.

The Board will respond to Mana Archery Club and will look into producing simple information such as a flow chart, to support archers that may be asking the same questions.



Clarification on Transgender Policy for ANZ

Response to Mana Archery Club regarding clarification on transgender policy.

Preparation of flow chart where transgender athletes can seek information regarding competing.

Due Date: 31 Mar 2025
Owner: Katherine Watson

4.5 NZ Representative Uniform

New Zealand Representative Shirt 2025

An email has been received to the Board regarding the athlete uniforms for 2025 with a request that the re-designing of the shirt be reconsidered. A number of points were raised, including:

- The exclusivity of the shirt becoming diminished for top level archers as there are a number of iterations of the shirt being worn at different levels including local club competitions and training sessions.
- A new shirt design has already been created and, if approved promptly, could still be implemented for the 2025 season.

The Board has been advised by the High Performance Committee back in September 2024 that the new design that was circulated at the time, however it was determined that a full redesign was not required. There is also a 3 week lead time on producing shirts and with the CQT being only 4 weeks away, this means there is not enough time to order, produce and deliver shirts. The Board did listen to concerns of compound archers last year and made changes to the fabric of the shirt,

owing to the issues with the bottom cam snagging the shirt as it hit/rest on the archers body. In summary, there will be no changes to the 2025 shirt.

The date has been added to NZ shirts starting from 23/24 - archers have a two year time limit to wear the shirt. As of next year, archers wearing out of date shirts may be asked by judging staff to change their representative uniform if the shirt is out of date and/or athletes no longer represent New Zealand.

Trans Tasman (TT) NZ Representative Shirts

The shirt for TT will be of a different design to seniors so that there can be a distinct differentiation between youth and seniors. Archers were asked for input into the design at the Olympic Solidarity camp and the winning design is currently with the designer.

New Zealand Representative Uniform 2026

The High Performance Committee will start working with the Athlete Reps now to ensure that the shirts for next year are re-designs and produced for athletes in a timely manner.

Uniform Code of Conduct

Athletes are requested to refer to the relevant Sections 5.1 & 13 of the Code of Conduct in respect of uniform wear and the appropriate times at which it should be worn.



2026 NZ Representative Uniform

High Performance Committee to work with Athlete Council to re-design the uniform for 2026.

Due Date: 1 Apr 2025
Owners: Cushla Matheson, Murray Prowse

5. Sub-Committees

5.1 FARC

Funding Applications for Outdoor Nationals 2025

The Board has observed that the costs appear quite expensive for some items, notably the line marking which was significantly cheaper for the Nationals held in Hamilton last year.

There are questions raised as to whether there is an adequate handover between LOC's to share ideas about obtaining the best deals.

As applications need to be submitted now to be ready for the end of March, there is no additional analysis that can be undertaken to scrutinise the two mandatory quotes for each element. FARC will oversee how the money will be spent if the grants are successful.



FARC request for funding for expenses at Nationals

FARC to work with Auckland Local Organising Committee to make relevant applications to secure funding.

Decision Date: 11 Feb 2025
Mover: Katherine Watson
Outcome: Approved

5.2 HP Committee

Asia Cup 2 - Singapore: Recommendations for Selection

The following athletes have been recommended for Asia Cup 2 to be held in Singapore between 15-20 June 2025.

- Lorne Roodt (Compound Men)

- Finn Matheson (Recurve Men)
- Julia Harrison (Recurve Women)
- Isabella Matthews (Recurve Women)
- Nuala Edmundson (Recurve Women)

At the present time, the Board have not ratified the decision as there is not enough context for Board members that are not directly involved in the sport. The Board wishes to obtain further information from the Selection Panel and the High Performance committee on each athlete including but not limited to: athlete scores, international history, behaviour & conduct.

The Board also wishes to obtain information on the rationale for selection in circumstances that do not meet criteria or other selections.

The Board suggests that the High Performance Committee & Selectors work together to ensure a smoother process that by the time the selection recommendations reach the ratification stage, the Board has a clear understanding of the rationale for each recommendation rather than just a name. Such processes include a checklists for selectors.

Selection for Officials

Process for selection for officials still requires further work, especially around officials and personal relationships such as athlete/parent officials. Whilst the Board is keen to support athletes and their networks, ANZ also have a duty to ensure that guardians who may act as officials, understand their role.

Selection Convenor

Currently there is one expression of interest for this position. It is still open for the archery community to apply.

Oceania Championships 2026

The Board are currently awaiting dates for the Youth Olympics qualifiers and whether it is a requirement to fit Oceania dates within the time frames for those qualifiers. As soon as the dates are released for those, further preparations can be made. As ever, athletes must meet relevant criteria for selection as defined by the selection policy and have planned relevant associated costs involved with the event such as accommodation & travel.

Coach Trainer Fees

A increasing number of external sporting organisations have expressed interest in their coaches being trained by ANZ coaches, as a result, coach trainer fees need to increase to cover the additional workload.

FARC are to increase coach trainer fees, subject to receiving a breakdown of possible course costs. This will be managed when the full sub committee meet.

