

**MINUTES**  
of the  
**BADMINTON OCEANIA CONFEDERATION**  
**EXECUTIVE BOARD MEETING**  
held at Badminton North Harbour  
9:00am on Saturday 10<sup>th</sup> November 2018

**Present:** Geraldine Brown, Loke Poh Wong, Glenn Cox, Johanna Kou, Leody Vainikolo, Ngaoa Ranginui, Julie Carrel, Lynne Nixey

**Apologies:** Nigel Skelt

Geraldine welcomed all to the Meeting and welcomed Ngaoa Ranginui to her first Board Meeting. Also welcome to Leody Vainikolo back to the Board.

Geraldine reminded everyone that the purpose of the Executive Board is to represent Oceania and not their own individual country

**Confirmation of Minutes**

The minutes of the meeting held on 17<sup>th</sup> July 2018 were discussed and confirmed.

Amendment: Pacific Games in Solomon Islands are in 2023 not 2021.

**Minutes with amendments were agreed by Consensus**

**Matters Arising**

Tuvalu – Correspondence has been received from Iakopo Molotii. A medical letter has been received from his Doctor to say he was unable to travel. More information has been sought from the writer of the letter.

We believe that this money is now lost to Badminton Oceania and do not believe that the Insurance Company will now accept a claim for this. Julie recommended that Badminton Oceania does not make any more bookings on behalf of Tuvalu for AGM's and they will have to deal directly with the BWF regarding this. A discussion ensued regarding whether we suspend Tuvalu as they do want to come to the Pacific Games and they must be a member in order to compete.

Recommendation is that we wait and see what information comes back from the Doctor and that we no longer support Tuvalu with any administration or financial assistance for travel bookings. If the Doctor comes back to Oceania and confirms the medical information is correct, then only the booking sanction shall apply. Julie to advise the Board when reply received.

There is no current plan to invest any money into Tuvalu for Shuttle Time or any other programs.

We pay subscription fees for all our countries each year. Discussion was held on the suggestion that we did not pay this for Tuvalu however it was felt that it would not look good for Oceania to have a non-financial member if they did not pay so this sanction would not apply.

Fiji – there was an error on the part of Fiji for the AGM whereby they did not submit the forms required to obtain the subsidy for their travel. Badminton Oceania submitted a letter to BWF and after discussion

at Council level they have agreed to pay the subsidy and this money has been received into our bank account

The office has now put into place procedures to ensure that we receive copies of all forms etc that need to be sent to the BWF so that we can ensure that all countries have fulfilled their obligations to ensure the subsidy will be paid.

Tripartite positions for Olympics. There was discussion regarding what the requirements were for this. BWF is waiting on information from the IOC, Julie to follow up with BWF

AGM 2019 – to be discussed later in meeting.

### **Secretary General Report**

Attached. To be read in conjunction with documents from meeting.

### **Review of items approved via email**

The following items which had previously been approved via email were ratified:

Oceania Accredited Umpire	Kathryn Blencowe (AUS)
Technical Officials Chair	Peter Cocker (AUS)
Technical Officials Terms of Reference	
Oceania Championships Regulations	

### **Financial Report**

Report Tabled.

Most variances to budget have previously been advised.

New variances are for new staff and will these amounts will shortly be claimed back from the BWF.

Financially there are currently no red flags

PARA will show a variance as the original intention was that Badminton Oceania would receive all entry fees and pay all invoices. However, in order to streamline payments and save on exchange rates etc this is now being run through Badminton Australia with a reconciliation to be done after the completion of the events.

The Exchange rate has worked in our favour for the 2<sup>nd</sup> round of payments received by the BWF.

There is a lot of money to be paid out in December as per our normal practises.

## Strategic Plan

Report Tabled.

The report is colour coded to show where we are at with our KPI's. The colours range as follows:

Green	KPI achieved
Orange	In progress and tracking well
Dark Orange	In progress but probably will not be achieved
Red	Will not be achieved.

Items of concern for Strategic Plan:

Player Development – at least 2 Member represented in Tokyo Olympics - 2020.

