



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at The Silver Dollar Restaurant at 7:00pm on 29th June 2020

1. **Present:** Chris Ponga, Simon Moore, Kim Berquist, Christelle Savry, Nicky Edwards
2. **In Attendance:** Debbie Rahurahu, Rhys Pryde-Wall (arrived 7:21pm)
3. **Apologies:** Scott Wagenvoord
4. **Minutes of the previous meeting read and accepted**

Moved: Simon

Seconded: Nicky

Carried

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

SNZ

Dale Johnson- Team Manager Guidelines | SNZ Events

Dale Johnson- Short Course Series

Andy Kent- Nominations for SNZ Service Awards, Honours Awards & SNZ Life Memberships

Amber Piggott- 2020/2021 SNZ Database Rollover

Steve Johns- SNZ Board Appointments Panel Nominations

Dale Johnson- Event Tender

Makos

Ben Close- SI SC Champs 2020

Regions

Swim Otago- Active Makos Website

Sport Canterbury

Linda Kenny- Community Resilience Fund

Linda Kenny- Sport Community Resilient Fund Meeting

Candace Moir- Tour de Canterbury

Linda Kenny- Expected / Proposed Calendar dates

Clubs

Temuka- Provisional 2020/2021 SCWC Calendar now available

Swim Timaru- Swim Timaru Winter Meet

Vikings- Vikings Battle of the Ages Meet

Selwyn- Selwyn Spring Classic Meet

Other

Wayne Goldsmith- Update and free webinar for coaches

CBay Bookings- Makos Zone 2021/2022



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OVERDUE ACCOUNTS:

Swimming Canterbury West Coast Inc
As at 25 June 2020

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	0.00	0.00	25.55	190.00	0.00	0.00	215.55
Greymouth Swimming Club	15.00	0.00	0.00	0.00	0.00	0.00	15.00
KAIAPOI SWIM	0.00	0.00	(18.90)	0.00	0.00	0.00	(18.90)
Swim Timaru Inc	0.00	0.00	15.00	0.00	0.00	0.00	15.00
Temuka Swim Club	0.00	0.00	(15.00)	0.00	0.00	0.00	(15.00)
Temuka Swimming Club	15.00	0.00	0.00	0.00	0.00	0.00	15.00
Waimate Swimming Club	10.00	0.00	0.00	0.00	0.00	0.00	10.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

Moved: Nicky

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

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



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Pending Application

Provider	Purpose	Amount
Commercial Sponsor	Officials accommodation expenses	TBA

Debbie advised that NZCT were now ready to consider applications for funding, so it was moved that SCWC should resubmit the application for the Administrator's salary.

Moved: Chris

Seconded: Simon

Carried

Debbie will also look into what funders are open to applications for the pool hire charges for our regional meets less Short Course Championships- Southern Trust are a possibility, Debbie will also look into a couple of other options as well as the second round of the Sport NZ CRF.

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	\$1821.58

Start and end date of contract: 01.07.2018 – 31.06.2020

Our credit balance is being carried over into this financial year- we currently have 20 new stopwatches and 80 coloured swim caps on order with SwimT3.

A meeting was held with Chris L to discuss the relationship into the future. Swim T3 are still very keen to continue a relationship with the region and will be approaching our club individually to discuss potential arrangements with each of them. Options for promoting Swim T3 on the Clubs' event page when holding their meet is now an option which Swim T3 would be interested in exploring.

Chris has expressed an interest in having a retail premises at the new Metro facility and has made some approaches to the CCC regarding this but would appreciate our backing.

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

c) Doreen Brown Trust

Approval to dissolve the trust and hand stewardship of any remaining assets to SCWC has been granted by the High Court and Michael Toomey is now going through the final steps prior to depositing the funds remaining in the trust after all costs are met, into an account which will be managed by SCWC.

Still awaiting IRD finalizing of accounts.



