



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at e-Migration Meeting Room at 7:00pm on 7th December 2020

1. **Present:** Simon Moore, Kim Berquist, Christelle Savry, Rhys Pryde-Wall (arrived 7:37pm), Steve Kelliher, Holly Cassin

2. **In Attendance:** Debbie Rahurahu

3. **Apologies:** Nil

4. **Minutes of the previous meeting read and accepted:**

Moved: Steve

Seconded: Holly

Carried

5. **Matters arising:**

- Confirmation of the funding from Rata is due any day with the application being completed for \$20,000 towards the first year's salary for the "Bridging the Gap" position.
- The false start rope has been ordered through ST3 and is being manufactured
- The backstroke ledges need to have the non-adjustable hook end of the tether stitched to prevent it from coming undone- it is not necessary to have two hooks

6. **Declarations of interest:** Nil

7. **Correspondence in / out:**

SNZ

Dale Johnson- Event Update | Junior Festivals & NZ Swimming Championships

SNZ Entries- NZ Open Water Championships - Get your Entries in now!

Cameron Leslie- SNZ National Camp – January

Amber Piggott- SNZ Current Ts & Cs

Makos

Regions

Swimming Otago- Police Vetting Clarification

Swimming Otago- Age as at criteria

Sport Canterbury

Jon Derry- Letter of support for Rata Foundation application

Linda Kenny- Coaching for Impact

Clubs

Temuka- Advice re Touch pads etc.

Jasi- Tier times for Jasi Xmas Cracker

Temuka- Temuka Carnivals

Greymouth- South Island Country and Town Swim Meet 2022

Waitaha- Permission for Chris Elson to swim at the Otago LC Meet on 11th-13th December

Wharenui- Permission to send a team to Otago Champs in Dunedin from 10th – 12th December

Jasi- Concerns re out of region travel by other club teams during the Jasi Xmas Cracker



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

9:17.86 Brooke Bennett at Canterbury Invitational Afternoon meet 19/09/2020

Men 17-17 50 Free

23.36 MATTHEW T. HUTCHINS at 2012 Trans Tasman 2/07/2012
22.43 Taiko H. Torepe-Ormsby at 2020 NZ Short Course Swimming Championships 6/10/2020

Men 17-17 100 Free

49.71 MATTHEW T. HUTCHINS at 2012 South Island Championships 31/08/2012
49.30 Taiko H. Torepe-Ormsby at 2020 NZ Short Course Swimming Championships 6/10/2020

Men 17-17 50 Back

25.65 Angus W. Kelliher at 2019 NZ Secondary School Championships 12/09/2019
25.01 Taiko H. Torepe-Ormsby at 2020 NZ Short Course Swimming Championships 6/10/2020

Men 100 Back

54.50 CAMERON J. JAMES at 2018 NZ Short Course Championships 2/10/2018
54.11 Angus W. Kelliher at 2020 NZ Short Course Swimming Championships 6/10/2020

Moved: Kim

Seconded: Steve

Carried

10. Financials

ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board
Payments to be approved

OVERDUE ACCOUNTS:

Aged Receivables Summary

Swimming Canterbury West Coast Inc
As at 3 December 2020

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	75.00	0.00	0.00	0.00	0.00	0.00	75.00
Ashburton Swim Club	291.98	0.00	0.00	0.00	0.00	0.00	291.98
ASHBURTON SWIM TEAM	0.00	0.00	(93.16)	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)
Swim Timaru Inc	0.00	0.00	112.50	0.00	0.00	0.00	112.50
Temuka Swimming Club	465.80	0.00	0.00	0.00	0.00	0.00	465.80
Waitaha Swim Club	350.00	0.00	0.00	0.00	0.00	0.00	350.00
Westport Swim Club	126.48	0.00	166.60	0.00	0.00	0.00	293.08
Wharenui Swim Club	118.64	0.00	0.00	0.00	0.00	0.00	118.64
Total	1,427.90	0.00	185.94	0.00	0.00	(19.90)	1,593.94

