



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting held at the Lone Star Spitfire, Memorial Avenue, Christchurch  
at 7:00pm on 26<sup>th</sup> July 2021

1. **Present:** Simon Moore, Kim Berquist, Christelle Savry, Steve Kelliher, Rhys Pryde-Wall, Holly Cassin

2. **In Attendance:** Debbie Rahurahu, Quinton Hurley

3. **Apologies:** Nil

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

Moved: Kim

Seconded: Rhys

Carried

5. **Matters arising:** Nil

6. **Declarations of interest:**

7. **Correspondence in / out:**

### SNZ

Steve Johns- Health & Safety

Dale Johnson- FINA Approved Meets for 2022 Comm Games & World Champs

Dale Johnson- Residential on 12-14 July 2021 | Good Sports

Amber Piggott- 2021-2022 Membership Rollover

Amanda White- 2021 Australian State Teams Competition

Steve Johns- 2021 Board Appointments Panel – Nominations

Cameron Leslie- Provisional classification confirmation Ilonka Buwalda

Dale Johnson- Service Awards, Honour Awards & Life Membership Nominations

Lucy Mills- 2021 Annual Report

Dale Johnson- Membership Reporting | 2020-21

Steve Johns- Swimming NZ Board Appointments Panel

### Makos

### Regions

SW- Swimming Wellington Short Course Championships 2021 and Covid restrictions

Swim Manawatu- ID cards

### Sport Canterbury

Haidee Stratford- Sport Report - One Pager – Swimming

Jason Merrett- Sport Report Card Presentation

### Clubs

Geraldine- Permission to swim at Otago Short Course

Selwyn- Re: Selwyn Club

Vikings- Permission for Tilli Knowler to swim at the SNM Short Course Championships

Timaru- Permission for Lachlan Crawford to swim at the Otago Short Course Championships

Temuka- Temuka Club Carnivals

Jasi- Permission for Lucy Gordon and Elisia Wong to attend the SW Short Course Championships



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Hokitika- Head Coach stepping down  
Swim Timaru- Urgent problem with meet date

### Marketing

Darryl Foy/William Campbell- University Swim Meet and UCSSS Incorporation  
RSU Bookings- Pool Availability: National University Swimming Meet  
SCWC 18+ Rock Climbing Event  
SCWC Media Questionnaire  
Swim Smart & Swimming Canterbury West Coast Partnership

### Other

Cath Waller- SCWC Annual Report  
Catherine Elliott- Lincoln University Sport & Recreation Forum: Save the Date 20 October 1-3  
Angela Leatherby CCC- Bridging the Gap- Meet our newest team member  
John Gamblin- Dais measurements  
Sarah Palmer CCC- Rec & Sport - Jellie Park Recreation Pool closure  
Team Bookkeeping- Employee set-up  
James Richmond- Job Vacancy listing - Selwyn Swim Club  
Team Bookkeeping- 2021 Statement of Service Performance – SCWC  
Sarah Palmer- Kia Rite Hoesa Workshop Dates June to October 2021  
Ronel Cook- Booking and quote for the 2022 SCWC Championships  
Teresa Stanley- NZ Swimming (Alumni) Trust AGM 2021  
Team Bookkeeping- Swimming Canterbury West Coast Audit  
Companies Office- File the latest annual financial statements for SWIMMING CANTERBURY WEST COAST INCORPORATED  
BBIT- Ransomware alert! ACTION REQUIRED Team Viewer  
W & L Nicholl- Recognising our diversity  
Lynette Foster CCC: Multi-year Funding Progress Report  
Primary School Sport- Swimming 2022  
Tony Grant- Swimming Club Liability Insurance due 1st August 2021  
Parakiore CCC- Parakiore - site visit and update meeting  
Henrietta Latham- Police Vetting by Region  
Hytek Sales- Confirmation of the Receipt of your HY-TEK Order

### Correspondence

Moved:

Seconded:

Carried

### 8. Transfers

Miss B Bennett from Selwyn Swim Club to Vikings Swim Club Inc  
Miss K G Donaldson from QEII Swim Club to Wharenui Swim Club  
Miss R A McBride from Jasi Swim Club to Wharenui Swim Club  
Mr C G Elson from Waitaha Swim Club to QEII Swim Club  
Mr E P Beetar from Aquagym Swimming Club to QEII Swim Club  
Mr D J Bennett from Selwyn Swim Club to Vikings Swim Club – David Bennett is still the President of the Selwyn Swim Club and cannot hold this position if he transfers to another Club. Simon will reach out to him to confirm his resignation from the position as president and ensure any decisions made or documents signed in the interim are ratified.

