



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at e-Migration Meeting Room at 7:00pm on 1st February 2021

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

Moved: Steve

Seconded: Holly

Carried

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

SNZ

Cameron Leslie- 2021 Swimming Canterbury West Coast Regional Championships and World Para Event

Makos

Ben Close- Makos Committee Rep

Regions

Sport Canterbury

Linda Kenny- Sport Canterbury 2021: New Beginnings

Clubs

Waitaha- Caitlin and Imogen Petersen would like permission to swim at the Colin Walker Memorial Meet in Queenstown on the 16th January 2021.

Waitaha- Zac Hibbs would like permission please to attend the Colin Walker Memorial Meet in Queenstown on 16th January 2021

Greymouth- South Island Country and Town Swim Meet 2022

Jasi- Weekend Incident

Wharenui- Re Weekend Incident



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9. Records

Mixed 15-16 200 Free Relay

1:47.22	Jasi Swim Team O. Heaton, M. Perriam, J. Hill, H. Wrathall	18/07/2020
1:45.26	Wharenui Swim Club	29/10/2020
	M. Gardiner, E. Matthews, N. Clulow, D. Dybov	

Men Open 200 Free Relay

1:31.51	Wharenui Swim Club at 2020 NZ Short Course Champs	06/10/2020
	T Torepe-Ormsby, T Dreaver, W Campbell, T MacGibbon	

Men Open 400 Free Relay

3:22.15	Wharenui Swim Club at 2020 NZ Short Course Champs	06/10/2020
	T Torepe-Ormsby, T Dreaver, W Campbell, T MacGibbon	

Men Open 200 Medley Relay

1:41.71	Wharenui Swim Club at 2020 NZ Short Course Champs	06/10/2020
	T Torepe-Ormsby, F MacDonald, W Campbell, T Dreaver	

Men Open 400 Medley Relay

3:42.90	Wharenui Swim Club at 2020 NZ Short Course Champs	06/10/2020
	T Torepe-Ormsby, T Dreaver, W Campbell, T MacGibbon	

Men 13-13 200 Breast

2:37.21	Craig Honeybone	24/03/2000
2:36.48	Luke McCallum at Ashburton Splash	28/11/2020

Women 14-14 1500 Free

17:44.51	Kyra E. Forrest at SCWC 2015 Distance Meet	18/06/2015
17:43.01	Hanna A. Abdou at Jasi Christmas Cracker Meet 2020	10/12/2020

Men 13-13 200 Breast

2:36.48	Luke McCallum at Ashburton Splash	28/11/2020
2:36.20	Luke McCallum at Jasi Christmas Cracker Meet 2020	10/12/2020

Moved: Kim

Seconded: Holly

Carried

10. Financials

ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board

The funds held on behalf for Templeton that had previously been in a term deposit have now matured. The SCWC Board resolved that there is little point in reinvesting the funds at the current interest rates, so the funds can remain in the Online Saver account.

The Aged Receivables Summary below indicates some clubs with larger outstanding balances- these represent entries made via the SNZ Database by the club administrator which are not paid for at the time of entry, and then need to be invoiced out to the clubs.

A email is to be sent out to clubs reminding them that all entries must go through the Fastlane system with members making their payments at the time of entry.



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OVERDUE ACCOUNTS:

Aged Receivables Summary

Swimming Canterbury West Coast Inc

As at 28 January 2021

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
ASHBURTON SWIM TEAM	0.00	0.00	0.00	0.00	(93.16)	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	0.00	0.00	112.50	0.00	112.50
Temuka Swimming Club	0.00	0.00	465.80	0.00	0.00	0.00	465.80
Westport Swim Club	0.00	0.00	126.48	0.00	0.00	0.00	126.48
Total	0.00	0.00	592.28	0.00	19.34	(19.90)	591.72

Accounts

Moved: Steve

Seconded: Christelle

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
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



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

Pending Application

Provider	Purpose	Amount
Commercial Sponsor	Officials accommodation expenses	TBA

The SCWC Board resolved to apply to the Lion Foundation for the cost of venue hire for SCWC Juniors, SCWC Relay Champs and SCWC Short Course Champs.

