



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at 7pm on 2nd December 2019 at eMigration, Sheffield Crescent, Christchurch

1. **Present:** Chris Ponga, Scott Wagenvoord, Simon Moore, Kim Berquist, Christelle Savry, Nicky Edwards
2. **In Attendance:** Debbie Rahurahu, Rhys Pryde-Wall (Arrived 7:12pm)
3. **Apologies:**
4. **Minutes of the previous meeting read and accepted**

Moved: Kim

Seconded: Christelle

Carried

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

SNZ

Steve Johns- SNZ Safe Pool Depth Policy

Steve Johns- National Roadshow – UPDATE

Anthony Bowler- Junior Festival - Mako's Zone Event Support Agreement

Andy Kent- SNZ Hosting - FINA Technical Official School & Clinic - 2020

Amanda White- 2020 Oceania Selection Criteria - Amended QT's

Makos

Regions

Swimming Wellington- Regional Collaboration

Swim Southland- SIC&T Meet

Sport Canterbury

Sport Canterbury- Invitation to Register

Vicky Cowley- Sports Leaders Forum

Clubs

Vikings- Permission for C & I Petersen to swim at the Fielding Spring Carnival 14 November

Wharenui- Permission for

Geraldine- Wish to move their Carnival date in 2020 from early December to mid January 2021- currently in the hands of the SCWC Events Committee



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Women 13-14 200 Free Relay

1:56.66 North Canterbury Swim Club Inc, C. Taylor, I. McConchie, G. Dann, L. Marsh 11/05/2019
 1:53.24 Jasi Swim Club 31/10/2019
 H. Abdou, J. Song, F. Nelson, M. Horton

Women 13-14 200 Medley Relay

2:06.47 NCSC H Rahurahu, C Taylor, N Savry, I McConchie 2/11/2018
 2:05.02 Jasi Swim Club 31/10/2019
 J. Hill, J. Song, M. Horton, H. Abdou

Men 13-14 200 Medley Relay

2:00.65 Aquagym Swimming Club O. Salt, T. McCallum, Z. Reid, O. Lutton 4/07/2019
 1:59.96 Aquagym Swimming Club 31/10/2019
 E. Cone, T. McCallum, O. Salt, O. Lutton

Moved: Kim Seconded: Scott Carried

10. Financials

ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board

Debbie and Scott are to meet to go over the category and account background lists within Xero to see if they can be better aligned for reporting purposes with clearer definitions.

OVERDUE ACCOUNTS:

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	0.00	0.00	0.00	0.00	0.00	(9.50)	(9.50)
Hokitika Swim Club	0.00	15.00	0.00	0.00	0.00	0.00	15.00
JELLIE PARK AQUALAND	0.00	0.00	0.00	0.00	(1.00)	0.00	(1.00)
QEII Swim Club	67.50	0.00	0.00	0.00	0.00	0.00	67.50
Swim Timaru Inc	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Temuka Swimming Club	195.00	0.00	0.00	0.00	0.00	45.00	240.00
Total	292.50	15.00	0.00	0.00	(1.00)	35.50	342.00

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

-017 account type needs to be changed from its current status as an Online Saver account to a Westpac Bonus Saver account- this is underway with the bank.

Accounts

Moved: Simon 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

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

Pending Application

Provider	Purpose	Amount
Commercial Sponsor	Officials accommodation expenses	TBA
Pub Charity	Pool Hire for regional Meet to Feb 2020	\$13,503.48

Application for Administrator's salary as moved in the previous meeting, will be submitted as soon as the accountability for last year's grant has been approved by NZCT.

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	\$0

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 and will be placing an order for 100 ID tags for use at meets, once the artwork is signed off. Both of these will be funded via the SwimT3 sponsorship, with the ID cards featuring their logo on one side. The cards will be numbered for issue and return.



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b) Halswell Swim Club and Templeton Swim Club funds held on behalf Debbie has contacted Westpac to organize individual reporting for all Term Deposits including those for Templeton and Halswell as they are currently only visible online as a bulk amount- this is apparently not possible to achieve via Business Online.

c) Doreen Brown Trust
The agreement for dissolution for the High Court and all other documentation has now been submitted. It may not be until next year that this matter is heard by the court.

