



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Marketing

Darryl Foy- University swim meet

Other

Graeme Seatter- Canterbury West Coast Swimming - PRODUCTION ARTWORK
Laura Mason- EOFY
Medals Plus- MedalsPlus new website - Swimming Canterbury/West Coast
You Yong- Information about starting club
SCWC Coaching Group- SCWC Coaching Group Submission to SCWC Event Committee
BBITs- Re: SharePoint and catchup
Templeton School- Templeton Swimming Club Grant to Templeton School
Save Women's Sports Australia- Sport NZ's Draft Transgender Participation Policy
Catherine Elliott- Lincoln University Sport & Recreation Forum: Save the Date 20 October 1-3

Correspondence

Moved: Steve

Seconded: Simon

Carried

8. Transfers

Miss E A L Wong from Pirates Swim Team to Jasi Swim Club
Mr L Johnson from QEII Swim Club to Aquagym Swimming Club
Mr W Johnson from QEII Swim Club to Aquagym Swimming Club
Mr B C Gould from Geraldine Swimming Club to Ashburton Swim Team
Mr K J Thornton from North Canterbury Swim Club Inc to QEII Swim Club
Miss I S Kennedy from Waitaha Swim Club to Christchurch Amateur Swimming Club
Mrs S Jefferies from Neptune Swim Club to Waitaha Swim Club
Mr J Coetzee from QEII Swim Club to Shirley Boy's High School
Miss Julie Song from Wharenui Swim Club to Christchurch Girls High School
Miss A A White from Murihiku Swimming Club to Jasi Swim Club

Moved: Kim

Seconded: Holly

Carried

9. Records

Women 11-12 200 Free Relay

Jasi Swim Team C. Parmenter, A. Danholt, N. Sturt, R. McBride 18/07/2020 JASCB 2:02.13

Wharenui Swim Club 22/05/2021 2:00.82 WHACB **

C. Vivian, E. Carr, M. Spencer-Morgan, B. Quayle

Women 13-14 400 Free Relay

Jasi Swim Team S. Morgan, I. Parmenter, F. Nelson, M. Horton 18/07/2020 JASCB 4:15.57

Jasi Swim Club 22/05/2021 4:11.95 JASCB **

H. Abdou, C. Parmenter, R. McBride, S. Morgan

Women 15-16 400 Medley Relay

Jasi Swim Team M. Perriam, E. Asi, J. Hill, J. Vesty 18/07/2020 JASCB 4:39.24

Jasi Swim Club 22/05/2021 4:33.50 JASCB **

J. Hill, I. Parmenter, F. Nelson, M. Horton



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Mixed 13-14 400 Medley Relay

Jasi Swim Team E. Teokotai, M. Horton, F. Nelson, B. Drummond 18/07/2020 JASCB 4:36.97

Aquagym Swimming Club 22/05/2021 4:36.03 AQGCB **

K. Galletly, L. McCallum, H. Renner, G. Henderson

Mixed 400 Free Relay

North Canterbury Swim Club M. Jenkins, C. Close, H. Rahurahu, L. Bell 18/07/2020 NCSCB 3:51.44

Wharenui Swim Club 22/05/2021 3:49.22 WHACB **

D. Dybov, B. Anderson, F. McDonald, B. Middleton

Moved: Steve

Seconded: Kim

Carried

10. Financials

ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board

OVERDUE ACCOUNTS:

Aged Receivables Summary

Swimming Canterbury West Coast Inc

As at 10 June 2021

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	682.80	0.00	0.00	0.00	0.00	0.00	682.80
Ashburton Swim Club	0.00	0.00	0.00	0.00	0.00	(93.16)	(93.16)
Greymouth Swimming Club	12.50	0.00	0.00	0.00	0.00	0.00	12.50
Hokitika Swim Club	25.00	0.00	0.00	0.00	0.00	0.00	25.00
Jasi Swim Club	424.00	0.00	0.00	0.00	0.00	0.00	424.00
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)
Mackenzie Swimming Club	127.00	0.00	0.00	0.00	0.00	0.00	127.00
North Canterbury Swim Club	223.50	0.00	0.00	0.00	0.00	0.00	223.50
QEII Swim Club	117.66	0.00	0.00	0.00	0.00	0.00	117.66
Swim T3 (Christchurch)	0.00	1,600.00	0.00	0.00	0.00	0.00	1,600.00
Swim Timaru Inc	59.32	0.00	0.00	0.00	0.00	0.00	59.32
Temuka Swimming Club	254.00	0.00	0.00	0.00	0.00	0.00	254.00
Vikings Swim Club	223.50	0.00	0.00	0.00	0.00	0.00	223.50
Waitaha Swim Club	489.50	0.00	0.00	0.00	0.00	0.00	489.50
Wharenui Swim Club	479.46	0.00	296.16	0.00	0.00	0.00	775.62
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Accounts