Accounts

Moved: Steve

Seconded: Christelle

Carried



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

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

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
Mainland Foundation	Accommodation for Nationals	\$30,000.00
Rata Foundation	Bridging the Gap Salary balance	\$20,000.00

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	01.07.20-31.06.20
Income	\$4800.00	\$4800	\$0
Swim T3 Product	\$5200.00	\$5200	\$0
Product purchased	\$4018.10	\$0	\$966.00 (Stopwatches)
Expenditure	\$660.00	\$1821.58	\$0

Start and end date of contract: 01.07.2018 – 31.06.2020



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

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 to contact Chris and remind him to send a written copy of the new proposal, for the SCWC Board to consider and sign off.

- b) Halswell Swim Club and Templeton Swim Club funds held on behalf
 - Payment of \$4500 pending for Oaklands School from Halswell funds
 - Payment of \$4500 pending for Halswell School from Halswell funds
 - Payment of \$4000 pending for Templeton School from Templeton funds

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



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Current Membership Numbers (as at 1st December 2020)

Aquagym Swimming Club	Club Swimmer	22
Aquagym Swimming Club	Competitive Swimmer	36
Ashburton Swim Team	Competitive Swimmer	30
Canterbury West Coast Administration	Competitive Swimmer	1
Geraldine Swimming Club	Club Swimmer	11
Geraldine Swimming Club	Competitive Swimmer	10
Greymouth Amateur Swimming Club	Competitive Swimmer	44
Hokitika Amateur Swim Club	Club Swimmer	23
Hokitika Amateur Swim Club	Competitive Swimmer	15
Jasi Swim Club	Club Swimmer	32
Jasi Swim Club	Competitive Swimmer	83
Mackenzie Swimming Club	Club Swimmer	16
Mackenzie Swimming Club	Competitive Swimmer	7
North Canterbury Swim Club Inc	Club Swimmer	27
North Canterbury Swim Club Inc	Competitive Swimmer	47
QEII Swim Club	Club Swimmer	15
QEII Swim Club	Competitive Swimmer	24
Selwyn Swim Club	Club Swimmer	15
Selwyn Swim Club	Competitive Swimmer	32
Swim Timaru	Club Swimmer	14
Swim Timaru	Competitive Swimmer	55
Temuka Swimming Club	Club Swimmer	5
Temuka Swimming Club	Competitive Swimmer	19
Vikings Swim Club Inc	Club Swimmer	17
Vikings Swim Club Inc	Competitive Swimmer	41
Waitaha Swim Club	Club Swimmer	33
Waitaha Swim Club	Competitive Swimmer	38
Westport Swim Team	Club Swimmer	20
Wharenui Swim Club	Club Swimmer	44
Wharenui Swim Club	Competitive Swimmer	48
		824

14. Health & Safety

a. Any incidents to report

- I. A copy of the Incident Report Form has been sent out to clubs reminding them that all incidents MUST be reported

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



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

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.

SCWC are confident that Referees and Technical Advisors are familiar with our H&S requirements

- II. Vetting policy- SNZ only require vetting to repeat every 3 years and are still setting the SNZ database up to hold this information for access without breaching privacy. 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

Swimming NZ are proposing to centralise the Police Vetting- 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 will now be encouraging all of its Technical Officials to be Police vetted via their Club Agent in anticipation of the SNZ requirement. This will save on eventual costs as clubs can use their free annual allocation. Debbie to confirm SNZ will carry over existing current vetting to the new National system then email clubs and officials.

- III. Wires and trip hazards are still an issue on pool deck- perhaps an alkathene type pipe could be used to secure wires- Simon will look into this
- IV. Tag testing needs to be undertaken again- Debbie to contact Nick to do this again

c. Disciplinary

- I. Does our Disciplinary Policy need reviewing? SNZ have rebuilt their disciplinary policy which SCWC is required to adopt. Following on from confirmation that the new SNZ Member Protection Policy Manual conforms constitutionally, SCWC will adopt this document.