It is likely to be Australia who will get the Continental spots, but they are only able to take up 3 of the 5 available positions. NZ has an issue with NZOC and their criteria making it difficult for them to take up Continental spots, Tahiti and New Caledonia cannot qualify for Olympics. We are too late to look at tripartite positions for 2020. To investigate these for 2024 for the Island nations. There is a possibility of representation at PARA as well.

Agreements with two major commercial partners generating additional revenue

This is hard work as we have very little commercial properties to sell. This is definitely on the radar for the Secretary General and she will continue to work on this. Currently have Victor as a partner.

Develop Entertainment initiatives to attract and engage fans

Again, this is hard work and hard to sell as we only now have lower level events. Will continue to work on this.

To have representation from 3 different member countries in Tokyo 2020

As per above this is unlikely. The question was raised if this covered TO's as we will have NZ and Australia represented in this capacity.

Marketing and Communications

Other than achieving the streaming, all areas of this are a concern. However, we have now employed a Communications Manager as part of the BWF CC HR programme which is later than we had planned however he is now in place so we should see some progress in the area

## Policies

Draft Policies tabled.

Julie Carrel recommended that all Staff contracts were amended to include an annual increase by the NZ CPI rate as at 31 December each year. This information is available mid-January so contracts to be updated as from 1 February each year. The CPI to be rounded up to the nearest .5% e.g. if CPI is 1.8%, rounded to 2%, if it is 1.2% rounded to 1.5%. In addition to this, there are standard performance reviews held mid-year with all staff.

**Agreed by Consensus**

Reserves Policy

Geraldine Brown recommended that in view of new staff members there should be an increase in the amount held for our Reserves. Current Reserves policy is a reserve of \$100,000 plus a \$50,000 cash reserve.

Proposed that the Reserve Policy increase to a total of \$200,000 being \$125,000 in reserve plus a \$75,000 cash reserve.

**Agreed by Consensus**

Geraldine Brown also suggested that investigation into 'safe' investments should be undertaken to try and get a better return than the current bank rates on our reserves. Julie Carrel stressed that this must be a totally safe investment as we could not afford to lose our Members money. Suggested we ask Nigel Skelt to investigate investment possibilities – SG to do this

#### Expenses and Allowances Policy

This is to ensure consistency and clarification re allowances paid to Staff / Executive Members and Contractors when working on behalf of Badminton Oceania.

**Agree by Consensus**

#### Safeguarding Policies

- Child Protection
- Social Media
- Coach / Contractor

Once these policies are in place for Badminton Oceania then we need to follow up to ensure that all countries have these in place.

Grievance Policy / Process. Discussion was held regarding if there was a process for this. This is covered under our Constitution and the process to follow regards this. There are very clear processes for disciplinary and appeals processes.

Policy changes can be made by the Executive and policies are evolving documents.

The Coach / Contractor policy to be amended to Coach/Manager – Contractor.

**All Policies agreed by Consensus**

#### **Proposed Athletes Commission**

Proposal as put together by the SG tabled

The Commission will provide feedback to Badminton Oceania from athletes on formats, schedules, where events are to be held and any player welfare issues etc.

Julie Carrel recommended that we look to implement the proposal with the first meeting to be held at the Oceania Champs in February. Once the Athletes Commission is established then we could discuss with them with regards to what they want the Commission to achieve.

Expressions of Interest are to be called for from Member Associations.

Any meetings are to be held in conjunction with the Oceania Champs and no funding would be available for anyone to attend.

Question was asked if the Athletes Commission should include PARA Athletes? It was agreed that there should be a separate Commission for PARA Athletes and once the initial Athletes Commission is up and running then this would be further looked at. Post PARA Champs this would be discussed with participants.

The following changes were agreed to for the Athletes Commission Terms of Reference:

#### Commission Composition

- Remove line stating 'The Athlete's Commission to comprise of a maximum of five members'
- Remove line stating, 'Nominated players must have played in a minimum of two international events and the Oceania Championships in the year they are

- nominated' and replace with 'Must be an active player in their Home Country and player in the Oceania Championships in the year they are nominated'.
- Amend line stating 'The BOC Executive Board to consider all nominations and select the candidates from those nominated' to 'The BOC Executive Board to receive and ratify all candidates.
  - Amend line 'The Badminton Oceania Secretary General to invite one of the selected candidates to the position of Chair of the Commission' by adding 'and the Executive Board to ratify this position'.

