



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting held via Zoom at 7:00pm on 21<sup>st</sup> March 2022

1. **Present:** Simon Moore, Kim Berquist, Christelle Savry, Steve Kelliher, Rhys Pryde-Wall (at 7:35pm), Holly Cassin
2. **In Attendance:** Debbie Rahurahu, Quinton Hurley
3. **Apologies:** Nil
4. **Minutes of the previous meeting read and accepted**  

Moved: Steve	Seconded: Kim	Carried
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5. **Matters arising:** Nil
6. **Declarations of interest:** Nil
7. **Correspondence in / out:**

### SNZ

Chloe Francis- Meeting Notes - NZ Champs and NAGs Restructure  
Dale Johnson- Agenda | Regional Operations Call February  
Dale Johnson- Minutes | Regional Operations Call February  
Dale Johnson- Templates & Resources | Event Concepts to Host Local Racing Opportunities  
Dale Johnson- Integrity Webinar | Match Fixing in NZ Sport  
Cameron Leslie- South Island Long Course Championship Para Entries  
Dale Johnson- Welcome Hannah Cartman | Participation Coordinator  
Steve Johns- Agenda for Special General Meeting - 2 March at 7.00pm  
Hannah Cartman- Disability Clinic Date  
SNZ Events- National Events Insight | More to Come Shortly  
Cameron Leslie- Disability Swimming Fund  
Dale Johnson- Selection & Nomination Criteria updates  
Dale Johnson- Minutes | March Regional Call  
Chloe Francis- Events Update

### Makos

Admin- RE: South Island Committee

### Regions

Otago- Makos Junior Red Light Invitational  
Otago- Covid 19 update Makos Junior Red Light Invitational

### Sport Canterbury

Rachel Harris- 2021 Christchurch City Council and Sport Canterbury Sport Report  
Michael Peacock- Cultural Competency Workshop: Thursday 10 March  
Jason Merrett- Sector Connect  
Invitation to register with Sport Canterbury for Club Directory (2022)  
Amanda Everett- Trust Aoraki South Canterbury Sports Awards 2022  
Sport Canterbury- 2022 Sport + Recreation Awards



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### Clubs

Christchurch Amateur Swim Club- Re Christ College pool now unavailable  
Mackenzie- Town n Country  
Westport- Letter to the Board\*\*\*  
Ashburton- Ashburton Splash Event cancelled  
Vikings- Permission for Caitlin McKenzie to compete at the Otago Champs on 19-20 March.  
Greymouth- Permission for Lachlan Oliver to compete at the Blenheim Champs 12-13 March  
Wharenui- Permission for a Club Team to attend the Otago Champs on 19-20 March  
Dragon- Re-Junior Championships  
Vikings- AGM & 2022/23 Fees

### Marketing

Dale Johnson- Recreational Working Group (Meeting #1)  
Submerge Aquatics - Seeking Casual Coaches

### Other

J Gourley- Thanks for doing a fab job!  
Ged Robinson- Canterbury Sports Development Academy  
CCC Sarah Palmer- Pool Hire/Access Pricing  
Chelsea Love- PSC Term 1 update  
Jon Derry- School Sport Canterbury - Update - Term 1 Sport  
Business.govt- Close Contact Exemption scheme announced  
Michael Parkin- Parakiore Recreation and Sport Centre - February 2022  
Xero Team- Get set for financial year end  
Chelsea Love- PSC update to sports coordinators - 18 Feb  
Jake Hann- RE: Halswell School  
CCC Sarah Palmer- Meeting re Parakiore  
Chelsea Love- CAIMS Swimming  
Richard- Underwater Hockey in Christchurch  
CCC Steph Lovelock- Rec & Sport – COVID-19 Omicron update  
Angelina King- Canterbury SS Swimming Champs 2022/23  
Jon Derry- School Sport - Health Order – Changes  
Swim T#- Swim T3\_Swimming Canterbury  
Hadleigh Pierson- FW: 2022 Sport + Recreation Awards  
Business.gov- COVID-19: Resurgence Support Payments increased

### Correspondence

Moved: Holly

Seconded: Steve

Carried

## 8. Transfers

Mr M W J Marsh from Hokitika Amateur Swim Club to Whanganui Swimming Club  
Miss A T M Marsh from Hokitika Amateur Swim Club to Whanganui Swimming Club  
Mrs G Crawford from Westport Swim Team to Aquagym Swimming Club  
Miss E M Coetzee from QEII Swim Club to North Canterbury Swim Club Inc  
Miss C McKenzie from Mackenzie Swimming Club to Swim Timaru  
Mr N P Davis from Wharenui Swim Club to Aquagym Swimming Club  
Miss R A Kingsbury from Ashburton Swim Team to Jasi Swim Club  
Miss T Ryder from Aquagym Swimming Club to Jasi Swim Club



