

# BIKENZ ROAD AND TRACK COUNCIL MEETING

Auckland 19 February 2012

## 1. PRESENCE AND APOLOGIES

*Present - Garry Bell (GB), Ivan Aplin (IA), Steve Hurring (SH), Mark Ireland (MI), David Osten (DO), Bruce Goldsworthy (BG), Stephen Hurring (SH), Brian Roulston (BR), Steven Canny (SC), Mike Sim (MS), Kieran Turner (KT) BikeNZ CEO, Ross Bartlett (RB) BikeNZ*

*Apologies – None*

Meeting open 9:00am

## 2. MINUTES OF PREVIOUS MEETING

Minutes 18 November: accepted

*Moved GB Seconded IA*

## 3. MATTERS ARISING FROM PREVIOUS MINUTES 12 NOVEMBER 2011.

### TROPHIES

Further follow up with Ken Lasenby required, regarding Points shields and miniatures clarification.

Club Track shield to stay in Invercargill. Club Road trophy also to be held by BikeNZ.

Agreed that all trophies are to be kept “in house” and will not be given to the winners in the future.

Small trophies are to be designed as keepsakes for winners. Consistent design to be developed for giving out at all National Championship events.

*Actions: SH to consolidate list of current trophies.*

*RB to send list of what is held in Auckland*

*BikeNZ to produce a timeframe for design of keepsake miniature trophies*

### OCEANIA ROAD UPDATE

BikeNZ and Southland Centre currently working with Wakatipu to deliver best outcome for the event. KT highlighted events regional strategies specified in Sustainable Club Road nationals document, which Council adopted at the last meeting.

## LICENCE UPDATE,

Provision for end of year replacement requirements.

MI - rules have been clarified in the updated racing rule book, which will be issued before the end of February. Riders have option of changing to “next years” license as from 1 November OR at the end of the year. Those changing licence early will have to relinquish their current licence and compete in the category stated on the new licence. Process will be also be clarified and highlighted with a communication from BikeNZ

## TRAFFIC MANAGEMENT

Rider Behavioural guidelines required. Work continues by BikeNZ on getting Traffic Management requirements to a more consistent and “sports appropriate” level. Recent meetings held with authorities by CEO and Chairman of the Board. This is continued work after direction from the 2011 AGM to BikeNZ to get some relief or support for clubs in this area. Dealing with central government agencies and a multitude of local governments is a slow process, but is a key focus.

Deferred to events report

## OPEN MASTERS

Keirin discussion, watch plan to be implemented and future review likely. SH to get feedback from as many Masters track riders as possible about this event, in particular those who are not currently participating at nationals

*Action: SH to lead discussions, and prepare report.*

GB closes matters arising  
Passed

## 4. FINANCIAL REPORT

Financial update - all areas presented by IA.

Account closure approved last meeting. No requirement for an imprest account, as it can be budgeted in the BikeNZ accounts. BikeNZ Road & Track to present budget for items and these are to be written into the BikeNZ budget. Junior Development surplus is to be identified in the budget. A general line will be added to the sport financial codes for unbudgeted BikeNZ Road & Track expenses.

Discussion over licence fees, it was agreed that it is timely to consider an increase. It is now 3 years since any increase of fees, it was noted that as part of the review of membership requested by BikeNZ Road & Track, there is now a proposal on table to remove Centre Licence category and associated fee. Any fee increase needs to be mindful of the aims of the BikeNZ Membership Review,

which is trying to get all codes (MTB, BMX etc) on an equal footing in relation to fees. This will also mean that only one fee will allow members to participate across all codes.

Discussion over the BikeNZ membership/fee proposal: This is going out to the country by way of a roadshow, to get feedback from members. It was flagged with BikeNZ that their proposed Road & Track fees are similar to our current rates and that BikeNZ Road & Track is considering an increase to those Club & National Licence fees, as described above.