Online Coaching Portal - Discourse

The idea for an online coaching portal was discussed in the November Board meeting. This is now up and running with a test group with the plan to roll it out to all ANZ coaching staff.

5.3 Equity, Diversity, Inclusion & Justice Committee

The next EDIJ Committee will be held w/c 17/02/25, however in between meetings, Lexie Matheson attended a World Archery Gender, Equity & Inclusion meeting and has shared a report that focuses on a number of areas including:

- The proposal to support the World Archery Gender Equity and Inclusion Committee move from an ad hoc committee to a permanent committee.
- Recommendation of the adoption of the Sport NZ Transgender Guiding Principles

The EDIJ Committee are to return to the Board in March with an update and/or further recommendations once they have met.

Reminder to Tournament Administrators

Tournament organisers are reminded to refer to the Member Protection Policy, s6 concerning inclusion of athletes for domestic events such as Nationals to ensure athletes are not discriminated against. Tournament organisers can connect with the Board if there are any further questions.

International Womens Day - 8th March

Auckland Archery Club will be hosting an event to support International Women's Day. The idea behind the event is that Auckland Archery club to be the first women in the world to hold an archery shoot on International Women's Day. The Event should be advertised across Archery NZ's social media platforms to encourage other clubs to follow suit or to share their own ideas for the day.



International Women's Day Event

Communicate IWD event at Auckland Archery Club on March 8, 2025 using social media channels

Due Date: 18 Feb 2025
Owner: Cushla Matheson

5.4 Clubs Committee

The committee did not meet this month, but have been encouraged to do so before the next Board meeting.

5.5 Membership & Development

Committee Membership

Caro Geelen & Jeanette Franklin have resigned from the Membership & Development Committee. The Board thanks them for their contributions.

The remaining current members of the M&D committee are: Jan Lees, Amy Lewis & Iain Hamilton.

Prospective Committee Members

The next meeting will be held on 17 February - interested parties will be in attendance as guests.

Many parents of archers have expressed interest in being on the sub committee, however the Terms of Reference will not be amended to allow non-ANZ members to sit on a sub committee. All committee members must also be members of Archery New Zealand, this includes in a non-shooting capacity. Non-shooting membership cost is \$15 per year.

Committee Numbers

The current allowable numbers for the committee is 5, however a recommendation from Jan Lees to increase the number to 8. The Board will consider 7 to manage instances of split voting.

5.6 Organisational Management Committee

Age Restrictions on Tier 1 Events

The High Performance Committee will provide draft and amendment to the selection policy including any exceptions and present to the Board in March.



Update to Selection Documentation for Open Events

Amendment to the selection policy re. World Archery open events being 18+. High Performance Committee to draft a text for inclusion and exceptions to the policy, to be presented to the Board.

Due Date: 1 Apr 2025
Owner: Cushla Matheson

Board Charter Document

The Board requires further feedback and reading the Board Charter document. This has been deferred to the March Board meeting.

Health & Safety Recommendations

Former Archery New Zealand H&S Advisor, Dr Corbett made a number of recommendations to the Board regarding improvements to future local and national archery events. The OMC has made the recommendation to the Board to **not** adopt Dr Corbett's advisory at this time. The rationale behind this is that some of the recommendations could be managed at club level and others exceed Archery New Zealand's resources and capacity. The Organisational Management Committee will continue to work with Dr Corbett to implement a more comprehensive H&S strategy in the future, if required.



H&S Recommendations - Dr George Corbett

Dr George Corbett put forth a number of recommendations regarding H&S regulations, which have been well documented in the November 2024 Board minutes.

The Board has not approved further recommendations, but will continue to work with Dr Corbett in relation to Health & Safety for the sport.

Decision Date: 11 Feb 2025
Mover: Katherine Watson
Outcome: Not Approved

Parents/ Guardians as Travelling Officials

The OMC has discussed parents/guardians of archers travelling with competing archers to international events, particularly in instances where there is a lone archer.

Code of Conduct s16.2 provides the Board sufficient flexibility to make reasonable exceptions.

Life members have raised concerns regarding assessing suitability of a guardian to act as Manager/Coach. This not only includes assessing the capabilities of managing their child (and others) in a busy international environment, but also managing the requirements of being an official, such as attendance at manager meetings.

The Board states that the parent/guardian must abide by the requirements of section 6 of the Code of Conduct (Team Coaches and/or Management Behaviour), however would consider the addition of the line "providing that the parent/guardian has been assessed as suitable".



Parent/Guardian of Travelling Officials

The Board accepts the Organisational Management Committee recommendation to add the following sentence to the Code of Conduct point 16.2 relating to parents as officials:

"The Board may choose to make an exception in cases where the athlete under the age of 16 years is the sole representative and only archer in a traveling team."

Decision Date: 11 Feb 2025
Mover: Katherine Watson
Outcome: Approved



Code of Conduct Section 16.2

Amend Code of Conduct 16.2. Chair to forward to Administrator

Due Date: 1 Apr 2025
Owner: Katherine Watson

Archery New Zealand Administrative Practices

All Archery New Zealand sub committees are reminded to use the correct templates and Google Drives for saving work. The Administrator to send out a note to all committees.