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 28th November 2019)

Club Name	Membership Type Description	Count
Aquagym Swimming Club	Club Swimmer	22
Aquagym Swimming Club	Competitive Swimmer	50
Ashburton Swim Team	Club Swimmer	1
Ashburton Swim Team	Competitive Swimmer	33
Geraldine Swimming Club	Club Swimmer	13
Geraldine Swimming Club	Competitive Swimmer	12
Greymouth Amateur Swimming Club	Competitive Swimmer	52
Hokitika Amateur Swim Club	Club Swimmer	27
Hokitika Amateur Swim Club	Competitive Swimmer	18
Jasi Swim Club	Club Swimmer	36
Jasi Swim Club	Competitive Swimmer	77
Mackenzie Swimming Club	Club Swimmer	46
Mackenzie Swimming Club	Competitive Swimmer	3



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North Canterbury Swim Club Inc	Club Swimmer	26
North Canterbury Swim Club Inc	Competitive Swimmer	54
QEII Swim Club	Club Swimmer	30
QEII Swim Club	Competitive Swimmer	20
Selwyn Swim Club	Club Swimmer	24
Selwyn Swim Club	Competitive Swimmer	28
Swim Timaru	Club Swimmer	19
Swim Timaru	Competitive Swimmer	51
Temuka Swimming Club	Club Swimmer	8
Temuka Swimming Club	Competitive Swimmer	20
Vikings Swim Club Inc	Club Swimmer	16
Vikings Swim Club Inc	Competitive Swimmer	40
Waimate Amateur Swimming Club	Club Swimmer	1
Waimate Amateur Swimming Club	Competitive Swimmer	6
Waitaha Swim Club	Club Swimmer	31
Waitaha Swim Club	Competitive Swimmer	22
Westport Swim Team	Club Swimmer	21
Westport Swim Team	Competitive Swimmer	5
Wharenui Swim Club	Club Swimmer	35
Wharenui Swim Club	Competitive Swimmer	53
TOTAL		900

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.



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c. Disciplinary

- I. SCWC Disciplinary Panel has now been set up- the panel is made up of a Chair (who is a JP, highly experienced and completely independent of swimming) with two other members making up the panel dealing with the current incident under investigation. The panel is particular to this incident. All information will come from and go through the panel, and they will report their findings back to the Board. The Terms of Reference for the Panel are being finalised.
The SCWC Board approved Greg Clapp, Simon Moore and Christine Cassin as the members appointed to this Disciplinary panel. The panel is meeting on Wednesday afternoon and the Terms of Reference for the panel will be sent to both parties shortly
- 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. SCWC will ask Greg Clapp to take on an advisory role as we undertake a review of our own Disciplinary Policy, while we wait for SNZ to present their own reviewed document. A flow chart for clubs would be helpful and easier to use.

d. Policies to be reviewed

- Codes of Conduct- Debbie to forward a copy of a draft amended SCWC Code of Conduct out to the Board for discussion
- 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

Qualifications earned since last meeting- Regional IOT: Tony Parmenter

Official's Seminar was held on the 23 Nov conducted by Lesley Huckins. Simon advised this was very well supported with over twenty people in attendance and more than half of those being people new to officiating. Hopefully we



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will gain some more new IOTs out of these sorts of initiatives, with continued support for trainees being provided by the head trainer (Christine).

The Board was in agreement that a get together with the Technical Committee in the new year would be in order to have a few drinks to say thank you for their hard work and support of the region over the season. Debbie to find a suitable date after SCWC Juniors for this to take place.

Meet Flier template is currently being reviewed by Lesley Huckins- once this is completed a template for each Tier will be uploaded to the SCWC website for clubs to use.

2. Events Committee

No report for this meeting

3. Awards Committee

Currently considering nominations for 2020 Sport Canterbury Awards (nominations close in January)

4. Metro Sports Facility Committee

Wayne following up on a query relating to the seating being provided on the East side of the main pool. The seating agreed upon was to have been two rows of moulded seats, but current plans show it as a single row of benches

Follow up Items from Previous Meetings	
<p>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</p>	Chris/Debbie
<p>SCWC Annual Awards- The SCWC Award Committee to be asked to submit some ideas for next year to include awards which could potentially involve a larger group of people. Perhaps a “Club Spirit of Excellence Award” recognising a member club for its efforts to grow and provide for its membership. There has also been a suggestion received regarding establishing scholarships for swimmers, coaches and officials which could be presented at the annual awards- proposal to be tabled by David Prattley</p>	Debbie
<p>2019 Strategy / Strategic Plan</p> <ul style="list-style-type: none"> • SWOT Analysis – as a team we need to understand what our strength, weaknesses, opportunities and threats are • What are our 2019/20 goals we need to deliver • What activities are we are currently doing to deliver the outcomes required <p>“Clarity of purpose” to be discussed Issues to address</p> <ul style="list-style-type: none"> • Our sport still has volunteer support issue, as does sport in general. • Swimmer retention especially in mid to older swimmers • Participation costs- SNZ are considering getting rid of affiliation fees form some member categories • Member growth and financial sustainability- although clubs are confident, a number of the current models in use will not be 	Scott/Christelle