Moved: Simon

Seconded: Kim

Carried

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

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.

b) Halswell Swim Club and Templeton Swim Club funds held on behalf Templeton Swim Clubs funds not to be reinvested as stated above

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.



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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

Current Membership Numbers (as at 26th January 2021)

Aquagym Swimming Club	Club Swimmer	23
Aquagym Swimming Club	Competitive Swimmer	37
Ashburton Swim Team	Competitive Swimmer	31
Canterbury West Coast Administration	Competitive Swimmer	1
Geraldine Swimming Club	Club Swimmer	16
Geraldine Swimming Club	Competitive Swimmer	11
Greymouth Amateur Swimming Club	Competitive Swimmer	44
Hokitika Amateur Swim Club	Club Swimmer	22
Hokitika Amateur Swim Club	Competitive Swimmer	15
Jasi Swim Club	Club Swimmer	30
Jasi Swim Club	Competitive Swimmer	82
Mackenzie Swimming Club	Club Swimmer	15
Mackenzie Swimming Club	Competitive Swimmer	9
North Canterbury Swim Club Inc	Club Swimmer	26
North Canterbury Swim Club Inc	Competitive Swimmer	47
QEII Swim Club	Club Swimmer	12
QEII Swim Club	Competitive Swimmer	22
Selwyn Swim Club	Club Swimmer	14
Selwyn Swim Club	Competitive Swimmer	35
Swim Timaru	Club Swimmer	14



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Swim Timaru	Competitive Swimmer	54
Temuka Swimming Club	Club Swimmer	11
Temuka Swimming Club	Competitive Swimmer	17
Vikings Swim Club Inc	Club Swimmer	16
Vikings Swim Club Inc	Competitive Swimmer	43
Waitaha Swim Club	Club Swimmer	38
Waitaha Swim Club	Competitive Swimmer	38
Westport Swim Team	Club Swimmer	19
Westport Swim Team	Competitive Swimmer	1
Wharenui Swim Club	Club Swimmer	41
Wharenui Swim Club	Competitive Swimmer	56
		840

14. Health & Safety

a. Any incidents to report

- I. Two incident report were completed at the 2021 SCWC Championships: A minor injury on the hydra slide was dealt with by the DCC Lifeguard and all was well when the swimmer was checked on by the Technical Director the following day, he didn't miss any races.

A set of earpods were reported missing/stolen from the stands. It is not believed that there were any members of the public in the stands, so hopefully they were taken my mistake. An announcement was made each club was asked the ask their teams to check during the lunch break but they hadn't been found. The DCC has the contact details for the swimmer involved should they be handed in.

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 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 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 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 have requested clubs begin to vet all Technical Officials and load all existing vetting details on the member's accreditation so it can be carries over to the centralised system.
- II. Wires and trip hazards are still an issue on pool deck- Simon advised hot water insulation piping may be the best solution for this and he will organise to get some to test it.
- III. Tag testing needs to be undertaken again- Debbie is in contact with Nick to do this again



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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 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.
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.

Four of us attended Canterbury Camps in Dunedin last week and Development Champs this weekend.

Canterbury Championships

Moana Pool 21 - 24 January

This years Canterbury Champs was very successful, with great support from our technical officials and club volunteers, who I would like to thank.

The meet was again this year a World Para Swimming approved meet, thanks to Yvonne Fox from Southland attending as Para Referee.

This year we had 9 para athletes attend.



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Paralympics New Zealand, Graeme Maw and a Team attended and Graeme was very excited that New Zealand hosted the first World Para Swimming approved event for 2021.

Graeme, and other North Island visiting coaches passed on very positive comments on the meet.

A special thank you to Debbie and Fiona for all the work they put into this event.

Incident

The only negative was the loss of a pair of Air Pods and charger.

They were on charge in the stand during warm up on Sunday and were discovered missing about 9am.

Initially I thought they had been taken by mistake, but they did not turn up after repeated announcements or asking each team to check between the sessions.

They have not been found since.