Organisational Management Committee - Other Key Points

The OMC recently discussed the role of the Selection Panel. The OMC are in agreement that as the Selection Panel runs similar to a Board sub committee, a Terms of Reference (TOR) document should be created to recognise the role of the Panel. The Selection Convenor role should also be incorporated into the TOR.

5.7 Rules Committee

Differential Pricing for Tournaments

The Rules Committee have submitted a number of concerns regarding differential pricing for members and guests of clubs in the same tournament, such as the No Frills Tournament recently held at Auckland and an upcoming tournament at another club in the South Island.

Life members in the meeting explained that this type of pricing could appear unfair in that visitors are paying more for tournament fees in addition to other costs such as accommodation and travel. It could also be perceived that the home clubs' archers could be gaining an unfair advantage to take up all spaces, especially when the event is aimed at all archers seeking selection scores.

The tournament organiser at Auckland was on hand to explain the rationale behind the cost of the 'No Frills' tournament. The entry fee for home club members covered the judges levy and visitors to the club paid the judges levy plus the Auckland Archery Club visitor fee to ensure costs were kept low for archers, especially given the extensive travel costs that internationally selected archers will be paying this year.

At this stage, the Rules Committee cannot direct the clubs to change the fees and it is not a situation that requires an emergency rule amendment. A new rule should be implemented that there cannot be any differential in price or alternatively, there needs to be transparency regarding the fees sent into the Tournament Coordinator. The Google Form for entries requires update.



Communication to Members on Pricing for Tournaments

Wording to members regarding the pricing on tournaments for Board consideration

Due Date: 31 Mar 2025
Owners: Gordon Harris, Katherine Watson

Updated Tournament & Shooting Rules

Consultation on the updated rules has now closed. Feedback from members was minimal, some input from judges. Thank you to the Rules Committee for updating the rules.

Unfortunately, the document does not provide a clear list of changes to refer to, therefore the Board requires further time to read the document before making any further decision. As a result the reading has been deferred until the March Board meeting.



Rules Change Documents

Clear documentation of changes for Shooting & Tournament rules, showing the previous rule and its update or an easy reference guide, to be prepared and presented to the Board.

Due Date: 10 Mar 2025
Owner: Gordon Harris

6. Role Reports

6.1 Premier Events

Indoor Nationals Update

- 133 archers have entered as of 11/02/2025
- Sponsorship secured from Archery Warehouse & J'z Archery

Trans Tasman Update

- No further updates from the Local Organising Committee

Outdoor Nationals Update

Overall, the team are tracking well. The LOC are still new and inexperienced, but working well together. The Board can provide further support where required.

There have been no major issues that have so far concerned the Board, with the exception of the funding as per FARC.

Once again, New Zealand Field Archery Association (NZFAA) archers are being given the opportunity to compete in the ANZ Field Nationals. There will be a one off fee that cannot be used again by NZFAA archers. Should they wish to compete in other ANZ registered tournaments, they will be required to sign up with a club or as an independent ANZ member.

The fee for NZFAA archers for field nationals will be \$35.



Field Nationals - NZFAA Entry Fee

The Board accepts NZFAA archers eligibility to compete in the ANZ Field Nationals, with the cost for entry set at \$35 per archer.

Decision Date: 11 Feb 2025
Mover: Katherine Watson
Outcome: Approved

7. Other Business

7.1 World Archery Congress

World Archery Congress

The next World Archery Congress will take place between 2-5 September 2025 in Korea.

The last time an ANZ representative was sent, was in 2019. Usually, New Zealand provide Australia with our proxy vote.

The main deadlines are as follows:

- 2 March – Proposals for plaquettes
- 5 April – Motions and proposals for rule changes
- 4 June – Nominations for elections
- 5 August – Registration in WAREOS
- 12 August – Proxy forms

The Board will make decisions as to whether to send a delegate and the costs for such.

8. Close Meeting

8.1 Close the meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner(s)
4.1	Strategic Plan - Member Feedback Phase Due Date: 1 May 2025	Lauren Barnes
4.3	Proposal for Tournament Rules Document Due Date: 9 Mar 2025	Syan Armstrong
4.4	Clarification on Transgender Policy for ANZ Due Date: 31 Mar 2025	Katherine Watson
4.5	2026 NZ Representative Uniform Due Date: 1 Apr 2025	Cushla Matheson, Murray Prowse
5.3	International Women's Day Event Due Date: 18 Feb 2025	Cushla Matheson
5.6	Update to Selection Documentation for Open Events Due Date: 1 Apr 2025	Cushla Matheson
5.6	Code of Conduct Section 16.2 Due Date: 1 Apr 2025	Katherine Watson
5.7	Communication to Members on Pricing for Tournaments Due Date: 31 Mar 2025	Gordon Harris, Katherine Watson
5.7	Rules Change Documents Due Date: 10 Mar 2025	Gordon Harris

Signature: _____

Date: _____