







# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### OVERDUE ACCOUNTS:

## Aged Receivables Summary

Swimming Canterbury West Coast Inc

As at 31 March 2020

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	412.00	0.00	0.00	0.00	0.00	0.00	412.00
Ashburton Swim Club	15.00	0.00	0.00	0.00	0.00	0.00	15.00
Greymouth Swimming Club	110.00	0.00	0.00	0.00	0.00	0.00	110.00
Mackenzie Swimming Club	720.00	0.00	0.00	0.00	0.00	0.00	720.00
Neptune Swim Club	50.00	0.00	0.00	0.00	0.00	0.00	50.00
North Canterbury Swim Club	1,032.76	0.00	0.00	51.10	0.00	0.00	1,083.86
QEII Swim Club	1,253.60	0.00	0.00	0.00	0.00	0.00	1,253.60
Selwyn Swimming Club	90.00	0.00	0.00	0.00	0.00	0.00	90.00
Swim Timaru Inc	15.00	0.00	0.00	0.00	0.00	0.00	15.00
Temuka Swimming Club	1,776.55	0.00	0.00	0.00	0.00	0.00	1,776.55
Westport Swim Club	512.70	0.00	0.00	0.00	0.00	0.00	512.70
Wharenui Swim Club	1,331.70	0.00	0.00	0.00	0.00	0.00	1,331.70
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Risk Map

Areas requiring more attention and discussion include: vetting policy, Team Manager and Coach training in relation to H&S, and all members of the Board need to become as well-versed as possible with the SCWC Constitution and Policies

### Accounts

Moved: Simon

Seconded: Nicky

Carried

## 11. Funding Report

### Approved Applications

Provider		Purpose	Amount
First Sovereign Trust	01/2018	Administrator Laptop	\$1200.00
Lions Foundation	02/2018	Medals for 2018/2019 season	\$3000.00
Southern Trust	03/2018	Bal. of Medals for 2018/19 & Sth Islands (\$5462.00)	\$4500.00
Youthtown	04/2018	Pool Hire for South Islands	\$3866.00
Mainland Foundation	07/2018	Funding for SCWC Squads 2018/19	\$20,000.00
One Foundation	09/2018	Pool Hire for Regional Meets to Feb 2019	\$12,941.65
NZCT	11/2018	Administrator's Salary	\$28,500.00
NZRB	12/2018	10 x Timing Pads	\$8000.00
Pub Charity	03/2019	Medals for the 2019/2020 season	\$5228.00
Mainland Foundation	11/2019	Accommodation for SCWC Champs & NZJF	\$15,000.00
Pub Charity	11/2019	Pool Hire for Regional Championships to Feb 2020	\$13,503.48



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### Declined Applications

Provider		Purpose	Amount
Youthtown	09/2018	Keepsake & perpetual trophy	\$605.55
Selwyn Community Fund	01/2019	Pool Hire SCWC Relay Championships	\$1276.00
CERT	03/2019	Officials Accommodation NAGs/Opens	\$4348.71
One Foundation	09/2019	Pool Hire for Regional Meets to Feb 2020	\$14,795.64
NZCT	04/2020	Administrators Salary (Covid19 declination)	\$39,140.00

### Pending Application

Provider	Purpose	Amount
Commercial Sponsor	Officials accommodation expenses	TBA
One Foundation	Medals for the 2020/2021 season	\$7020.00

## 12. Contractual Obligations/Trusts

- a) SwimT3- Balance sheet of SCWC spending on our product allowance:

	01.07.18-31.06.19	01.07.19-31.06.20
Income	\$4800.00	\$4800
Swim T3 Product	\$5200.00	\$5200
Product purchased	\$4018.10	\$0
Expenditure	\$660.00	\$1821.58

Start and end date of contract: 01.07.2018 – 31.06.2020

The income from SwimT3 should be spent inside the financial year in which it is earned, where at all possible. The \$4800 received last year can be put towards the SCWC Awards evening. We currently have on order 6 new stopwatches. All SwimT3 sponsorship is on hold until at least the end of the COVID-19 lockdown

- b) Halswell Swim Club and Templeton Swim Club funds held on behalf

- c) Doreen Brown Trust

Approval to dissolve the trust and hand stewardship of any remaining assets to SCWC has been granted by the High Court and Michael Toomey is now going through the final steps prior to depositing the funds remaining in the trust after all costs are met, into an account which will be managed by SCWC.