Moved: Christelle

Seconded: Holly

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
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
Commercial Sponsor	Officials accommodation expenses	TBA



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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	01.07.20-31.06.21
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. 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
30/6/2020	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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Current Membership Numbers (as at 10th June 2021)

Aquagym Swimming Club	Club Swimmer	21
Aquagym Swimming Club	Competitive Swimmer	37
Ashburton Swim Team	Competitive Swimmer	30
Geraldine Swimming Club	Club Swimmer	14
Geraldine Swimming Club	Competitive Swimmer	12
Greymouth Amateur Swimming Club	Competitive Swimmer	27
Hokitika Amateur Swim Club	Club Swimmer	17
Hokitika Amateur Swim Club	Competitive Swimmer	20
Jasi Swim Club	Club Swimmer	26
Jasi Swim Club	Competitive Swimmer	93
Mackenzie Swimming Club	Club Swimmer	9
Mackenzie Swimming Club	Competitive Swimmer	15
North Canterbury Swim Club Inc	Club Swimmer	24
North Canterbury Swim Club Inc	Competitive Swimmer	49
QEII Swim Club	Club Swimmer	15
QEII Swim Club	Competitive Swimmer	24
Selwyn Swim Club	Club Swimmer	12
Selwyn Swim Club	Competitive Swimmer	40
Swim Timaru	Club Swimmer	13
Swim Timaru	Competitive Swimmer	44
Temuka Swimming Club	Club Swimmer	7
Temuka Swimming Club	Competitive Swimmer	21
Vikings Swim Club Inc	Club Swimmer	15
Vikings Swim Club Inc	Competitive Swimmer	47
Waitaha Swim Club	Club Swimmer	47
Waitaha Swim Club	Competitive Swimmer	41
Westport Swim Team	Club Swimmer	18
Westport Swim Team	Competitive Swimmer	2
Wharenui Swim Club	Club Swimmer	36
Wharenui Swim Club	Competitive Swimmer	61
		837

14. Health & Safety

a. Any incidents to report

Nil

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



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- 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.

Holly and Debbie had a meeting to work through which policies are now covered by the SNZ MPPM.

Highlighted polices can be removed from circulation:

- Disciplinary Policy
- Code of Conduct
- Health Safety and Wellbeing (Jan 2019)- Kim has completed the review of this, Quinton will now
- Member Protection (July 2018)
- Child Protection
- Police Vetting (June 2019)
- Laws and Compliance (Aug 2018)- Needs amending
- 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- Needs reviewing. SNZ have a policy for this but it only refers to rules regarding managing poolside at National meets

The following forms are to be made available for completion and submission online via the SCWC website:

- SCWC Incident report
- RAMS forms

15. Committees- Advisory

Technical Committee

At the Technical Committee meeting held in May.

We discussed the new SNZ policies

for ten regional Designated National Qualifying Meets per Swimming calendar year, and the Development Meet Policy (for all non Designated National Qualifying Meets) There is no requirement for Technical Officials at Development Meets and there are to be NO Disqualifications.



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We recommend that we use these “Development” Meets as an opportunity to introduce new Officials and for continued training in new positions for our existing Technical Officials.
And as such we run these meets as we have our Tier 3 Meets.

Christine Cassin
Chairperson
Technical Committee

Motion: Meets in the Swimming Canterbury West Coast region categorised as Development meets shall be treated as per the criteria for Tier 3 meets as detailed under the current SCWC tier system.

Moved: Steve

Seconded: Rhys

Carried

Events Committee

The Events Committee have not had an events committee meeting since your last board meeting but we have discussed the cups.