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Mrs C Ellis from QEII Swim Club to Aquagym Swimming Club  
Miss C A Close from North Canterbury Swim Club Inc to Pirates Swim Team  
Mr A Herreman from Waitaha Swim Club to Selwyn Swim Club  
Miss E M Ellena from Nelson South Swim Club to Wharenui Swim Club  
Miss M J Flint from Aquagym Swimming Club to Jasi Swim Club  
Mr W L Flint from Aquagym Swimming Club to Jasi Swim Club

Moved: Steve

Seconded: Kim

Carried

### 9. Records

Nil

### 10. Financials

#### ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board

#### OVERDUE ACCOUNTS:

## Aged Receivables Summary

As at 17 March 2022

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	153.00	0.00	0.00	1,063.00	0.00	0.00	1,216.00
Jasi Swim Club	96.00	0.00	0.00	0.00	0.00	0.00	96.00
JELLIE PARK AQUALAND	0.00	0.00	0.00	0.00	0.00	(1.00)	(1.00)
Mackenzie Swimming Club	1,085.00	0.00	0.00	0.00	0.00	0.00	1,085.00
North Canterbury Swim Club	144.00	0.00	0.00	0.00	0.00	0.00	144.00
QEII Swim Club	35.00	0.00	0.00	0.00	0.00	0.00	35.00
Senior Carnival	0.00	0.00	0.00	0.00	0.00	90.00	90.00
Temuka Swimming Club	7.00	0.00	0.00	0.00	0.00	0.00	7.00
Vikings Swim Club	12.00	0.00	0.00	0.00	0.00	0.00	12.00
Wharenui Swim Club	337.00	0.00	0.00	0.00	0.00	0.00	337.00
<b>Total</b>	<b>1,869.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,063.00</b>	<b>0.00</b>	<b>89.00</b>	<b>3,021.00</b>

There are still amounts outstanding from Senior Carnival- Quinton to chase these up again.  
Financials are looking pretty good, with a projection that there will be a depreciation loss but cashflow should break even.

#### Accounts

Moved: Steve

Seconded: Simon

Carried



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### 11. Funding Report

#### Approved Applications

Provider		Purpose	Amount
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
CCC Communities Fund	09/2021	Marketing Asst Salary	\$14,000.00
NZCT	10/2021	Operations Manager Salary	\$30,000.00
Southern Trust	12/2021	Pool Hire for SCWC Development & Juniors	\$3089.00

#### 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
Pub Charity	10/2021	Medals for the 2021/2022 season	\$6733.00
TAB NZ	11/2021	Pool Hire for Regional Meets to Jan 2022	\$12,549.39

#### Pending Application

Provider	Purpose	Amount
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Resolution to apply for funding from the TAB NZ in the amount of \$5005.36 to cover costs for medals and venue hire for the 2022 South Island Championships

Moved Simon

Seconded: Holly

### 12. Contractual Obligations/Trusts

#### a) SwimT3

This entity was put into voluntary liquidation following an amalgamation with The Swim Shop. The new company is named Alphawai but stores will retain the SwimT3 name for now. Chris is still keen to continue the relationship with SCWC and will be carrying over our credit balance. He will join the Board via Zoom in the New Year to discuss the arrangement going forward.

Duncan has been in contact and a meeting is set up for the 29<sup>th</sup> March to discuss the partnership going forwards

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

A payment of \$4500 was made to Halswell School as directed by Jake Hann, from the Halswell account



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c) Doreen Brown Trust

Marlene will be looking to start back in to getting some lessons funded in Term 2

### 13. Membership

#### Registered Swimmers- Previous Seasons

Date	Competitive Swimmers	Club Swimmers	Total
30/6/2021	551	257	808
30/6/2020	573	209	782
30/6/2019	624	212	836
30/6/2018	643	191	834
30/6/2017	681	476	1157
30/6/2016	684	179	863
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 17 March 2022)

Aquagym Swimming Club	Club Swimmer	56
Aquagym Swimming Club	Competitive Swimmer	30
Ashburton Swim Team	Competitive Swimmer	27
Dragon Swimming Club	Club Swimmer	7
Dragon Swimming Club	Competitive Swimmer	13
Geraldine Swimming Club	Club Swimmer	13
Geraldine Swimming Club	Competitive Swimmer	3
Greymouth Amateur Swimming Club	Club Swimmer	11
Greymouth Amateur Swimming Club	Competitive Swimmer	14
Hokitika Amateur Swim Club	Club Swimmer	8
Hokitika Amateur Swim Club	Competitive Swimmer	14
Jasi Swim Club	Club Swimmer	36
Jasi Swim Club	Competitive Swimmer	89
Mackenzie Swimming Club	Club Swimmer	14
Mackenzie Swimming Club	Competitive Swimmer	11
North Canterbury Swim Club Inc	Club Swimmer	23
North Canterbury Swim Club Inc	Competitive Swimmer	36