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## MINUTES OF THE BOARD MEETING

### 13. Membership

#### Registered Swimmers- Previous Seasons

Date	Competitive Swimmers	Club Swimmers
30/6/2019	624	212
30/6/2018	643	191
30/6/2017	681	476
30/6/2016	684	179
30/6/2015	689	
30/6/2014	605	
30/6/2013	648	
30/6/2012	762	
30/6/2011	866	
30/6/2010	929	
30/6/2009	696	
30/6/2008	612	

**Note:** 2017 totals for Club swimmers included all non-registered entrants for Canterbury Secondary Schools, who were loaded as Club swimmers. This was not necessary from 2018, hence the drop in numbers

#### Current Membership Numbers (as at 31<sup>st</sup> March 2020)

Aquagym Swimming Club	Club Swimmer	21
Aquagym Swimming Club	Competitive Swimmer	55
Ashburton Swim Team	Competitive Swimmer	32
Geraldine Swimming Club	Club Swimmer	13
Geraldine Swimming Club	Competitive Swimmer	14
Greymouth Amateur Swimming Club	Competitive Swimmer	50
Hokitika Amateur Swim Club	Club Swimmer	24
Hokitika Amateur Swim Club	Competitive Swimmer	21
Jasi Swim Club	Club Swimmer	34
Jasi Swim Club	Competitive Swimmer	94
Mackenzie Swimming Club	Club Swimmer	8
Mackenzie Swimming Club	Competitive Swimmer	18
North Canterbury Swim Club Inc	Club Swimmer	20
North Canterbury Swim Club Inc	Competitive Swimmer	59
QEII Swim Club	Club Swimmer	21
QEII Swim Club	Competitive Swimmer	32
Selwyn Swim Club	Club Swimmer	15
Selwyn Swim Club	Competitive Swimmer	36
Swim Timaru	Club Swimmer	14
Swim Timaru	Competitive Swimmer	56
Temuka Swimming Club	Club Swimmer	6
Temuka Swimming Club	Competitive Swimmer	23
Vikings Swim Club Inc	Club Swimmer	10
Vikings Swim Club Inc	Competitive Swimmer	47
Waimate Amateur Swimming Club	Club Swimmer	1
Waimate Amateur Swimming Club	Competitive Swimmer	6
Waitaha Swim Club	Club Swimmer	32
Waitaha Swim Club	Competitive Swimmer	34
Westport Swim Team	Club Swimmer	15
Westport Swim Team	Competitive Swimmer	11
Wharenui Swim Club	Club Swimmer	28
Wharenui Swim Club	Competitive Swimmer	62
		<b>912</b>



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## MINUTES OF THE BOARD MEETING

### 14. Health & Safety

#### a. Any incidents to report

#### b. Risk items to be actioned

##### I. Risk: Club health and safety

Health and safety group has been set up to produce the health safety and wellbeing guidelines for SCWC region. The aim is to create an online resource to support our region's clubs and event organisers. The group includes six people from around the region with a good cross section of interest in swimming. Currently the group is working on a draft policy.

Legal advice has been sought regarding any issues of privacy, SCWC/Clubs cannot force disclosure of any condition, medical or otherwise, the best that can be done is provide avenues for disclosure.

Coaches can be placed in a difficult situation if they are aware of a H&S issue that has not been disclosed to the Club or TM- if they inform either they are breaching privacy, but if they don't are they failing in their duty of care?

Parents still need to be the first port of call and should be required to accompany a minor if there is a high H&S risk to their child or others.

SNZ will shortly be making a lawyer available to Regions (and perhaps Clubs), so that advice can be sought before any situation gets to the point of being escalated to a Regional or National level.

Clubs are to be reminded that they are responsible for Police Vetting all non-NZSCTA coaches, team managers and parents who travel stay with the team, every 3 years.

##### II. Risk: Working from Home

During the COVID-19 pandemic, Debbie is required to work from home. In this situation, home is considered a workplace, and agencies (PCBUs) therefore have a responsibility under the Health and Safety at Work Act 2015 to eliminate or minimise any health and safety risks, so far as reasonably practicable. The following have been considered when evaluating Debbie's workplace:

- Workstation
- Environment
- Privacy and Security (Professional and Personal)
- Health and well-being (social isolation and mental health)
- Home responsibilities/Other people

#### c. Disciplinary

I. SCWC Disciplinary Panel has completed its review of the current matter under investigation and a letter explaining the panel's findings has been sent to the parties involved.

II. Does our Disciplinary Policy need reviewing? SNZ are currently rebuilding their disciplinary policy which SCWC can use this as a basis for our own rules and procedures. Current SNZ policies are quite vague and difficult to navigate so seeking legal advice for the current matter was crucial. Greg Clapp has confirmed he is happy to continue working with SCWC in an advisory role as we undertake a review of our own Disciplinary Policy, while we wait for SNZ to present their own reviewed document. Greg is also happy to assist us with any future disciplinary issues.