**Proposal Passed by Consensus with above amendments**

### **Para-Badminton**

It was agreed that there should be a liaison person on the Board specific to PARA. Geraldine Brown nominated Glenn Cox for this position and he accepted.

#### Update on 2018 event

Julie Carrel provided an updated on where we are at with the two events being held in 2018 – the Australian Para International and the Oceania Para Championships

2 x Classifiers Courses are being held in conjunction with the Australian Para International – an International and a National Course.

#### Para Qualification – Tokyo

- Qualification for this event is complicated.
- There is only have 90 beds allocated for Badminton at Tokyo 2020
- If Oceania has no-one qualify in their own right, then Oceania will have 1 x M and 1 x F spot. However, in any one event, you can only have one Continental spot (over all the Continents). It is likely that both Oceania and Africa will pick up Continental spots. We need to be strategic in which players we choose to support to potentially take up these places. SG to discuss with the SG of Badminton Africa.

#### 2020 Para Continental Championships

Will be looking for a host for this event. Will call for nominations in 2019

#### 2019 Australia Para-Badminton International

BA applied for this event, it has been sanctioned by BWF. It is being held in Ballarat and is part of qualifying for Tokyo 2020 so important that it goes ahead.

Board agreed to support this event. SG to meet with BA and Ballarat post the para events this year

### **Events**

#### 2019 Oceania Championships – Melbourne, February 2019

Entries looking good for this. This is due in part to the lead up to the Pacific Games and subsidies being given by Badminton Oceania to selected Pacific countries for this event. The subsidies come with several conditions including the submission of and delivering Player Development plans. If these conditions are not met there will be no subsidy payable.

Currently we have 10 countries entered with 9 x Junior teams and 7 x Open teams.

Badminton Victoria is the host for the event. Badminton Oceania will have 4 staff on-site for the

event (Julie, Lynne, Tom, Robbie).

We have two countries entered who have never played in an International event before – Samoa and Papua New Guinea.

Sponsored by Victor.

#### 2020 Oceania Championships

Includes Men's and Women's Team Championships (qualifying for Thomas & Uber Cups). Current suggestion is that we would like this to go to Ballarat and we will hold a Player development training camp prior to this event. LP to discuss with Ballarat in the first instance

#### 2021 Oceania Championships

This event will follow the same format as the 2019 competition with all Junior and Senior together. Plan is to have this in Samoa post Pacific Games but is subject to the venue being suitable which will only be known once the venue is built.

#### 2019 Calendar

Draft Calendar Tabled

Still some events and development programmes to be added. Once done will be circulated to Member Countries

LP spoke about the Arafura Games – Darwin 24 April – 04 May (Badminton 1-4 May). This is an event aimed at Development level players. There is no financial support from Badminton Oceania given to this event.

#### Grade 3 Hosts Meeting

Grade 3 events are under Continental control. It was decided to hold a Grade 3 Hosts Meeting, modelled on the BWF World Tour hosts meeting so that all Hosts were aware of the requirements and the expectations from Badminton Oceania. With 2019-2020 being Olympic qualifying it has been stressed to us at the BWF Continental Events meeting that we need to ensure time-lines are met and quality of delivery. After careful consideration, this was scheduled at the end of the PARA Championships as Badminton Oceania staff were in Australia already as well as the North Harbour International Event Director and Australia has 3 Grade 3 events next year. Peter Cocker – Chair of BOTOC, Sandra David – Chair of BATOC and Yonex Australia/NZ staff and Loke Poh – BOC Events Chair, are also attending. A subsidy was offered by Badminton Oceania to assist with travel costs for hosts, BOC is paying the accommodation costs

Badminton NZ and Waikato are not attending the meeting which is disappointing. Discussion was held regarding funding that we give to the Waikato International as the meeting invitation sent to Badminton NZ advised that attendance was a requirement to receive support for the event from BOC. Julie explained that there will be a Host Agreement put in place with each host with financial penalties will apply for non-compliance of the conditions in the host agreement, with attendance at the Host meeting being one condition. The host agreement will be explained in more detail at the Hosts Meeting.