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QEII Swim Club	Club Swimmer	22
QEII Swim Club	Competitive Swimmer	21
Selwyn Swim Club	Club Swimmer	28
Selwyn Swim Club	Competitive Swimmer	23
Swim Timaru	Club Swimmer	20
Swim Timaru	Competitive Swimmer	42
Temuka Swimming Club	Club Swimmer	20
Temuka Swimming Club	Competitive Swimmer	14
Vikings Swim Club Inc	Club Swimmer	19
Vikings Swim Club Inc	Competitive Swimmer	42
Waitaha Swim Club	Club Swimmer	46
Waitaha Swim Club	Competitive Swimmer	46
Westport Swim Team	Competitive Swimmer	10
Wharenui Swim Club	Club Swimmer	36
Wharenui Swim Club	Competitive Swimmer	62
		<b>856</b>

### 14. Health & Safety

#### a. Any incidents to report

Nil

#### 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 is due to be done again- Debbie to obtain quotes for this work.
- IV. There have been some issues with the Bluetooth for the scoreboard at Jellie Park and some concerns raised about some of the connections in the back of the Quantum unit- Debbie to get a quote from HTS for coming down to look into it.

#### 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

- Advisory Committee (July 2018)- This policy has now been reviewed and the SCWC Board are happy that no changes are required at this time.
- Canterbury Squad Swimmer Contract (July 2018)- pending new squads structure being finalised\*
- Squads Travel (July 2018)
- Laws and Compliance (May 2022)
- Health Safety and Wellbeing (Aug 2022)- Our new Health and Safety one stop shop page is live on the website
- Technical Suit (Sep 2022)
- Board Charter (July 2022)
- Financial Management (April 2023)



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- 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 meeting has been held.

#### Events Committee

**Relay meet** – we decided the relay meet should be put on hold as it is not possible to hold it under the existing restrictions. We hope to be able to hold it later in the year subject to restrictions changing and there being a space in the calendar.

**Flyer additions** - we were all happy with the Covid19 additions to the flyers.

**SCWC Juniors** - The flyer is out and entries are open. We will most likely be running it in pods. – **the meet went well and the pod system and final results worked. Thanks to Kerrin Keach from Otago for her help with Meet Manager.**

**Meet mobile** – Now that we are running meets in pods it is causing a hiccup with uploading results onto Meet Mobile. Later session results are overwriting earlier sessions as the meet name is the same. We are trying to sort it. – **we hope we have sorted it by merging the meets. It worked for SCWC Juniors**

**Trailer floor** – the trailer has a hole in the floor. Alex will contact Lee, Doug and Steve re mending it. There are no meets needing the equipment from it after the end of March for a couple of months. – **This has been sorted**

**Warm down** – under existing restrictions there are no warm down facilities at meets. Apparently this could change as Jellie Park is looking into making it possible. – **Have we heard anything from Jellie Park?**

**Team manager numbers** – we decided rather than stipulate how many coaches/team managers clubs could have at meets, we would suggest they looked at the SNZ rules for guidance and if possible cut it down even more, especially for meets with older swimmers.

**South Islands at Jellie Park** – Fiona to confirm with Debbie we have Jellie Park booked for South Islands Short Course in July – **This has been confirmed and Fiona is working on the flyer and meet file.**

**Calendar** – we discussed the calendar. Dave will prepare a draft document with our ideas and send it through to us. He will also discuss it with the coaches. – **Dave will send through a draft programme shortly.**

**Marshals** – Under the present restrictions we thought Tier 1 meets should be self marshalling with a Clerk of Course on hand for any questions but thought other meets should have proper marshalling.

**Schools swimming sports** – Primaries and Intermediates swimming sports events are still under discussion between the schools and Sport Canterbury but SCWC will help run them if they go ahead.

Since our meeting Ashburton Swim Club cancelled their meet due to difficulties under the current restrictions and Dave Prattley, after discussion with the coaches, organized a meet to be held at Selwyn on the same weekend for swimmers attending NAG's to have a last race practice and Div 2's to have a last chance to qualify.





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### Awards Committee

No report to table. The committee is now considering nominations for the Sport Canterbury Sport and Recreation Awards and the South Canterbury Sports Awards. Quinton will do a push on social media for this, as responses from clubs are traditionally very poor.