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<p>financially sustainable with some clubs gaining a large portion of their income from funding We need an actionable plan. Decide where we want to head and break it down into manageable steps. Chris to send an email out to members to update them on the survey results. The Strategic Planning meeting will be held on 20th January at 6pm</p>	
<p>SLA- SCWC's proposal was presented to CCC on the 21st June. 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</p>	Chris
<p>SCWC Charitable Trust still on Companies Register- Michael Toomey was a Trustee, Debbie to contact Michael to ascertain what needs to be done to wind this up- Michael is looking in to this</p>	Debbie
<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>	Chris
<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. We will follow this up after Christmas</p>	
<p>Should the Region undertake team manager training around – children and rules when travelling; suicide; asthma / anaphylaxis / food allergies; child protection; health and safety documents Legal advice is that TMs and Coaches should be trained in dealing with the likes of allergies, injuries or self-harm. Should SNZ be providing a nationally based program for this, perhaps online? NZSCTA could provide this for coaches as part of conference, but the TM base is large and has a high turnover with many last-minute appointments. A First Aid qualification should be a requirement for TMs but this would be almost impossible to implement. Swimming Australia have an online system which is not accessible in NZ but would be a great template</p>	Chris
<p>Para records for 15yrs and under are to be established at a National level, so younger swimmers can track their progress. Rhys will talk to Cameron about setting this up- Cameron is yet to get back to Rhys</p>	Rhys

13. General Business	
<p>SNZ Roadshow- points for discussion</p> <ul style="list-style-type: none"> • Focus areas will be participation, high performance, coach mentoring, education and funding. We can tie this into SCWC strategy <p>We are confident that SNZ has a clear direction for the future and will be aiming to drive their changes through their new strategic plan which will have clearly spelled out actions.</p>	Chris



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<ul style="list-style-type: none"> • Looking at nationally coordinating approved meets especially Regional Champs– and reducing the number of approved meets across the country • How to change the perception that transitioning from swim school to club is significant in cost and time. SCWC needs to work on this with the council LTS programmes 	
<p>CCC supported “Have a go” session(s)- survey to be completed. What should these look like?</p> <p>This is an exciting opportunity to hold events at a venue where they are not usually held, with no ‘home’ based club, so that SCWC can take our sport to parts of the community that may not otherwise be exposed to it. Venues like Pioneer, GC, Linwood, Hornby, Halswell, Woolston, Waltham. It would be an opportunity to hold some fun races and talk to prospective new members. It may also be possible to make this available for schools</p>	
<p>University of Canterbury visit with Carl- fantastic facilities with outstanding equipment (mechanical, testing, av and lecture facilities). What and how do we best promote this to our membership?</p> <p>It needs to be put to the Coaches Group first for their buy in for their assessment of how to best make use of this opportunity. Carl is keen to get something similar to the US run Nike camps set up. Vikings are currently making use of the facilities and Wharenui were offered it. An open day could be organised, which could be put out to all members making use of the 300 seat lecture theatre. Dryland and qualified instructors are available but there is limited capacity for this and may best be used by SCWC as part of the SCWC Squads training program with dryland and testing at UC and training at MSF. Squads going to UC would work in nicely with UC’s Phd research also.</p> <p>The Board see the squads as a valuable asset and we need to know what is needed in terms of assistance to support them- there must be buy in from all coaches as this is an opportunity for swimmer and coach development</p>	<p>Chris</p>
<p>Paralympics NZ- Graeme Maw has been on contact regarding applying to the World Para Organisation for recognition of the 2020 SCWC LCM Champs as an accredited meet. Paralympics NZ will organise the required official/s and just require pool surveys and approval from the Board. Board approval granted, this is a very exciting opportunity.</p>	<p>Debbie</p>
<p>SCWC Trailer jockey wheel has again been driven on and the wheel hub is broken, (jockey arm is ok). Wheel will need to be replaced. Simon advised he would get a warrant for the trailer</p>	<p>Simon</p>

The meeting closed at 9:55pm