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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 29th June 2020)

Aquagym Swimming Club	Club Swimmer	12
Aquagym Swimming Club	Competitive Swimmer	42
Ashburton Swim Team	Competitive Swimmer	24
Geraldine Swimming Club	Club Swimmer	11
Geraldine Swimming Club	Competitive Swimmer	14
Greymouth Amateur Swimming Club	Competitive Swimmer	43
Hokitika Amateur Swim Club	Club Swimmer	24
Hokitika Amateur Swim Club	Competitive Swimmer	21
Jasi Swim Club	Club Swimmer	29
Jasi Swim Club	Competitive Swimmer	90
Mackenzie Swimming Club	Club Swimmer	8
Mackenzie Swimming Club	Competitive Swimmer	18
North Canterbury Swim Club Inc	Club Swimmer	9
North Canterbury Swim Club Inc	Competitive Swimmer	47
QEII Swim Club	Club Swimmer	20
QEII Swim Club	Competitive Swimmer	30
Selwyn Swim Club	Club Swimmer	13
Selwyn Swim Club	Competitive Swimmer	35
Swim Timaru	Club Swimmer	11
Swim Timaru	Competitive Swimmer	54
Temuka Swimming Club	Club Swimmer	5
Temuka Swimming Club	Competitive Swimmer	19
Vikings Swim Club Inc	Club Swimmer	6
Vikings Swim Club Inc	Competitive Swimmer	41



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Waitaha Swim Club	Club Swimmer	25
Waitaha Swim Club	Competitive Swimmer	36
Westport Swim Team	Club Swimmer	15
Westport Swim Team	Competitive Swimmer	11
Wharenui Swim Club	Club Swimmer	21
Wharenui Swim Club	Competitive Swimmer	48
		782

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.

II. Risk: Working from Home

During the COVID-19 pandemic, Debbie is required to work from home. In this situation, home is considered a workplace, and agencies (PCBUs) therefore have a responsibility under the Health and Safety at Work Act 2015 to eliminate or minimise any health and safety risks, so far as reasonably practicable. The following have been considered when evaluating Debbie's workplace:

- Workstation
- Environment
- Privacy and Security (Professional and Personal)
- Health and well-being (social isolation and mental health)
- Home responsibilities/Other people



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c. Disciplinary

- I. 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. Greg Clapp has confirmed he is happy to continue working with SCWC in an advisory role as we undertake a review of our own Disciplinary Policy, while we wait for SNZ to present their own reviewed document. Greg is also happy to assist us with any future disciplinary issues.

d. Policies to be reviewed

- Disciplinary Policy
- Code of Conduct (currently Code of Ethics and Values- Aug 2006)
- Health Safety and Wellbeing (Jan 2019)
- 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, but this is complex due to the Privacy Act in the event of a member transferring clubs. Their Police Vetting accreditation should not go with them and should be repeated by their new Club- Debbie to raise this issue with SNZ.
- 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

15. Committees- Advisory

Technical Committee

- Whiteboard - where is it? This is still with Debbie
- Fina clinic was not held due to lockdown.
- Trailer Interior lights Simon to sort.
- Swimsuit brevity – Discussion held at SCWC board meeting. It was agreed there is an issue. An email will be sent to clubs outlining the concerns.
- Lanyards still to be sorted.
- Officials for meets not so much of an issue where there is a proactive follow up.
- Tentative meet calendar out Relay champs 18-19th July at Rolleston then Vikings meet 25-26th July at Jellie Park
- . Aquagym and Wharenui meets to be combined.



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- Lesley suggested we need to roster referees to in a bid to cut numbers on pool deck
- Incident reports - all referees and technical directors to be made aware of this form.
- Attendance cards now available from Jo Russell.
- Health and safety announcement prompt card to be implemented. Simon will ask Debbie to help arrange especially for specific facilities. -
- Succession plans for officials to be looked at
- Greymouth Pool to be closed for 10 weeks
- Jo Russell asked if Swim NZ are going to provide any guidelines for meets going forward.
- SCWC Board complaining about lack of reports from Technical and events committee.
- SCWC AGM to be held by Zoom meeting on 19th August
- Technical committee rotation - Jo and Helens positions are coming up for rotation
- Simon to sort out supply of ear plugs for pool deck.

The SCWC Board noted

that the issue with swimsuit brevity and any possible offense this may cause is not one that can be addressed by the SCWC Board, unless there were any possible breach of Health and Safety.

Events Committee

The meets calendar has been sorted and is on the website. It is confirmed until the end of the year but some meets may have to be amended next year when National and Regional meets are confirmed.

The coaches are keen to ease swimmers back into training after such a long gap and then softly into some competition. The proposed new Bubble league is to provide all swimmers with a soft re-introduction to competitive racing. This will be run in clubs training times at their clubs. They can run it whenever they like during the week and then the results from all clubs in the region will be collected and collated for the region.

