



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting held at the offices of e-Migration, Sheffield Crescent, Burnside
at 7:00pm on 13th April 2021

1. **Present:** Simon Moore, Kim Berquist, Christelle Savry, Steve Kelliher, Rhys Pryde-Wall
2. **In Attendance:** Debbie Rahurahu
3. **Apologies:** Holly Cassin
4. **Minutes of the previous meeting read and accepted**

Moved: Kim

Seconded: Christelle

Carried

5. **Matters arising:** Nil
6. **Declarations of interest:** Nil
7. **Correspondence in / out:**

SNZ

Dale Johnson- Event Information Update
Steve Johns- Updated Membership Protection Documents
Dale Johnson- Invitation to FINA School for Officials | 17 - 18 April 2021
Dale Johnson- Covid-19 Contingency Plans | 2021 Events
Steve Johns- Police Vetting Phone Call - Wed 17th @ 7.00pm - 8.00pm
Dale Johnson- Accreditation Reminder | NAGS
Dale Johnson- Competition Restructure & Competitive Pathway Review

Makos

Kerren Keach- Dispensation for swimmers at SIC&T

Regions

Southland- FW: Day 3 Cancelled
Otago- South Island Country & Town Competition – Cancellation
Waikato- Hamilton Qualification Meet 2021 - Meet Information

Sport Canterbury

Shaun Campbell- Trust Aoraki South Canterbury Sports Awards - Nomination Forms
Sport Canterbury- Nominations Open – 2021 ORIX New Zealand Canterbury Sports Awards

Clubs

Geraldine- Permission for Emma and Addison Campbell to swim at Otago Junior Champs
Mackenzie- Permission for four swimmers to swim at the Otago LC Meet
Vikings- RE: Email to Swimming Southland
North Canterbury- Mainland Funding inquiry



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Men 13-13 200 Breast

2:36.20	Luke McCallum at Jasi Christmas Cracker Meet 2020	10/12/2020
2:35.15	Luke McCallum at Waitaha Summer Sizzler	11/03/2021

Men 17-17 50 Free

23.82	Ben Pickersgill-Brown	2/04/2004
23.71	Taiko H. Torepe-Ormsby at 2021 SCWC Championships	21/01/2021

10. Financials

SCWC is currently running a \$76,000 surplus assisted by the grants we have received which had not been budgeted for, The budget set was conservative and was predicting a \$14,000 loss.

ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board- Debbie to add an Account Transactions report for the -000 account.

OVERDUE ACCOUNTS:

Aged Receivables Summary

Swimming Canterbury West Coast Inc

As at 9 April 2021

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	93.16	0.00	0.00	0.00	0.00	0.00	93.16
ASHBURTON SWIM TEAM	0.00	0.00	0.00	0.00	0.00	(93.16)	(93.16)
Jasi Swim Club	93.16	0.00	0.00	0.00	0.00	0.00	93.16
JELLIE PARK AQUALAND	0.00	0.00	0.00	0.00	0.00	(1.00)	(1.00)
KAIAPOI SWIM	0.00	0.00	0.00	0.00	0.00	(18.90)	(18.90)
Mackenzie Swimming Club	254.00	0.00	0.00	0.00	0.00	0.00	254.00
Murihiku Swimming Club	0.00	30.00	0.00	0.00	0.00	0.00	30.00
Vikings Swim Club	190.50	0.00	0.00	0.00	0.00	0.00	190.50
Westport Swim Club	0.00	63.50	0.00	0.00	126.48	0.00	189.98
Wharenui Swim Club	296.16	0.00	0.00	0.00	0.00	0.00	296.16
Total	926.98	93.50	0.00	0.00	126.48	(113.06)	1,033.90

Accounts

Moved: Steve

Seconded: Christelle

Carried



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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
NZCT	09/2020	Administrator's Salary	\$30,000.00
CRF	09/2020	Funding for Regional Meet expenses	\$4,404.62
CCC Communities Fund	09/2020	Bridging the Gap part salary funding (3 years)	\$14,000.00
Southern Trust	10/2020	Electronic Equipment (Harnesses & Buttons)	\$5000.00
Pub Charity	11/2020	Pool Hire SCWC Champs and Development Champs	\$10,000.00
Mainland Foundation	12/2020	Accommodation for Nationals 2021	\$15,000.00
Rata Foundation	12/2020	Bridging the Gap part salary	\$20,000.00
Lion Foundation	03/2021	Pool Hire SCWC Juniors, Relay & SC Champs	\$4000.00

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
One Foundation	05/2020	Medals for the 2020/2021 season	\$7020.00

Pending Application

Provider	Purpose	Amount
Commercial Sponsor	Officials accommodation expenses	TBA

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	01.07.20-31.06.21
Income	\$4800.00	\$4800	\$0
Swim T3 Product	\$5200.00	\$5200	\$0
Product purchased	\$4018.10	\$0	\$966.00 (Stopwatches)
			\$680.00 (Cant Champs)
Expenditure	\$660.00	\$1821.58	\$0

Start and end date of contract: 01.07.2018 – 31.06.2020



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Our credit balance is being carried over into this financial year.