Initially we’d like to add both boys and girls’ cups for events that already have cups for one of the sexes and would welcome views from the Board and Awards Committee on their thoughts on extra cups going forward.

The Board advised they are happy to look at purchasing extra cups and would like the Events/Awards committees to come back to them with a list of required trophies and quote for the purchase of said trophies.

Awards Committee

The SCWC has recently submitted nominations to the 2021 ORIX NZ Canterbury Sports Awards and the South Canterbury Sports Awards.

Due to the limited time and availability of the committee to meet reliance was placed on clubs to submit nominations. The awards committee then conferred via email and submitted the following (note that only one nomination per category per sport is allowed so not all nominations put forward by clubs were submitted):

2021 Para Athlete/Team of the Year	Sophie Pascoe	QEII Swim Club
2021 Sportswoman of the Year	Sophie Pascoe	QEII Swim Club
2021 Administrator of the Year	Fiona Campbell	Wharenui Swimming Club
2021 Young Sportsman of the Year	Taiko Torepe-Ormsby	Wharenui Swimming Club
2021 Lifetime Achievement Award	Donald Boot	Swim Timaru

Due to possible Covid restrictions the format of the award functions is a little different this year, with multiple functions. The Young Sports people awards were held on 10 May with Taiko being recognised for Swimming. The remaining functions will be held on May 28. We wish our nominees the best of luck.

The committee will shortly be looking at the SCWC awards and calling for nominations for this event.



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Metro Sports Facility Committee

No report received. Quinton and Janice are attending a workshop at the site and Janice will be taking part in a tour of the facility in the next two weeks.

16. Marketing

Quinton has been familiarising himself with the Online Tools and Databases and has begun standardising the SCWC image with the introduction of new email signatures, letterheads and presentation of the SCWC website.

SOCIAL MEDIA- There has been immediate impact on our digital and social media presence with the introduction of the #WeAreSCWC Campaign across all platforms. A new “Sign Up” button has been enabled on the Facebook Page Quinton has worked to develop the “Club Finder” application, which is now live on the website- this is a feature that Swimming New Zealand attempted to develop a nationwide application for through supplier ‘APT’ in the UK and failed.

18 & OVERS- A Facebook group has been set up for all 18 & over swimmers both past and present. This platform will provide a good base to launch and promote any upcoming events. A couple of social events are already being planned and the Inaugural 18 & over meet is booked at Jellie Park on the 25th September, and will be open to all 18 & overs . The SCWC Events Committee are on board and we are working alongside Darryl Foy (Timaru), and William Campbell (Wharenui). SNZ have set up a Tertiary database so participants can register for free as Recreational swimmer and enter the meet online. A The University of Canterbury Swim Sports Society has been founded with the initial AGM being held this weekend. Once started, the society will be funded by the University of Canterbury Students Association

Next steps- Set up meetings with the following groups to develop long term plans:

- Christchurch City Council
- Selwyn District Council
- Coaches
- Groups in South Canterbury and the West Coast in regards to how we can promote swimming in those regions

Follow up Items from Previous Meetings	
<p>SLA- Martin has indicated that he is still working toward reaching some set price structures with SCWC. 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. The SCWC Board will need to review the proposed agreement. 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. 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>Board</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>



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<p>Clubs could also be rewarded for the number of officials they provide. While the proposal has its merits some clubs may not feel comfortable with the change. Steve will talk this over with Peter further</p>	
<p>SCWC Policy on competing out of region- There are clauses in the Constitution that already allow for the introduction of this policy, 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 affect the objects or for its governance and operation 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. This policy will be included in a Terms and Conditions notice which will appear on members’ Fastlane page on renewal of affiliation, requiring members to agree to it prior to paying their affiliation.</p>	<p>Holly</p>
<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 to get a quote done and Debbie will contact the aluminium fabricator to obtain a quote.</p>	<p>Debbie</p>
<p>The SCWC AGM has been set for the 7th of August, prior to Session 1 of the Vikings meet at the Selwyn Sports Complex. Zoom will also be made available. 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 There is one member of the Board who have served a 3-year term and is up for re-election- Simon Moore. Rhys Pryde Wall’s Appointed position was vacated early and is now also up for re-election</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.</p>	<p>Debbie/Rhys</p>