The Bubble Leagues will not have traditional distances or events eg. there will be 3 stroke IMs, 75m kick etc. This is to ensure the swimmers do not compare their times swum then as opposed to their times before lockdown. There will be no officials but plenty of social media postings and no fees.

The relay champs comes next. It will be held over 2 sessions.

We would like to ask Timaru if they are able to change the timing of their first session. When they hold 3 session meets their first session starts very early on the Saturday morning. Swimmers need 2 nights accommodation to get there on time for the first session. Would it be possible for Timaru meets to start later on the Saturday so travellers don't need to be away 2 nights for a 3 session meet or to have one session on the Saturday and 2 on Sunday? Obviously this will have a lot to do when they can get their bookings.

South Islands – the South Islands committee has decided to change the hosting venue from Blenheim to somewhere more central. They decided on Canterbury and we decided Jellie Park was the preferred option – the numbers allowed at Jellie Park are restrictive but we can seat swimmers in the recreation pool area and the warm down facilities are good.



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Due to the delaying of the NCEA exams we decided to have no senior meets during this period so Jasi meet was delayed to December. SNZ would like us to hold our regional meets in December but we decided it would be too busy so close to Christmas so we would like to move Canterbury Champs to January again in Dunedin. We also moved the Development Champs to January as it was going to be too close to Christmas.

We queried the fact that the SCWC Junior Champs is after the NZ Junior Festival but this is in line with what SNZ wants going forward.

Awards Committee

SCWC nominated the following people for the Canterbury Sports Awards:

Administrator of the Year:	Debbie Rahurahu
Club of the Year:	JASI
Coach of the Year:	Roly Crichton
Lifetime Achievements:	Lesley Huckins awarded
Official of the Year:	Christine Cassin won
Para Athlete of the Year:	Celyn Edwards
Sports Person of the Year:	Jeremy Tasker
Sports Woman of the Year:	Sophie Pascoe
Young Sports Man of the Year:	Quinton Hurley
Young Sports Woman of the Year:	Bree Middleton

Attached is the list of finalists for these awards. Janice Rennell has been received the finalists/nominee trophies and we propose to hand these out before the relay meet (to check with Debbie re an appropriate time).

Trust Aoraki 2020 South Canterbury Sports Awards

This year Swimming Canterbury West Coast have three members nominated:

- Ben Gould- SPORTSPERSON of the Year with a DISABILITY
- Riley Taylor- YOUNG SPORTSPERSON of the Year
- Jack Sands- YOUNG SPORTSPERSON of the Year

A huge thanks to Debbie Rahurahu for her assistance here.

Swimming NZ Service Awards

The Awards committee will be meeting the week ending 26th July to go over these awards. Nominations close on the 31 July 2020

SCWC Service Awards

Debbie has sent out the nominations to Club and these close on the 22 July 2020. We will discuss these at our meeting as well on the week ending 26th July 2020.



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Metro Sports Facility Committee

Communication has been received from Brooke Jones informing us that due to the huge impact of Covid 19 both here and overseas, the opening of the facility will now be delayed until the latter half of 2021, and this is still subject to the situation in Europe, with the competition pool base and installation technicians still to come from Italy. They will not be bidding for any events in 2022.

Wayne is still chasing up temporary seating options with Craig and has now received photos of three-tiered seating which is being considered by the CCC- these have been forwarded to the Board.

It was noted that the seating currently being proposed looks very uncomfortable but will require people to keep to a confined space. Craig is coming back to Wayne with more options.

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>2020/2024 Strategy / Strategic Plan Several discussion and brainstorming session have taken place including one with Jon Derry from Sport Canterbury. There is a now a good platform established from which to work- Kim and Simon will now look this over and provide feedback before the final copy is produced</p>	Simon/Kim/Christelle
<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.</p>	Chris
<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 has been 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. Debbie to follow this up once the situation with Covid has settled.</p>	Debbie
<p>CCC supported "Have a go" session(s)- Debbie has been in contact with the Activities Team Leader Jenny Jordan who is running the survey</p>	Debbie