A meeting was held with Chris prior to the AGM where he indicated that while the prior agreement with SwimT3 would not be renewed due to the impact of the pandemic, a new proposal was tabled which Chris and Simon agreed SCWC would be interested in pursuing. Chris is also struggling with the lack of spectators as this cuts down his potential clients- this is not an issue we can easily remedy at this stage. Debbie has contacted Chris to remind him to send a written copy of the new proposal, for the SCWC Board to consider and sign off. Debbie to remind Chris we need to have a contract with him going forward.

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

c) Doreen Brown Trust

Funds have now been received. Marlene has agreed to be responsible for the allocation of these funds and will be disbursing them in keeping with the original deed. She will report on any funds being allocated to the SCWC Board as funds are to be disbursed. All recipients will be required to provide an invoice from the supplier addressed to SCWC and all funds will be paid direct to the provider.

13. Membership

Registered Swimmers- Previous Seasons

Date	Competitive Swimmers	Club Swimmers
30/6/2020	573	209
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



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Current Membership Numbers (as at 9th March 2021)

Aquagym Swimming Club	Club Swimmer	21
Aquagym Swimming Club	Competitive Swimmer	41
Ashburton Swim Team	Competitive Swimmer	29
Canterbury West Coast Administration	Competitive Swimmer	1
Geraldine Swimming Club	Club Swimmer	14
Geraldine Swimming Club	Competitive Swimmer	13
Greymouth Amateur Swimming Club	Competitive Swimmer	44
Hokitika Amateur Swim Club	Club Swimmer	17
Hokitika Amateur Swim Club	Competitive Swimmer	20
Jasi Swim Club	Club Swimmer	28
Jasi Swim Club	Competitive Swimmer	89
Mackenzie Swimming Club	Club Swimmer	9
Mackenzie Swimming Club	Competitive Swimmer	15
North Canterbury Swim Club Inc	Club Swimmer	24
North Canterbury Swim Club Inc	Competitive Swimmer	49
QEII Swim Club	Club Swimmer	18
QEII Swim Club	Competitive Swimmer	23
Selwyn Swim Club	Club Swimmer	15
Selwyn Swim Club	Competitive Swimmer	38
Swim Timaru	Club Swimmer	16
Swim Timaru	Competitive Swimmer	54
Temuka Swimming Club	Club Swimmer	7
Temuka Swimming Club	Competitive Swimmer	21
Vikings Swim Club Inc	Club Swimmer	15
Vikings Swim Club Inc	Competitive Swimmer	47
Waitaha Swim Club	Club Swimmer	40
Waitaha Swim Club	Competitive Swimmer	42
Westport Swim Team	Club Swimmer	18
Westport Swim Team	Competitive Swimmer	2
Wharenui Swim Club	Club Swimmer	42
Wharenui Swim Club	Competitive Swimmer	62
		874

14. Health & Safety

a. Any incidents to report

- I. Simon will obtain a copy of an incident report that we should have received regarding a swimmer receiving a cut to their foot potentially from one of the timing pads. The pads all appeared to be in good order when they were checked after meet, but the pad in question had been removed and put on the trolley with the others so was not able to be singled out for a closer inspection.



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b. Risk items to be actioned

I. Risk: 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. Kim is working on finalising the guidelines and RAMS forms. SCWC are confident that Referees and Technical Advisors are familiar with our H&S requirements. Vetting policy- SNZ only require vetting to repeat every 3 years. The SNZ database is now set up to hold this information. It is currently a requirement for all Coaches and TM to be vetted, it will shortly be a requirement for all Officials to be vetted. Clubs have been 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.

Swimming NZ have activated a centralised Police Vetting policy- this will be user pays and will likely be a far more expensive way to undertake vetting as Clubs will no longer get their allocation of free police vetting per year- SCWC have requested clubs begin to vet all Technical Officials and load all existing vetting details on the member's accreditation so it can be carried over to the centralised system. This will only be allowed until the 1st July 2021.