Moved: Kim

Seconded: Holly

Carried



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### 9. Records

#### Women 14-14 1500 Free

17:42.01      **Hanna A. Abdou at Waitaha Summer Sizzler 2021**      **11/03/2021**  
17:38.94      Brooke Bennett at 2021 SCWC Short Course Champs      11/06/2021

#### Women 15-15 400 IM

4:55.57      **Hannah F. Bates at 2015 NZ Short Course Champs**      **11/08/2015**  
4:54.02      Hope R. Chmiel at 2021 SCWC Short Course Champs      11/06/2021

#### Men 15-15 100 IM

1:00.20      **Ezekiel J. Pine at 2017 SCWC Short Course Champs**      **21/07/2017**  
1:00.00      Conor McCullough at 2021 SCWC Short Course Champs      11/06/2021

#### Women 13-14 400 Free Relay

4:11.95      **Jasi Swim Club H. Abdou, C. Parmenter, R. McBride, S. Morgan**      **22/05/2021**  
4:05.98      Jasi Swim Club      11/06/2021  
H. Abdou, C. Parmenter, R. McBride, S. Morgan

#### Women 13-14 200 Medley Relay

2:05.02      **Jasi Swim Club J. Hill, J. Song, M. Horton, H. Abdou**      **31/10/2019**  
2:04.21      Jasi Swim Club      2/07/2021  
H. Abdou, C. Parmenter, R. McBride, S. Morgan

Moved: Kim

Seconded: Steve

Carried

### 10. Financials

#### ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board  
Steve advised he would prepare a new budget for the 2021/2022 financial year

#### OVERDUE ACCOUNTS:

## Aged Receivables Summary

Swimming Canterbury West Coast Inc

As at 22 July 2021

| Contact              | Current      | < 1 Month      | 1 Month     | 2 Months    | 3 Months    | Older           | Total           |
|----------------------|--------------|----------------|-------------|-------------|-------------|-----------------|-----------------|
| Ashburton Swim Club  | 0.00         | 0.00           | 0.00        | 0.00        | 0.00        | (93.16)         | (93.16)         |
| JELLIE PARK AQUALAND | 0.00         | 0.00           | 0.00        | 0.00        | 0.00        | (1.00)          | (1.00)          |
| KAIAPOI SWIM         | 0.00         | (63.50)        | 0.00        | 0.00        | 0.00        | (18.90)         | (82.40)         |
| Wharenui Swim Club   | 63.50        | 0.00           | 0.00        | 0.00        | 0.00        | 0.00            | 63.50           |
| <b>Total</b>         | <b>63.50</b> | <b>(63.50)</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>(113.06)</b> | <b>(113.06)</b> |

#### Accounts

Moved: Steve

Seconded: Simon

Carried



# SWIMMING CANTERBURY WEST COAST INC.

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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    |
|-------------|--|---------------------------------|-----------|
| Pub Charity |  | Medals for the 2021/2022 season | \$6733.00 |

An updated contract is needed in order to apply for the funding from NZCT for Debbie's role, as the current contract does not reflect the salary increase and the job description does not include management of the Marketing Assistant role. It was proposed that Debbie's title be changed from Administrator to Operations Manager as this better reflects the responsibilities of this role now.

Holly will organize for a new contract to be drawn up for Debbie to sign.



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### 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 | 01.07.20-30.06.21      |
|-------------------|-------------------|-------------------|------------------------|
| 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 – 30.06.2020

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 cut 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

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 |
|-----------|----------------------|---------------|
| 30/6/2021 | 551                  | 257           |
| 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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### 14. Health & Safety

#### a. Any incidents to report

Wharenui Winter Olympics- A Technical Official tripped over one of the mats and landed on her wrists and knees, went to after-hours A&E, nothing broken- a club incident report has been received. Although the grey mats may not have been the cause of this incident, the Board agreed that they are not safe and should no longer be used.

#### b. Risk items to be actioned

- I. Risk: Health and safety
- 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 at the next possible opportunity

#### 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.

- Health Safety and Wellbeing (Aug 2021)- Kim has completed the review of this, Quinton will now create the online resource to support our region's clubs and event organisers with policies and RAMS forms to be uploaded to the website. RAMS forms and Incident report forms will be available as PDF and Google forms
- 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)
- Team Manager Guidelines- SNZ have a policy for this but it only refers to rules regarding managing poolside at National meets

### 15. Committees- Advisory

#### Technical Committee

No report to table



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### Events Committee

No meeting held since the last report was tabled

### Awards Committee

No report to table

### Metro Sports Facility Committee

No report to table

### 16. Marketing

Quinton reported on the Good Sports initiative. A great movement supported by Swimming NZ promoting awareness and measures to improve good behaviour both in the sport and on the sidelines. There is lots of opportunity to encourage parental awareness and education and is also something the 18 & overs group could get involved in promoting having already experienced some of the negative aspects of a competitive sport. It could be good to get a swimmer’s perspective to promote as well as the other promotional media being supplied, including online signage and information.