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<p>and explained that SCWC are very keen to take part in this as an extension of building some mutually beneficial relationships between CCC LTS programs and our members clubs, encouraging kids to stay in swimming for longer.</p> <p>Jenny is keen to get involved in this and is getting in touch with the CCC LTS Coordinators to see how this can best be achieved</p> <p>This will be followed up once we have an outcome for the funding from the CCC Communities Fund.</p> <p>We have received follow up communication from Angela Leatherby regarding his proposal, Debbie to respond with an offer to push out discussions until after the AGM so the new members of the Board are involved.</p>	
<p>The SCWC Board decided to hold the AGM via Zoom from 7:30pm on Wednesday 19th August 2020- Members of the Board are to meet at Simon's workplace to attend the AGM as a group.</p> <p>Resignations from the SCWC Board have been received from Nicky Edwards, Scott Wagenvoord and Chris Ponga who will all be standing down at the end of this term.</p> <p>Kim steps down by rotation but has expressed an interest in standing for another term.</p> <p>Debbie has communicated details of the AGM to all members and is beginning to get nomination and voting processes underway.</p>	Chris/Debbie
<p>2020/2021 Budget needs to be finalised.</p>	Chris
<p>Medals for SCWC regional events for this season need to be ordered by the 29th May to ensure delivery for SCWC SC Champs. The funding applied for has been declined. Total cost for medals for 4 regional champs is \$7076.00 ex GST. The SCWC approved the outright purchase of the medals.</p>	Debbie
<p>A proposal was received from Peter Burgon regarding a new structure for distribution of profits from meets, based on participation numbers from each club, rather than the current format where each club hosts their own meet.</p> <p>There are some concerns with this proposal and it requires further investigation. It appears to favour the larger clubs because they would generate more income and the region needs to ensure it also supports its smaller clubs. We may also lose the will of people to volunteer for their club if funds are divvied out in this way. There is also the question of who would administer this as each club would have to run a P&L and there may be GST on income. This may promote an us vs them mentality which we do not want to foster.</p> <p>Simon has discussed this further with Peter, who is happy to come in to a meeting following the AGM to present his proposal.</p>	Simon
<p>The SCWC Bubble league has proven to be a great success. As discussed at the previous meeting, the Board has now determined that SCWC will be providing a \$4 per participant contribution, to be paid to each club participating, on submission of numbers, towards an end of Bubble League celebration for the swimmers.</p>	Debbie

<p>13. General Business</p>	
<p>Further to the discounted entry fees for South Island Championships, it has been proposed that we offer our SCWC swimmers the same opportunity at our regional meets, with a reduced entry of \$5.50 for</p>	Chris



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<p>SCWC Short Course Championships. The SCWC Relay Championships is going ahead with no entry fees. Moved: Kim Seconded: Simon</p>	
<p>Wayne Goldsmith- further options as emailed to Scott: Standard full day rate for doing a swim clinic is 3000 Australian dollars. This involves are program of something like:</p> <ul style="list-style-type: none"> • SWIM SESSION 7 AM - 830 AM • BREAKFAST • MENTAL SKILLS SESSION 9 - 10 • SWIM SESSION 1030 - 12 • LUNCH - SWIMMERS GO HOME • COACHING CLINIC - MOSTLY ON SOFT SKILLS - 1 PM - 3 PM • SWIM SESSION 330 PM - 5 PM • MENTAL SKILLS / RELAXATION / STRETCHING SESSION 5 PM - 530 PM • BREAK • PARENTS ED WORKSHOP 7 PM - 830 PM - INCLUDED IN ABOVE 3K. • COST INCLUDES WORKBOOK, NOTES, PREPARATION, DELIVERY. <p>Left field idea.</p> <ul style="list-style-type: none"> • Advisor / technical consultant to Board / Swim Canterbury 2020 • Includes all above • Assistance with Strat Plan development • Plus a second visit - I am in NZ April working primarily with Cricket around Easter or could add an extra couple of days at end of Sept / Oct tour. • Coach Accelerate Coach Development mentoring program - 12 coaches in Canterbury region 2020 -2021 • Officials training workshop - customer connections, education etc. <p>The Board is happy to support this but expressed concern over the potential cost of airfares, quarantine etc- what would SCWC’s liability be for these costs. The preferred option at this point is to continue with the online provision of webinars etc until travel is less of a concern and we could potentially cost share with another code in NZ</p>	
<p>SNZ Board Appointment panel nomination- The SCWC voted unanimously to nominate Neil Porter for this role- Debbie to email Neil and provide the required documentation</p>	<p>Debbie</p>

The meeting closed at 9:11pm