### Metro Sports Facility Committee

No report to table

### 16. Marketing

- Recreational Working Group (Meeting #1)- lots of great ideas proposed by many rely on access to facilities which can be difficult to obtain for a larger group. There were also a lot of digital suggestions such online access to training programs- Quinton has put some swim programs which could be made available online for our members who swim recreationally to access. There are many programs already available online but we could provide access to recreational programs through our own media.
- Cultural Competency Workshop: the next workshop is on the 5<sup>th</sup> May and Quinton will be attending as he missed the last one due to Covid
- Christchurch Underwater Hockey- a proposal has been tabled to form a partnership with CUWH that will be mutually beneficial, with their athletes being encouraged to join our clubs for fitness, and SCWC promoting UWH as another aquatic sport option to our members via our platforms. CUWH are holding Have a Go days where all gear is provided and this would be a good opportunity to introduce the partnership to our members. There is little to no crossover in terms of commitment and swimmer could easily take part in both sports without one affecting the other. Quinton and Debbie have met with Richard from CUWH and a formalised partnership plan is in the works to be presented to the Board for approval. This proposal will tie in very well with Balance is Better and will hopefully work to keep swimmers in the pool if competitive swimming is not going so well.  
The SCWC Board supports this proposal in principle on the proviso that CUWH does not feed its swimmers into any specific club and that all our clubs have equal opportunity to welcome UWH swimmers in
- UC Swim- Many of our present and past members are involved with this and are on the organising committee with participation numbers growing
- Swim T3- Debbie and Quinton meeting with Chris and Duncan to discuss the options for a new agreement
- Senior Seminars- These seminars are intended to get a swimmers perspective on options after high school and are being completed with William Campbell and Kaylee Jackson speaking about swimming and working, Chris Elson; swimming only, George Adam; para swimming, Satori; swimming in the USA, and Quinton; swimming and university.
- A approach has been made by a coach concerned that the feature on swimmers gaining scholarships to the USA was not balanced by a feature on Canterbury swimmers' achieving at home, and requested features on local swimmers.  
SCWC love to promote our athletes no matter where they are succeeding but we do need to be alerted to these successes and given the relevant information to publish. Quinton will add a button on the website's front page linking to a form for people to complete if they have a success story to share.





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<b>Follow up Items from Previous Meetings</b>	
SCWC Squads- work is well under way for this- a follow up meeting is due to be held shortly	<b>Rhys</b>
<p>Sarah has taken over from Martin McGregor as interim Manager of Facilities and Events for CCC- a meeting with her and David Bailey was held last week to discuss charges for CCC venues which will implemented from July 2022. Meetings were also held with QEII and Jasi.</p> <p>David Bailey is to send through copies of the Powerpoint once details have been finalised.</p> <p>Points already raised for discussion include:</p> <ol style="list-style-type: none"> <li>1. Does the proposed student membership have a term-based price or can the proposed membership be paid weekly with a minimum term to be confirmed, or annually?</li> <li>2. Should tertiary students have access to the student membership?</li> <li>3. Ongoing work about charging models for grandstand spectators at Parakiore</li> <li>4. Are swimmers charged access per session/day/event for aquatic events? We are currently charged per event at CCC facilities and any changes will make events very expensive to run</li> <li>5. Could there be a student membership that includes access to gym services?</li> </ol>	<b>Simon/Debbie</b>
<p>Canterbury Sports Development Academy- Ged Robinson</p> <p>The Board felt this was a good proposal, Debbie will get back into contact with Ged to further enquiries around how swimmers might be identified. Ged has not replied to the last email sent through</p>	<b>Debbie</b>

<b>General Business</b>	
<p>Sport Canterbury is working with RSO's to support their sustainability and capability needs. Rātā Foundation, CCC and Sport Canterbury have contributed resource to support this kaupapa. Common themes across the sector that have been identified through this work are:</p> <ol style="list-style-type: none"> <li>a) Governance – SC are about to begin the process of co-designing a Governance support framework. They would like to hear from Board chairs and senior management who would like to be involved in the design of this framework</li> <li>b) Human Resources – SC have resourced MyHR (an HR consultancy firm) to work with RSO's that identified HR as an area that they would like support in.</li> <li>c) Marketing and Communications – SC has an in house Marketing and Communications team that is able to provide support to RSO's</li> </ol>	
<p>The AGM date has been set for Saturday 6th August prior to the start of the second session of the Vikings meet- Debbie to book the Selwyn Sports Complex pavilion again</p>	<b>Debbie</b>
<p>New SCWC Records rules for SCWC regional records for under 12 year olds have been approved by the Technical and Events Committees allowing records to be set by 12 &amp; Under at Development meets subject to full electronic timing being used and the rule for disqualifications for blatant infractions being observed.</p> <p>SCWC Board agreed, Debbie to write up a new records policy for signing off</p>	<b>Debbie</b>