Motion: Swimming Canterbury West Coast will adopt the Swimming New Member Protection Policy Manual (August 2020)

Moved: Steve

Seconded: Holly

Carried

d. Policies to be reviewed

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

- 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



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

- 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.
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

The Technical Committee have not had a meeting.
 We had 20 members attend the seminar Lesley took.
 I have qualified another Regional IOT, and Lesley has qualified 2 more National IOTs.
 I will be in touch (as Technical Advisor) with Debbie and Fiona (the Events Committee are meeting this week) to help coordinate volunteers for Canterbury Champs.
 Christine

Events Committee

Meeting is taking place two days following the Board meeting- nothing new to report at this stage. The Events Committee supports the qualifying times for the Jasi Xmas Cracker being dropped to Tier 2 and faster subject to entry numbers being monitored.

Awards Committee

No report for this meeting

Metro Sports Facility Committee

Steve reported on the Metro Sports Facility Tour which he attended on behalf of SCWC. He was very impressed with how the work on site is progressing but is concerned there may be less space around the pool than we thought. It will however be a very impressive facility. Completion is looking likely to be January 2023 now.

Follow up Items from Previous Meetings	
Ongoing Policy development- Declaration of interests, annual budgets, risk management Debbie has completed the design new user-friendly website layout for all SCWC Policies and Health and Safety information and includes the new SNZ Member Protection Policy Manual Health and Safety RAMS forms will be added once Kim has completed the work on these	Kim/Debbie
SLA- SCWC's proposal was presented to CCC on the 21 st June 2019. Chris, Simon and Debbie attended a meeting with Martin on 29 th November 2019 to go over the CCC's counteroffer.	Simon



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

<p>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</p> <p>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.</p> <p>Martin has indicated that he is still working toward reaching some set price structures with SCWC.</p> <p>An email relating to the new Hornby Pool indicates that the CCC may reconsider their position regarding having a home club at this facility. If so, discussions will need to take place with potential home clubs.</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.</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). We await the outcome of this application.</p>	<p>Debbie</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>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.</p>	<p>Rhys</p>

<p>13. General Business</p>	
<p>Jasi Xmas Cracker- Two SCWC clubs chose to send teams to compete out of region on the weekend of this meet. Both clubs sought permission, which was not granted and it was clearly stated to both clubs that the SCWC Board did not support this.</p> <p>SCWC do not have a written policy in place for this. It is currently a gentleman’s agreement and has been for a very long time without prior incident, with clubs respecting the arrangement and individuals with particular reason for swimming out of region applying to SCWC to do so, with exemptions being granted on a case by case basis..</p> <p>One or two individuals is not an issue but this situation has seen two clubs take a team of swimmers and this needs to be addressed.</p>	



SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

<p>Not having a policy means that the Board is powerless to take any action for a breach of a gentleman's agreement. Are we now at a point where a formal enforceable policy needs to be put in place, and does it need to be part of the condition of affiliation to SCWC?</p>	
<p>SCWC Policy on competing out of region- 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 a SGM. 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>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 effect the objects or for its governance and operation</p> <p>Holly will work on wording a policy and some consideration needs to be given to the potential sanctions for breaching this policy should SCWC decide to implement it.</p>	<p>Holly</p>
<p>Police vetting- SNZ are introducing a new Police Vetting Policy. The new policy will see a centralised system being implemented, administered at a National level and there will likely be an associated user pays cost but they are not certain what this will be as yet. This policy will come into effect on the 1st April 2021 With this in mind, SCWC's request that all SCWC Clubs begin to undertake vetting of all of their Technical Officials. I have been advised that SNZ will recognise all existing completed vetting and will be adding a facility for clubs and regions to add this information to the SNZ database up until the 1st April 2021. This will remove the need to repeat the vetting process unnecessarily, save on user pays costs as each vetting agency is entitled to 10 free vetting checks per year, and will provide a solid for the base of the centralised platform.</p>	

The meeting closed at 9:09pm

The next meeting of the SCWC Board is to be held on 1st February 2021