#### Oceania Tour

Badminton Oceania is keen to reintroduce an "Oceania Tour" which is similar to the previous Oceania circuit – based on world ranking points gained from tournaments played in the region, only open to Oceania players. This is dependent on finding a financial sponsor and could possibly link to Player Scholarships – although not for prizemoney.

Suggestion that players could win a scholarship which could be used to subsidise travel to the European Training venue. The SG to further investigate.

#### Oceania Masters Tournament 2020

Potentially Samoa or the Cook Islands. Team Event – Social Events.

Possibly late August

Work in progress for the Events team.

#### Pacific Games 2019

Difficult to receive information from organising committee – particularly regarding the venue.

Countries must be a current member of Badminton Oceania/BWF to participate. Need to have a minimum of 6 countries participate – we are reasonably confident of at least 8

Technical Officials. Currently there are no qualified Umpires in Samoa. Badminton Oceania submitted a plan for training but the Pacific Games Organisers have advised they have no funding for this and requested the BWF pay for this, however we know that they will not and it will be our responsibility

At this stage we do not know who will pay for the Technical Officials during the event – ie.

Travel, accommodation etc

Badminton Oceania will need to send a trainer to Samoa to train the locals.

#### BWF Major Events

BWF have called for bids for major events for the next 5 years.

Badminton Australia have applied for the World Seniors in 2021 or 2023

Badminton Australia have applied for the World Juniors for dates after 2021

We had several communications with BA prior to their submissions

Badminton New Zealand have applied for both the World Seniors and World Juniors, but we are unsure of which years as we have not been involved in these submissions

Council will meet during week of 25<sup>th</sup> November and countries will be invited to talk to their applications. Julie noted that it will be good for the region to hold these events providing the host has the personnel and financial resources to stage them. She particularly felt the World Junior Championships would be beneficial as they will link well with our player development programme

Break for Lunch

#### **BWF CC Workshop – Part One**

Geraldine Brown discussed the paper from BWF on autonomy and alignment. From this Badminton Oceania will need to wait and see if there are amendments to be considered for our constitution for the future.

#### **BWF/BOC AGM's**

Agreed to hold our AGM on Wednesday 22 May 2019

The BWF AGM is on Thursday 23 May 2019 with the Forum on Friday 24<sup>th</sup> May

An official letter will be provided by the organisers to enable visas to be accessed.

Badminton Oceania funds the Executive Board members and the BWF funds 1 delegate from Member Countries to the AGM.

Julie Carrel has put forward to the BWF that they also fund Associate Members which they currently do not do. BWF will consider this and have asked Badminton Oceania to put a formal request in for this which Geraldine will present. The SG to write this letter and send to Geraldine

BWF pay for 3 nights' accommodation for Member Countries attending the AGM and Forums plus an additional one night to attend the Continental AGM. Members must attend all meetings/forms organised by both the BWF and BOC to receive their funding.

Badminton Oceania will only fund 2 nights for Executive Board Members to attend our AGM. If the Executive Members wish to stay longer than this then they will have to fund this.

Badminton Oceania forum will include presentations around the Schedule A which all countries are asked to complete annually. Questions to include 'What is a registered Member' and 'How are you determining the number of people playing?'

## **BWF CC Workshop Report**

### Development

Extranet – this will allow countries to do all reporting online and is now up and running

Consistency of branding and Shuttle Time.

Great to see countries using the pop-up banners that were provided to them  
Lots of events are being called 'Shuttle-Time' but they need to include Shuttle Time delivery to be able to legitimately call the events this rather than any activity which includes kids being called Shuttle Time. BWF have requested we monitor this and report any concerns to them

There needs to be an emphasis on identifying and working with the right people  
Currently 9-10 countries delivering Shuttle Time in Oceania

Oceania Shuttle Time statistics were presented

Teachers – we are reaching saturation point in some countries for the number of teachers  
Trained

### Gender Equity

BWF concerned that if Badminton does not have good gender equity then the IOC will look to place quotas on the sport.