Motion: MI move that fees are reviewed with an view to increase  
GB Seconded

*Action: IA to send KT an email with BikeNZ Road & Track Licence fees proposition and a proposal then to be put to Council, with a view to making a recommendation to the AGM in June*

Accepting of financials moved IA  
Seconded GB  
Carried

## 5. RATIFICATION INTERIM DECISIONS/ RATIFICATION / DISCUSSION

### A JD PANEL FORMED AND RATIFIED.

A Junior Development (JD) panel was formed to review the structure and current working model. The Panel Members are Garry Bell, Ivan Aplin, Dave Osten, Brian Roulston, Amy Taylor and Ross Bartlett, Lynne Munro. The panel met on Saturday 18th from which recommendations will be forthcoming, around the future direction and structure for the JD programme.

### B. BEV MAY LIFE MEMBERSHIP PROPOSAL

A nomination for Life Membership for Bev May was received from WBOP. It was confirmed that the due process had been adhered to and that the nomination met the required criteria. The nomination was therefore approved to go forward to the AGM to be voted on. GB to contact Graeme Bell (President WBOP) to confirm the acceptance of the nomination and to advise the process from here.

## 6. CEO REPORT

Kieran Turner provided an update to Council, the same as presented to the BikeNZ Board.

This extensive update delivered by Kieran measures the objectives and the progress against Sport Plan. This model is currently being invested into the BikeNZ Road & Track reports so that all reporting is measurable. This format makes it very easy to see how we are tracking as a sport

Council congratulated BikeNZ on their current performance and acknowledged the good work achieved. The new reporting format was also commended.

Moved GB  
Seconded SC

## 7. BRT STRATEGIC PLAN REPORTING

### A. PRIORITIES, SLA PROGRESS

The BikeNZ Road & Track Priorities and Service Level Agreements (SLA) were presented; these are a collaborative draft between BikeNZ and a panel from Road & Track (IA, GB). The current draft was discussed at a meeting of this group on the 18th February.

SLA is an overview document that only lists the desired outcomes. The underlying detail (“the how”) sits in a full document that sits underneath the SLA Desired Outcomes.

It was agreed that surveys are to be conducted by BikeNZ for all Championship events as part of the normal debrief and review process

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#### SLA DISCUSSED LINE BY LINE FOR RATIFICATION:

##### SPORT MANAGEMENT

Rewording of Working groups to read “Working Groups for key activities (Coaching, Officials, Events, Rider Development, Selectors) Integrated & operational”

Agreed to return to four face to face Council meetings per annum, including the AGM. Other management/governance will be done via Working Groups.

Plans being investigated by BikeNZ include feasibility of aligning MO’s AGM to have them in one location on the same weekend. Each MO to conduct their own AGM and then have joint session with BikeNZ. It will be seen as a weekend of cycling bring all the codes together and may include an Awards evening. Reduction in overall cost factors a consideration, along with the opportunity to celebrate Cycling in all its forms together, as they do in Australia.

##### FINANCIAL REPORTING

Reword to read “all accounts for BRT managed through the BikeNZ bank account and finance system”

Reword to read “Provide regular & timely reports to BRT on progress against the SLA aligned to BikeNZ board cycle”

##### MEMBERSHIP

Refining of wording around “targeted learning...”; Short discussion about the proposed membership model allowing clubs to more easily capture their recreational members – it was stressed the need for all clubs to fully disclose their total membership numbers; in order to provide BikeNZ with a more attractive proposition for government, funders and sponsors

Infrastructure Add Outcome Item: “Cycle advocacy / facilities”

Add associated KPI: “Templates for off road cycling facilities, support materials provided for engagement with Councils at local level”

Background: More events could be run fully on cycle ways (e.g. Wanaka, New Plymouth). BikeNZ role in advocacy - Currently BikeNZ steers away from actively campaigning around advocacy, instead supports local advocates with letters etc. in relation to new regional velodrome, bikeways and closed circuit initiatives.

Council asked BikeNZ to produce a template for local advocacy groups to “fill in the gaps” for submission to local authorities, including national stats etc. to encourage the delivery of safe road cycling infrastructure (e.g. cycle-ways, bike stands). BikeNZ will add to the internal work plan, and add to the SLA as an additional item, as noted above.

Action: BikeNZ to look at producing a template for Club and regional use.