Debbie has sent a reminder to clubs that they must load any completed Police vetting as an accreditation on the member's profile in the SNZ Database. All accredited and police vetted SCWC officials will then be asked to provide a photo and be issued with an SCWC Accreditation Card to be worn on pool deck.

- II. Wires and trip hazards were still an issue on pool deck- Simon has trialled hot water insulation piping and this works well, so will get more to complete the job.
- III. Tag testing has been undertaken and completed- tags will be added to equipment by Nick in the next couple of weeks.
- IV. A suggestion was made to purchase a labeller so all cables can be labelled.

c. Disciplinary

SCWC has formally adopted the SNZ Member Protection Manual, and has a robust process in place for dealing with disciplinary matters.

d. Policies to be reviewed

SNZ's newly published Member Protection Manual covers a lot of our policies listed below, and Debbie has updated the Health and Safety portion of the website accordingly as well as sending out an email to notify clubs of the newly adopted SNZ Manual.

Holly and Debbie will work through which policies are now covered by the SNZ MPPM so they can be removed from circulation:

- Disciplinary Policy- We now have a process in place.
- Code of Conduct
- Health Safety and Wellbeing (Jan 2019)- Kim is in the process of actioning this
- Member Protection (July 2018)
- Child Protection
- Police Vetting (June 2019)- SNZ have announced members who are required to be vetted, should have their vetting renewed every 3 years, and currently require all Coaches and Team Managers attending National event to be vetted.



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SCWC's policy will now be extended to include Technical Officials- this is not currently a requirement with SNZ but will be brought in once the centralised system is online

- 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)- this policy can be rolled over, there are no changes to be made.
- Team Manager Guidelines

15. Committees- Advisory

Technical Committee

No Meeting held prior to this Board meeting.

Events Committee

No report however, the Events Committee will hold their next meeting this week and will be covering topics including the allocation of the 10 Qualifying Meets for our Region as well as whether SCWC will continue to recognise 12 and under records give that SNZ are no longer doing so at a National level.

Simon will also be attending this meeting to discuss the potential allocation of responsibilities for members of the Events Committee- in particular someone needs to be responsible for the trailer and gear.

Awards Committee

No report for this meeting. The Awards Committee are currently looking for submissions for the Orix Canterbury and South Canterbury Sports awards. Only 1 club has returned any nominations so far.

Metro Sports Facility Committee

Wayne has sent a follow up email to Craig and Chloe regarding the temporary seating at Metro looking for an update but has yet to hear back.

Follow up Items from Previous Meetings	
Health and Safety RAMS forms will be added once Kim has completed the work on these. They are having to be rewritten due to formatting issues Debbie and Holly to work on identifying SCWC policies now covered by the SNZ Member Protection Policy Manual	Kim/Holly
SLA- Martin has indicated that he is still working toward reaching some set price structures with SCWC. Debbie has contacted Martin who has now sent out a draft version of the SLA, price schedule to follow, and he is working on a set hourly rate for events rather than an admission fee per swimmer. The SCWC Board will need to review the proposed agreement.	Board



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<p>Expressions of interest have been called for by the CCC in relation to its current and planned aquatic facilities and all clubs were invited to make a submission. SCWC also made a submission.</p> <p>It was reiterated that MSF Should remain neutral ground with no “home” club and the CCC concur that this is not their desire either. Debbie to request this be put in writing as we have had many verbal assurances and clubs are concerned- these concerns need to be addressed. Martin advised that Linwood would not have a home club either. An email relating to the new Hornby Pool indicated that the CCC may reconsider their position regarding having a home club at this facility, and it is hoped that two of our clubs have put in EOIs for this.</p>	
<p>CCC supported “Have a go” session(s)- CCC are very keen to build some mutually beneficial relationships between CCC LTS programs and our members clubs, encouraging kids to stay in swimming for longer.</p> <p>Funding received from the CCC Communities Fund was in the amount of \$14,000 per year for the next three years (we had applied for \$30,000 per year intending to apply for a further \$10,000 per year from Rata should the CCC application be successful). We have applied for a supplemental grant from Rata to achieve a salary high enough to attract someone. Supporting letters were provide by CCC and Sport Canterbury. This application was successful but will require measurable KPIs to be reached for next year’s application to be successful.</p> <p>Rata do not do multi-year grants so the application was reduced to \$20,000 for one year (originally the application had been for \$20,000 per year for three years).</p> <p>This will be a fixed term employment contract. Application have closed and interviews will take place shortly with an appointment to be made at the beginning of May. Steve, Holly and Debbie will shortlist applicants then conduct the interviews and make a final recommendation to the Board.</p>	<p>Board</p>
<p>A proposal was received from Peter Burgon regarding a new structure for distribution of profits from meets, Steve has looked into the financial advantages and disadvantages of adopting this model and will now go back to Pete with his workings. The system is advantageous for some clubs especially those with larger swimmer numbers but does disadvantage some clubs who have arrangements with facility providers to support costs of venue hire for example.</p> <p>Peter advised that he would have another look into this. Steve will update once he has had the chance to meet with Peter.</p>	<p>Steve</p>
<p>Westport- Rhys has spoken with Kelly Rea regarding the issues they are having with finding a coach and an email is to be sent to the SCWC Coaches group to gauge availability of some of our coaches to travel over to Westport and provide support on a weekly or fortnightly basis. Rhys will touch base with Kelly again after Divlls.</p>	<p>Rhys</p>
<p>SCWC Policy on competing out of region-</p> <p>If SCWC puts a policy in place for this, constitutionally there appears to be two options:</p> <ol style="list-style-type: none"> 1. Make an alteration to the constitution (cl 15); or 2. Call it a matter not covered in the constitution (clause 20) and make/amend rules as required (cl 5.1h). <p>To follow the formal route, to make a change to the constitution it appears that we both need SNZ consent and need it passed at an SGM.</p> <p>To do so, we would need to check whether SNZ would be willing to agree, and then we would need to give 30 days’ notice for a SGM to have voting to pass a resolution for the new rule/clause.</p>	<p>Holly</p>