I am extremely disappointed, I do not believe any members of the public were in the stands.

Development Champs

Jellie Park 30 & 31 January

Another successful event.

Jellie Park set up cables for Quantum/pads Can I suggest we get some Swimming noodles to try to tidy up these cables.

Events Committee

- We would like all meets to have a warm down area available. At some meets, for example a distance meet, it may be possible to use a lane in the competition pool which would be acceptable.
- SCWC Cups – Fiona to do a list of the cups and what they are presented for to identify gaps. We would like to forward this to the Board and/or Awards Committee for their comments or action on perhaps asking for donations of cups from our membership.
- Nicola asked how the top swimmer at Canterbury Champs was worked out. It is the highest point scorer. She felt that it was unfairly weighted to older/faster swimmers as the open finalists receive more points. We will ask the Awards Committee to have a think about this but it certainly won't happen for 2021 Championships and we suggested it was perhaps better to wait until we are back in Christchurch at the Metro when other changes might be made as well.
- Cauty Champs – a list of the cups given out at the Champs will be included in the programme
- An email needs to be sent to Clubs who have 12 yr olds who turn 13 in the 2 months before SCWC Juniors as they are therefore eligible to swim at Canterbury Championships. We are looking at setting up a separate meet on the website for them to enter online rather than manually as we have done in the past as the number could be larger.

- SCWC Junior Champs

We would like to use the following criteria for this meet as the regional championships for Juniors is now their pinnacle meet as opposed to the NZ Junior Festival meets.

Use Makos times as QT's

Competitive swimmers only

No qualifying period

Dave to discuss the above with the coaches to gauge their thoughts and come back to us for the final decision.

- Development Champs and SCWC Juniors flyers

Development Champs is ready to go but Juniors will have to wait until we decide on the criteria above

- We discussed Clubs competing out of regions when there is a meet in region. At the moment it is a 'gentlemen's agreement' but a policy is likely to be put in place. The Board asked if we had an idea of sanctions that could be imposed on clubs who ignored this. We thought clubs could be barred from entering



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relays at SCWC meets for a period. Relays are very popular and this would not be popular with the swimmers.

- Due to some meets having to have 2 sessions on one day we would like a minimum of 2 hours between the end of the morning session and the beginning of warmup for the afternoon session.

We will be having a meeting shortly to debrief Canterbury Champs but no information on that yet except to say it seemed to go well on poolside. There were a few delays but morning sessions finished almost bang on time – the evening sessions were a bit longer but I think that was due to medal ceremonies taking longer than we thought. There seemed to be plenty of Duty Club helpers which was great to see – we had no chasing around trying to find people.

Awards Committee

No report for this meeting

Metro Sports Facility Committee

No report for this meeting

Follow up Items from Previous Meetings	
<p>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. They are having to be rewritten due to formatting issues</p>	Kim/Debbie
<p>SLA- SCWC’s proposal was presented to CCC on the 21st June 2019. Chris, Simon and Debbie attended a meeting with Martin on 29th November 2019 to go over the CCC’s counteroffer. 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. Martin has indicated that he is still working toward reaching some set price structures with SCWC. 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. Debbie to contact Martin to set up another meeting as this all needs following up.</p>	Simon/Debbie
<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. 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</p>	Debbie



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<p>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>Debbie to put together a job description for the role of Marketing Assistant so SCWC can begin recruiting for this position as soon as possible.</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.</p>	Steve
<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. Debbie to email Rhys for an update on this issue.</p>	Rhys
<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.</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>Alternatively, there are clauses in the Constitution that could already cove this, The relevant clauses are:</p> <p>Clause 20 – Savings</p> <p>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.</p> <p>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:</p> <p>(h) make, alter, rescind and enforce rules, policies, plans and procedures, to effect the objects or for its governance and operation</p> <p>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.</p>	Holly
<p>SCWC Technical officials lists have now been cross referenced and updated so we can begin the process of ordering individualised cards. Cards will be issued to Police Vetted officials only as an added layer of security as wearing the card indicates that the region endorses this person to represent us.</p>	Debbie