## EVENTS

Reword KPI to read: EOI and appoint all events and appoint and approve:

- Event Director
- Event Host
- Event Budget
- Marketing Plan

Add KPI: Conduct Survey

Background – this relates to the Sustainable Club Road Nationals document approved by Council last year. A move from tender process to expressions of interest: appointment of Host Club with an event director. To conduct a survey after each event as part of the review process.

KPI needs to reflect more clearly the goals around event promotion

A paper on the endorsement process is to be delivered at next meeting.

## OFFICIALS AND VOLUNTEERS

Clarification to be sought on (4 regional club forums per year), as to what these would be and what they are intended to achieve.

## RIDER DEVELOPMENT

*Action: KT to get calendar update from Amy to assess number of remaining Level 1 coaching courses planned for the year*

1. Linkage/alignment of Junior Development plan to HP inclusive with U21/23 planning.
2. KT had noted that the JD programme is working well for Road, but less so for Track

## MARKETING AND COMMUNICATION

As written, no changes to current SLA

## SUMMARY

Motion: IA moves that subject to changes (as above) being made, the Service Level Agreement document is accepted & formally adopted.

SC Seconded

*Action: KT to provide an updated version to be emailed out for final approval*

## B. 2011 AGM WORKSHOP OUTCOMES

Workshop outcomes from AGM have been updated, and will be circulated to Council to ensure it is kept live. Agreed that progress on these items will be reported to the country at the AGM in June

## C. BIENZ ROAD & TRACK PROCEDURES, REGULATIONS, POLICIES. ONGOING WORK

Procedures and regulations as presented at the last meeting are signed off; this is a “living document”. To be revisited on a regular basis. The document needs to be made available through the website, when the transfer to the new platform has been completed.

## D. PORTFOLIO WORKING GROUP REPORTS COVERING SPECIFIC AREAS OF INTEREST

These are now incorporated into the panel reports to follow

## TECHNICAL

Report tabled. There are currently specific events being run at the National Track Championships that do not have established rules (e.g. 250m standing start). Records cannot be ratified for events without written regulations. It was also noted that the policy has always been that NZ Records will only be held for UCI recognised events and distances.

*Action: Technical panel will formulate rules for those events, to include in the 2012 Racing Rules, to be issued shortly. Technical panel to inform Southland on which records are valid in recent and coming events.*

Zac Prendagast passed his practical assessment and is now an official UCI International Para Commissaire. Council commended Zac on this achievement.

## EVENTS

IA Report tabled

Club Championships. Process is running slowly. Guidelines have been sent to Ramblers. Reconfirmed the AGM decision that Trade teams are excluded from the Club Nationals, their riders can however enter and compete through clubs, wearing club attire.

Club wished to increase fees to \$30.00 this was not approved at this stage, as we are awaiting final budget. Current BikeNZ working with the club.

Race Distances – Discussion on whether the TT distance for Elite/U23 at Club Nationals can be reduced, to simplify traffic management (2 turns instead of 3). Similarly, Road Race distances for this level of athlete in some categories may be longer than is suitable/necessary. The Events team and Technical Panel are requested to review the distances for Club Nationals.

Advise that Wakatipu Club that BikeNZ are liaising with Queenstown Lakes District Council regarding Club Road Nationals in 2013.

Elite Road Nationals Debriefs has been conducted with generally favourable outcomes. Two points of discussion was some feedback that the circuit may need some changes to keep it “fresh” for the next few years and the Time Trial location needs to be reviewed. Both items will be included in discussions with the organiser and Council for future events. Agreed that the events have been a great success and a significant boost to the profile of the sport.

*BikeNZ to consider a survey to all members – including those who did not ride in the event (why didn't they).*

SH report tabled

All National Track Championships communications and programmes need to be circulated as soon as possible after confirmation to eliminate regional enquiries. They were not out soon enough for these years' events. The programme also needs reviewing.

Timing of the Omnium (being held October) needs further review as feedback indicated that it may be better if incorporated into the Age group nationals, allowing for overall better timing for the event. Further recommendations after review of the event to be publicised.