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<p>Alternatively, there are clauses in the Constitution that could already cover this, The relevant clauses are: Clause 20 – Savings If any matter arises in relation to SCWC that is not provided for in this constitution, the matter shall be dealt with as required by the board. 5.1 – SCWC has full powers jurisdiction and authority (except as restricted by the constitution) to do all and any things to carry out its objections, including: (h) make, alter, rescind and enforce rules, policies, plans and procedures, to affect the objects or for its governance and operation Steve advised he would forward some work already done on this to Holly and Holly has been working on wording a policy and should have this ready for the Board’s consideration by the next meeting. Potential sanctions for breaching this policy should SCWC decide to implement it still need to be identified. This new policy will be tabled at the AGM and included in the notice of General Business.</p>	
<p>The SCWC Events Committee needs roles defined so the load for running and event from start to finish is shared. This includes looking after the equipment and ensuring it is in working order, setting up MM files and flyers, ensuring all ribbons and medals are ready and getting the kit to and from the venue. The Makos Committee rep should also potentially be a member of the Events Committee. Ben Close is resigning as Makos Committee- Jeanette Wright will be taking over this role We also need to purchase our own tablet/ipad/camera for live streaming- Simon will raise all of the above with the Events Committee so they can provide recommendations to the Board Kim has a contact at Spark who may be able to get us a good deal on a tablet- Debbie will contact him shortly.</p>	Simon

13. General Business	
<p>The Wharenui Swim Club have been informed by the CCC that the pool is to be decommissioned once MSF opens. There is a lot of activity around supporting the continued operation of the facility by the CCC beyond MSF including submissions to the CCC. All clubs were encouraged to submit EOI for the new Hornby facility which SCWC pressed the CCC to allow a home club to be based at. The CCC had no interest in basing a club at Linwood but conceded that Hornby could support a home club.</p>	
<p>The Board approved the purchase of a \$100 gift voucher for John Gamblin for the lend of the Athletics dais for SCWC Juniors. Should SCWC have a dais built? The wooden dais is extremely heavy and cumbersome. It may perhaps fit in the trailer on a trolley mounted over the base for the timing board. This will shortly be stored at Selwyn anyway. We need the dimension and to get a quote done.</p>	Debbie
<p>Medals for SCWC Short Course Champs will need to be ordered for early due to shipping constraints and we do not have time to seek funding for them. Moved: Simon Seconded: Rhys</p>	Debbie



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<p>Shared Meets- the circumstances which saw the need for clubs to share meets in 2020 are no longer the status quo and as the situation around any restrictions potentially being imposed by COVID are unpredictable, the SCWC Board consider that the arrangement concerning SCWC support for clubs having to share a meet will from now on only be considered on a case-by-case basis.</p>	
<p>The SCWC AGM needs to be scheduled. It is usually held in the lunchbreak of the SC Champs but this is being held too early this year. It was suggested that it could be held in the lunch break of the Vikings meet which is being held at Selwyn on the 7th & 8th August. Rhys advised there is a meeting room in the Sports complex across the road- Debbie to check the room availability, Zoom will also be made available.</p>	<p>Debbie</p>

The meeting closed at 9:12pm

The next meeting of the SCWC Board is to be held on Monday 17th May 2021