Noted that Geraldine Brown is the only female as part of the BWF Executive

BWF are considering mandating that if you send 2 delegates to the AGM then one must be Female

Discussion was held regarding the Women in Badminton Committee and what they do and if this committee was required in Oceania?

We need a person as the Executive contact for Gender Equity as opposed to a Committee. Main role is Scholarships / Women in Badminton Award. Geraldine Brown will carry on in this capacity but is happy to pass it on to anyone who wishes to undertake this position on the Board.



## Integrity

Includes Betting / Match-fixing / Anti-doping

Countries need to educate their players on anti-doping requirements. Particularly those attending Oceania Championships as it is likely there will be testing at these types of events.

Match-Fixing. There is information on the BWF website regarding this.

Betting – Need to be aware of who can / cannot bet and process for this. No Staff / Executive Member / Office Holder / Official or team member can place bets on their event.

Ignorance is no excuse in any of the Integrity matters, so countries need to be aware of all of these.

Member Countries should have policies in place around these things

## Events

Sanctions must be made 9 months prior to the events being held

Continental Championships are always locked into Week 7 or Week 17.

Tournament Grant that we received from the BWF cannot be used for prizemoney as from 2019

## Umpire and Referee Development Grants

Previously we have been able to develop lower level Officials from Countries through to Oceania level.

Funding from next year will only be able to be utilised for people going to BWF in the next assessment round.

This greatly affects Tahiti and our accredited level Officials. We cannot support them, and the countries will now need to be able to provide more support to their own officials.

The SG to advise the member countries of this change and the impact on them

## Financial Reporting

The BWF have advised that they will require more in-depth reporting on funding that we receive. We will need to breakdown for the money we distribute to member Countries into categories such as travel, people, communications, venue hire and shuttles etc.

Funding may now become post-project and Countries will now no longer receive the money until they show where they have spent this and it will be based on provision of invoices

The emphasis is on identifying those MA's in greatest need of support and funding will become more targeted.

## 2019 Plans and Budget

Julie presented the Continental Confederations Grant & Funding Programme from the BWF for 2019

Julie must present detailed plans for 2019 and financial requirements for these to the BWF by 30<sup>th</sup> November this year.

## Staff Update

### HR Funding

This has enabled us to increase our Staffing as follows:

Administration Manager is now full time

2 x part-time Regional Development Managers. One in Fiji and one in PNG – 32 hours per week

Communications and Events Manager – Full time (Commenced work this week)

Predominantly will focus on Communications in the first instance

In addition, we have advertised for a part-time role for a Coaching and Development Officer to assist our Development Staff. Ideally this will be based in Auckland, but we are not tied down to this. Will also focus with PARA Development. Needs to be a badminton person who can both plan and deliver programs.

Applications for this position close on 21<sup>st</sup> November.

Salaries are guaranteed until end of 2023.

## Technical Officials

BWF Appointments have been made for the 2019 year

Nominations for Tokyo Olympic Officials have also been made – in conjunction with applicable countries

## Badminton Oceania Member Associations Update

Report tabled

Soloman Islands have applied for membership of BWF. Hope to have this finalised for Council meeting in November.

Office needs to do a better job at assisting members with BWF Member survey.

## PSP Update

Leody Vainikolo from Tonga provided an update

A local person has been appointed to do an independent review of Tonga Badminton and the PSP program.

\$338,412 has been received by Tonga Badminton since the inception of PSP 3 years ago.

PSP is an Australian Aid Program and is a three-way project between Australia / the Member Country and Badminton Oceania. Currently Ben Exton is paid a fee to oversee the programme, particularly the reporting side. Ben has indicated that he will be stepping down from this role at the end of this year. We have programmes running in both Tonga and PNG

Executive went into Committee 15:46pm  
Executive came out of Committee 16:00pm

Geraldine Brown reiterated the support of Badminton Oceania to Leody Vainikolo in her role as President of Tonga Badminton and to Tonga Badminton in general.

Leody noted that 17 athletes and 3 coaches were travelling to China shortly to train for the Pacific Games. This is a China-led initiative.

Geraldine thanked everyone for their attendance and input during the day.

Meeting closed: 16:12pm