Elite track champs still need to have the capability to be moved in Olympic year according to HP requirements, but may be able to be locked for the other 3 years. Age Group dates will continue to be allocated to first week of March. This still fits with what was previously agreed to – the concept of a fixed Age Group Champs and a floating Elite Champs to suit HP requirements.

Elites Track programme benefitted from the addition of the U19 Omnium this year, however the programme is still light and difficult to give athletes the required rest between events, consideration needs to be given to addressing this, perhaps by shifting the U19 events to the Elite Track Champs. Ongoing Review after both Championships have been held this year.

Track events and venues come up for review in 2014 – with the Centre Of Excellence on the horizon there may be a need to review how the Track Champs will be allocated, bearing in mind the North-South rotation and the need to support both facilities.

## JUNIOR DEVELOPMENT

DO - Report tabled.

Point re: U19 men's coach. One coach has been appointed, DO has 2 other coaches he would like endorsed to support the head coach for personal development, for some upcoming events.

It was noted and agreed that all coaches endorsed by BikeNZ must be accredited through the BikeNZ coaching course. All roles should be advertised to ensure that we are clearly offering pathway opportunities and to keep the process transparent.

Council agreed to support the appointment of these two support coaches, on the proviso that they complete the next available BikeNZ coaching course, and those roles are temporary for these events only and to be legitimised and advertised when the JD plan is signed off.

Action: 2 previous coaches who have worked with the JD programme are temporarily appointed to the programme under the conditions stated above.

## MASTERS

BG – report tabled.

On recommendation from BG, it was agreed that this role, be disestablished. It has served its function of rolling the previous NZ Masters into the mainstream BikeNZ programme. Athletes of these age categories are now fully integrated into all BikeNZ activities and development plans.

## HP

GB - Report Tabled

Pure Black/BikeNZ U23 Road development partnership. BikeNZ will provide no money but supply base and cars in Belgium for use by Pure Black to operate as a National squad to enter events as a Pure Black BikeNZ Squad. Pure Black supply: riders, support, budget and equipment to take part in the Nations Cup. BikeNZ can select riders into the squad. There is no compulsion to select pure black riders outside of current selection criteria.

They can still operate as Pure Black outside of NZ specific campaigns.

Update from Hughie Castle of HP was tabled. Observation: on target for the Olympic build up. Pure Black relationship with BikeNZ seen as positive and reflects vision for the future development of U 21/23 athletes. PM scholarships continue to be specific and specialised into areas of need for growth and continued development in the HP area.

*Action: SC to supply KT with potential European sponsors for the team.*



## COACHING

### BR – Report Tabled

Coaching report to be managed in similar way to HP report. Request will be made to Amy Taylor at BikeNZ for an update of events that are facilitated between each meeting so Council can see first hand the delivery of coaching forums to athletes and coaches. This will also eliminate the double up of information delivered to the council table.

## 8. JUNIOR DEVELOPMENT

Working group meeting held Saturday - outcome report delivered verbally by GB.

Planning and logistics processes were discussed.

Vision statement was discussed. Words will be formalised around “delivering a world class programme”.

Main content was with respect to direction going forward.

Panel was formed following ratification by Council that BikeNZ’s offer of additional assistance be pursued.

BikeNZ offer specifically: Logistics (Simon Gwynn), programme facilitation (Lynn Munro), coaching and official’s coordination (Kyle Rika), and regional coordinators (can assist in leverage programmes where campaigns or camps are being held); Programme Manager (suggested that a panel including Amy T, Ross B, and a representative/s externally to BikeNZ are formed to manage the programme).

Philosophies / code(s) of conduct need to be developed

Sponsorship needs to be addressed

Service Level Agreement – to ensure that all parties are operating according to agreed plan, channels and timelines. Lynn Munro to deliver the minutes from the meeting.

Only outstanding item to be agreed regards the overall management of the programme. Will this be a Working Group, along the lines of the Officials Working Group? Recommendation to Council to be made following distribution of meeting minutes.

Current plan is approved and in place for 2012. 2013 plan is to be developed concurrently.

Lynn Munro to be the single point of contact at BikeNZ office for the Junior Development Programme.