SCWC along with the other regions have been asked to get in behind the new MyTogs app being promoted by SNZ. This is quite a good app for tracking individual swim results but is in some respects in direct contradiction with Good Sports, in terms of promoting competition between athletes and being a goal focused app. It is not possible to support both the app and the Good Sports movement.

SCWC will inform SNZ of the perceived contradiction in terms of Good Sports and the MyTogs app and inform SNZ that while members are free to use the app if they wish, we will not be promoting MyTogs as a region at this stage.

| Follow up Items from Previous Meetings   |                     |
|--|---------------------|
| <p>SLA- Martin has indicated that he is still working toward reaching some set price structures with SCWC.<br/>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.<br/>The SCWC Board will need to review the proposed agreement.<br/>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.<br/>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.</p> | <p><b>Board</b></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.<br/>Clubs could also be rewarded for the number of officials they provide.<br/>While the proposal has its merits some clubs may not feel comfortable with the change.</p>   | <p><b>Steve</b></p> |





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|  |                     |
|--|---------------------|
| <p>SCWC Policy on competing out of region to be signed off and published on the website. Sanctions for breaching this policy will be determined on a case-by-case basis</p>  | <b>Holly</b>        |
| <p>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. Debbie has the dimensions and will contact the aluminium fabricator to obtain a quote- it will require a checker pate top.</p>   | <b>Debbie</b>       |
| <p>The SCWC AGM has been set for the 7<sup>th</sup> of August, prior to Session 1 of the Vikings meet at the Selwyn Sports Complex. Zoom will also be made available.</p> <p>The Constitutional amendment regarding Voting Technical Officials just needs to be signalled after the conclusion of the AGM and that an SGM will be called once any amendments to the Constitution have been drafted by SNZ</p> <p>There is one member of the Board who have served a 3-year term and is nominated for re-election- Simon Moore.</p> <p>Rhys Pryde Wall's Appointed position was vacated early and has now also applied for re-election</p> <p>No other nominations/applications were received.</p>                  |                     |
| <p>Sport readiness for Parakiore form- Debbie has spoken at length with Martin McGregor and Angela Leatherby, CCC has partially funded a salaried position based on our readiness and initiatives to achieve this. The form was effectively completed as part of the funding application process and any further decision around use of allocated space will be determined once the parameters of what this space will look like are defined by the CCC. Rhys has held a meeting with the coaches' group to finalise lane space requirements of clubs and discuss collaborative opportunities. A seasonal weekly roster is being worked on and Simon, Debbie and Quinton will attend the next coaches meeting.</p> | <b>Debbie/Rhys</b>  |
| <p>Starter unit for quantum has been purchased, two new cases (waterproof) to store them in are on order.</p> <p>Two new laptops have been purchased so the admin laptop can be updated and a new laptop for Quantum (the old admin laptop will be repurposed for the recorder)- we area awaiting delivery on these.</p> <p>Dolly trolley to be purchased for the trailer- Simon will organise this</p>  | <b>Debbie/Simon</b> |

|  |               |
|--|---------------|
| <b>13. General Business</b>  |               |
| <p>An allowance is to be made in the budget for the support of the 18 &amp; over swimmers initiative<br/>Motion: That \$2500 be set aside in the 2021/2022 budget for the 18 &amp; over swimmer initiatives.<br/>Moved: Holly</p>  | <b>Steve</b>  |
| <p>Photography at swims meets has become a concern with some parents arriving at events with large professional level camera gear. It was determined by the Board that while parents cannot be stopped from taking photos at swim meets on their cell phones (which could in itself be a breach of the facility's own policies regarding cameras), unless the camera operator is one rostered on by the host club/region to man the live feed camera or they are an SCWC Accredited photographer who</p> | <b>Debbie</b> |





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|  |  |
|--|--|
| <p>has a current police vet on the SNZ database, no cameras may be used poolside.</p> <p>All photos/video taken at meets held in the SCWC region by the approved photographer shall remain the property of the region and/or the photographer and shall only be used/reproduced with their express permission.</p> <p>A clause needs to be added to all meet flyers going forward- Debbie to discuss this with the SCWC Events Committee</p> |  |
|--|--|

**The meeting closed at 9:15pm**

**The next meeting of the SCWC Board is to be held on Monday 6<sup>th</sup> September 2021**