

VNZ Board - COVID-19 principles and log v1

The VNZ NZ Board has established the following principles to guide the governance response and support management's response to COVID-19.

- VNZ will follow the advice of Government, in particular the Ministry of Health, as the official source of information about the risk and mitigations for COVID-19; and the advice of Secondary School Sport NZ when considering re-establishing secondary school activity. In its leadership role, VNZ will contribute to national efforts to keep people safe and when appropriate get the country up and running again.
- The VNZ Board and management will maintain open lines of internal communication to support clarity of roles and responsibilities and will be guided by policy in this regard, in particular the Delegation of Authority and Health and Safety policies. Board leadership in evaluating and anticipating organisational impacts of COVID-19 is vital to support management's response.
- External communications will be driven by transparency and certainty, where and when this is possible.
- The wellbeing and safety of VNZ staff and members are top priority, and if there is uncertainty we will value looking after our people ahead of the benefits of restarting business operations. Retaining national and regional staff capability is a priority.
- VNZ business operations will be re-established based on strategic priority, risk assessment, respect for the many impacts of COVID-19 on the volleyball community and recognition of the important role of sport in wellbeing. This is an opportunity to reduce rather than perpetuate potential inequities. Where volleyball activity is only feasible at a local or regional level, VNZ resource will be used to support and collaborate with associations to enhance the opportunities available.
- The VNZ Board will demonstrate kindness, support and respect towards each other, staff, members and stakeholders – this is the behaviour expected of all VNZ staff and members. Where there is a need to act swiftly, 'the perfect must not be the enemy of the good.'

Related governance decisions, actions and learnings.

| Date/form | Decision/ action/ learning | Description | Outcome – note / recommendation | Status |
|-------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 29 Feb / Board meeting | Decision | Overseas tours require Board approval when planned and prior to departure, all recommendations to include current MFAT advice. | Update 26 March – Government travel restrictions in place subsequent to initial Board decision, when travel restrictions lifted the requirement for Board approval remains until the decision is reversed. | Ongoing |
| March / email and phone | Action | CE in regular contact with Board about communications and steps to pause business operations in response to Government advice. | CE recording COVID-19 business operations decisions and rationale. | Closed |

| | | | | |
|---------------------------------------------|----------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 16 March/ email CE, Chair & Deputy | Decision | No international staff travel; CE national travel to be approved by Chair and staff travel by CE | Update 26 March – Government travel restrictions in place subsequent to initial Board decision, when travel restrictions lifted the requirement for Board approval remains until the decision is reversed. | Ongoing |
| 18 March / online | Action | P&L forecast updated through to end of financial year and circulated to Board. | Update 25 March – tabled at Board meeting with new action to assess and circulate worst case budget and cash reserves through to end of the financial year and a further budget through to the end of the calendar year; with 2020/21 FY end and 2021 calendar year end modelling by FRAC at May meeting. | Ongoing |
| 25 March / Board meeting | Decision | Add pandemic risk item/mitigations to risk register | <p>Recommendation – CE to undertake risk assessment of potential to return to work at VNZ offices, with consideration to adequate social distancing measures and other mitigations.</p> <p>Recommendation – CE to advise if work from home set up has the potential to degrade any existing critical risk control and assurance processes.</p> <p>Note - current H&S legislative framework does not provide for any “specific requirements” in relation to current COVID-19 challenges. However, focus on the Primary Duty of Care (S.36 HSW Act) is needed reflecting what a reasonable and prudent person would do in the circumstances.</p> <p>Recommendation – CE to provide update on reporting processes around incidents, self-isolation and the vulnerability of staff in new working from home environment.</p> | Ongoing |
| 25 March/ Board meeting | Decision | Membership project paused; CRM work continuing | | Ongoing |

| | | | | |
|-------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 25 March/ Board meeting | Decision | Full staff salaries to paid for next 3 months, with review monthly by FRAC. | Update 2 May - | Ongoing |
| 26 March / Board action | Action | Chair review of the DoA and H&S policy to ensure appropriate conditions in place to enable the CE to make urgent decisions. | Recommendation – no update required to DoA and H&S policies with respect to CE ability to act swiftly. Additional delegation of authority to CE or to Chair and Deputy Chair (to act on behalf of Board) not required due to immediate availability of quorum of Board members. | Closed |
| 4 April / email request | Action | CE to provide weekly email update on member communications, regional wellbeing indicators, staff H&S and significant changes to government or NZSS advice. | | Ongoing |
| TBC | Action | Deputy Chair to check constitution for provisions for remote AGM | | Pending |
| March 2020 | Learning | Crisis management policy to be reviewed proactively as part of annual work plan. | | |
| March 2020 | Learning | Confirm H&S training as a line item in annual budget. | | |
| March 2020 | Learning | Recognising the requirement for urgent discussions/decisions, ensure items addressed outside of Board meetings are ratified and captured in the next meeting minutes. | | |
| | | | | |
| | | | | |
| | | | | |

| Version/ date | Description |
|---------------|-------------|
|---------------|-------------|

| | |
|-------------|------------------------------------------------------|
| V1/ 6 April | Version 1 finalised with Board and loaded to website |
| | |
| | |
| | |