A complete list of roles and responsibilities is required.

*GB - Minutes will be distributed once signed off by the working group as accurate, and a recommendation will be delivered back to council.*

## 9. MEMBERSHIP MODEL DOCUMENT

BikeNZ presented their proposed membership model to Council. This is the result of a Council request for a membership review, along with BikeNZ's "Whole of Sport" plan, which is to align the codes and to ensure that all are contributing equally and have structures that are similar, in order to simplify the operation of BikeNZ in its role as the lead organisation for Cycling.

A series of road shows is being held around the country in March, to get feedback on the proposal.

The focus is to get the National Federation to link more directly with Clubs, in order to better assist club development and to simplify the administration.

For Road & Track, this means removing the Centre Licence category, so only Club and National licence categories would remain. Clubs will be able to offer both racing and recreational memberships, with BikeNZ providing pathways, tools and support to enable clubs to tap into the huge recreational market, if they so wish.

Discussion was had on how this would affect Centres. BikeNZ has some regional models being trialled, but it was agreed that Centres will need to remain in the interim. Some centres function well, some not, but it was agreed that there is no "one size fits all" approach; it will be about making the most of what is working well.

Noted that the removal of the Centre Licence is NOT related to Centre Fees, which clubs will still factor into their charges, so that the Centres can still function.

Agreed that Councillors would attend the Roadshows where possible, to hear feedback from our members.

The timeline is to have any membership change proposal put to the 2013 AGM and then rolled out for the 2014 calendar year.

## 10. GENERAL BUSINESS

### BIKENZ WEB UPDATE.

RFP out to 10 providers, they have received 9 messages of intention to submit.

All candidate questions consolidated and posted within a week of the council meeting.

RFP submissions period closes March 2.

BikeNZ and Sport NZ will collaborate to short list, view presentations and appoint during March.

The existing website is being moved to a new platform and information that vanished is in the process of being restored.

### SELECTORS, SELECTIONS CLARIFICATION AND POLICY TO UPDATE GOING FORWARD

GB Selectors are at the end of a 4 year cycle.

*GB and panel to redevelop appropriate policies and the connection with HP selectors.*

## 2012 BIKENZ ROAD & TRACK AGM FORMAT. DISCUSSION ITEMS.

*RB to follow up with Canterbury regarding local arrangements.*

*Format of the AGM is not yet decided. GB to email out a proposal for forum topics for feedback from Councillors.*

Agreement to look at discussion topics which might include club development, regional engagement, and an update on progress with topics from last year's AGM.

### FUTURE COUNCIL POSITIONS/PANELS.

IA has collated information from existing Councillors as to their intentions after the next AGM, in terms of whether they are available to seek re-election and what working panels they might be interested in.

Discussion around current "portfolio" roles and how those roles fit with the evolving structure of BikeNZ. Agreed that we need to review our current Council structure to make sure it fits with and supports the new Federation structure that is now in place.

Refer to Panel Reports regarding the disestablishment of the Masters portfolio

Agreed that the two areas with a large workload are Events and Junior Development. There is a need to bring new people into these areas, to assist and to provide some succession. Some of these people may sit outside Council, in the same way that the Technical Panel is structured.

It was noted that one NI and one SI delegate positions are up for election again this year.

IA to collate and circulate to Council a possible structure and make-up of an incoming Council. Once agreed to, advice of that possible structure/make-up will be circulated out to the country, in the usual manner, along with notice of the positions that are up for re-election.

### GENERAL BUSINESS

Brought to the attention of council that there are events in the Timaru area that is being run by persons without BikeNZ licenses. This is a breach of Regulations and the clubs obligations to the Federation and places the clubs and riders at serious risk if there is an incident.

Motion - BR moved for a letter to be sent from BikeNZ to St Andrews Club, Mid South Canterbury Cycling Centre, and Timaru club regarding the lack of license, the risks around cover and support, and the potential revocation of affiliation status.

GB Seconded

*BR to contact RB with details of the activity, and RB to produce letter.*

Meeting closed 2:45pm

Next meeting: 19 May, 2012