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## MINUTES OF THE BOARD MEETING

### d. Policies to be reviewed

- Disciplinary Policy
- Code of Conduct (currently Code of Ethics and Values- Aug 2006)
- Health Safety and Wellbeing (Jan 2019)
- Member Protection (July 2018)
- Child Protection
- Police Vetting (June 2019)
- Laws and Compliance (Aug 2018)
- Board Charter (July 2019)
- Financial Management (April 2019)
- Advisory Committee (July 2018)
- Canterbury Squad Swimmer Contract (July 2018)
- Squads Travel (July 2018)
- Technical Suit (April 2018)

### 15. Committees- Advisory

#### 1. Technical Committee

No report for this meeting

#### 2. Events Committee

No report for this meeting

#### 3. Awards Committee

No report for this meeting

#### 4. Metro Sports Facility Committee

No report for this meeting

Follow up Items from Previous Meetings	
Ongoing Policy development- Declaration of interests, annual budgets, risk management Chris and Debbie to design new user-friendly website layout for all SCWC Policies and Health and Safety information This will be finalised once the H&S working group have completed their review	<b>Chris/Debbie</b>
SCWC Annual Awards- As a result of the impact of Covid 19 on this year's national meets (with 3 of the 4 major national events being cancelled) and the potential for ongoing restrictions with regards to gatherings, it was moved that this year's SCWC Annual Awards be cancelled. Moved: Simon Seconded: Scott Debbie to advise the SCWC Award Committee	<b>Debbie</b>





## SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

<p>2020/2024 Strategy / Strategic Plan Several discussion and brainstorming session have taken place including one with Jon Derry from Sport Canterbury. There is a now a good platform established from which to work</p>	<b>Scott/Christelle</b>																		
<p>SLA- SCWC's proposal was presented to CCC on the 21<sup>st</sup> June 2019. Chris, Simon and Debbie attended a meeting with Martin on Friday to go over the CCC's counter-offer. There is ongoing discussion about how to manage lane hire + entry. CCC ID cards work for training but events are more complicated. One suggestion was that the CCC charge out a separate flat rate for lane hire for events which would include the entry fee. Martin will discuss this with CCC management and get back to us in the New Year It was reiterated to CCC that MSF Should remain neutral ground with no "home" club. Martin advised that Linwood would not have a home club either. CCC Offices are currently closed but Martin has indicated that he is still working toward reaching some set price structures with SCWC.</p>	<b>Chris</b>																		
<p>Michael Toomey- retiring and therefore stepping down as Honorary Solicitor for SCWC. Michael has advised that his daughter Georgina may be prepared to take over this role (Commercial Lawyer). Chris to set up a meeting to discuss.this with Georgina</p>	<b>Chris</b>																		
<p>Jennian Homes- Proposal document now ready to be presented to Jennian for their consideration. The proposal illustrates all the possible ways in which Jennian sponsorship could support our Officials- they may not wish to take up all ideas.</p>																			
<p>Para records for 15yrs and under are to be established at a National level, so younger swimmers can track their progress. Rhys has spoken to Cameron and they are almost ready to go, just waiting on a couple of historical records to be checked.</p>	<b>Rhys</b>																		
<p>CCC supported "Have a go" session(s)- Debbie has been 1n contact with the Activities Team Leader Jenny Jordan who is running the survey and explained that SCWC are very keen to take part in this as an extension of building some mutually beneficial relationships between CCC LTS programs and our members clubs, encouraging kids to stay in swimming for longer. Jenny is keen to get involved in this and is getting in touch with the CCC LTS Coordinators to see how this can best be achieved Debbie to follow this up when CCC are back after lockdown</p>	<b>Debbie</b>																		
<p>SNZ have released their list of Affiliation Fees for the 2020/2021 season:</p> <table border="1" data-bbox="193 1655 895 2110"> <thead> <tr> <th style="background-color: #d3d3d3;">Category</th> <th style="background-color: #d3d3d3;">Current</th> <th style="background-color: #d3d3d3;">New (from 1 July)</th> </tr> </thead> <tbody> <tr> <td>Club Swimmer</td> <td>\$15.55</td> <td>\$20.00</td> </tr> <tr> <td>Coach</td> <td>\$15.00</td> <td>\$20.00</td> </tr> <tr> <td>Competitive Swimmer</td> <td>\$54.50</td> <td>\$60.00</td> </tr> <tr> <td>Masters Swimmer</td> <td>\$10.20</td> <td>\$20.00</td> </tr> <tr> <td>Voting Technical Official</td> <td>\$15.00</td> <td>\$20.00</td> </tr> </tbody> </table>	Category	Current	New (from 1 July)	Club Swimmer	\$15.55	\$20.00	Coach	\$15.00	\$20.00	Competitive Swimmer	\$54.50	\$60.00	Masters Swimmer	\$10.20	\$20.00	Voting Technical Official	\$15.00	\$20.00	
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<p>Covid19- We have only had one response from a club communicating they are under serious financial stress potentially due to the negative impact the pandemic has had on the availability of funding. SCWC will provide advice and offer access to professional financial advice, as the region has access to someone who has already assisted in the restructuring of various clubs both in swimming and other sports and is happy to assist where required. Sport NZ and the government have also indicated they are working on a sport recovery package, and this may also provide some relief</p>	
<p>.The SCWC Board was happy with the use of Zoom to hold the Board meeting and determined that this would be a far more suitable way to hold meetings going forward. It was decided that SCWC should purchase an annual membership to Zoom at a cost of \$149.90 per annum to allow for meetings to extend beyond the 45min allowed for free users</p>	<b>Debbie</b>

**The meeting closed at 7:20pm**