



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting opened via Zoom at 7:00pm on 1<sup>st</sup> March 2021

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

Moved: Holly

Seconded: Christelle

Carried

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

### SNZ

Amanda White- 2021 International Meets and SNZ National Programme  
Amanda White- SNZ National Age Programme 2021\_2022

### Makos

Kerren Keach- Dispensation for swimmers at SIC&T

### Regions

Southland- FW: Day 3 Cancelled

### Sport Canterbury

Haidee Stratford- Christchurch City Council and Sport Canterbury Sport Report & Survey  
Chloe Wilkinson- RST Stakeholder survey - pre-notification email

### Clubs

Mackenzie- Permission for swimmers to attend the Taieri Meet  
Aquagym- Aquagym/Wharenui shared meet financials  
Greymouth- Hosting SIC&T 2023 and proposal to host SIC 2022  
Jasi- Permission for swimmer to attend the Otago Long Course Meet  
Selwyn- Mainland Grant Makos NZJF  
Waitaha- Permission for Chris Elson to attend the Otago Long Course Meet  
Waitaha- Covid lockdown contingency plans for Waitaha Summer Sizzler





# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### OVERDUE ACCOUNTS:

## Aged Receivables Summary

Swimming Canterbury West Coast Inc

As at 23 February 2021

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	205.82	0.00	0.00	0.00	0.00	0.00	205.82
Ashburton Swim Club	186.32	0.00	0.00	0.00	0.00	0.00	186.32
ASHBURTON SWIM TEAM	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
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	1,490.90	0.00	0.00	0.00	0.00	0.00	1,490.90
Murihiku Swimming Club	30.00	0.00	0.00	0.00	0.00	0.00	30.00
North Canterbury Swim Club	268.00	0.00	0.00	0.00	0.00	0.00	268.00
QEII Swim Club	225.00	0.00	0.00	0.00	0.00	0.00	225.00
Temuka Swimming Club	356.50	0.00	0.00	0.00	0.00	0.00	356.50
Timaru District Council	112.50	0.00	0.00	0.00	0.00	0.00	112.50
Vikings Swim Club	127.00	0.00	0.00	0.00	0.00	0.00	127.00
Westport Swim Club	63.50	0.00	0.00	126.48	0.00	0.00	189.98
Wharenui Swim Club	1,115.06	0.00	0.00	0.00	0.00	0.00	1,115.06
<b>Total</b>	<b>4,193.10</b>	<b>0.00</b>	<b>0.00</b>	<b>126.48</b>	<b>0.00</b>	<b>(113.06)</b>	<b>4,206.52</b>

### Accounts

Moved: Kim

Seconded: Holly

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



## SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

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

### 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
Lion Foundation	Pool Hire SCWC Juniors, Relay & SC Champs	\$6552.20

## 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

### 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.



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### 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 24<sup>th</sup> February 2021)

Aquagym Swimming Club	Club Swimmer	23
Aquagym Swimming Club	Competitive Swimmer	38
Ashburton Swim Team	Competitive Swimmer	29
Canterbury West Coast Administration	Competitive Swimmer	1
Geraldine Swimming Club	Club Swimmer	15
Geraldine Swimming Club	Competitive Swimmer	11
Greymouth Amateur Swimming Club	Competitive Swimmer	44
Hokitika Amateur Swim Club	Club Swimmer	21
Hokitika Amateur Swim Club	Competitive Swimmer	16
Jasi Swim Club	Club Swimmer	34
Jasi Swim Club	Competitive Swimmer	80
Mackenzie Swimming Club	Club Swimmer	15
Mackenzie Swimming Club	Competitive Swimmer	9
North Canterbury Swim Club Inc	Club Swimmer	25
North Canterbury Swim Club Inc	Competitive Swimmer	49
QEII Swim Club	Club Swimmer	16
QEII Swim Club	Competitive Swimmer	22
Selwyn Swim Club	Club Swimmer	20
Selwyn Swim Club	Competitive Swimmer	35



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Swim Timaru	Club Swimmer	14
Swim Timaru	Competitive Swimmer	54
Temuka Swimming Club	Club Swimmer	11
Temuka Swimming Club	Competitive Swimmer	17
Vikings Swim Club Inc	Club Swimmer	15
Vikings Swim Club Inc	Competitive Swimmer	44
Waitaha Swim Club	Club Swimmer	43
Waitaha Swim Club	Competitive Swimmer	37
Westport Swim Team	Club Swimmer	18
Westport Swim Team	Competitive Swimmer	2
Wharenui Swim Club	Club Swimmer	42
Wharenui Swim Club	Competitive Swimmer	60
		<b>860</b>

### 14. Health & Safety

#### a. Any incidents to report

##### I. No incidents reported

Simon advised there should be one coming from the QEII meet where a competitor cut their foot on one of the timing pads. The pads were removed before being checked however no split or damage which could cause a cut were found.

#### 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.

Debbie to send a reminder to clubs that they must load any completed Police vetting as an accreditation on the member's profile in the SNZ Database.



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

- 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 has contacted with Nick to do this on the 12<sup>th</sup> March

### 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

Meeting was held last night- report not received in time for this meeting however Simon advised that the police vetting of Technical Officials was debated. All Officials will need to be vetted- this is to become a National policy anyway. Our Photo ID cards for Officials will only be to SCWC Officials who have gained a Police vetting accreditation.



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### Events Committee

**Notes on Events Committee Meeting held on Wednesday 9<sup>th</sup> December at Joe's Garage**

**In attendance: Dave Prattley, Jeanette Wright, Nicola Catchpole, Christine Cassin, Fiona Campbell**

**Apologies: Martin Russell**

- 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 SWCW 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 periodDave 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 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.

### Awards Committee

No report for this meeting

### Metro Sports Facility Committee

Wayne has sent a follow up email to Craig and Chloe regarding the temporary seating at Metro looking for an update but has yet to hear back.





# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Follow up Items from Previous Meetings	
<p>Ongoing Policy development- Declaration of interests, annual budgets, risk management</p> <p>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</p> <p>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>	<b>Kim</b>
<p>SLA- SCWC's proposal was presented to CCC on the 21<sup>st</sup> June 2019. Chris, Simon and Debbie attended a meeting with Martin on 29<sup>th</sup> November 2019 to go over the CCC's counteroffer.</p> <p>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</p> <p>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.</p> <p>Martin has indicated that he is still working toward reaching some set price structures with SCWC.</p> <p>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> <p>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.</p> <p>The SCWC Board needs to review the proposed agreement.</p>	<b>Board</b>
<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.</p> <p>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 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 has put together a job description for the role of Marketing Assistant so the SCWC Board can begin recruiting for this position as soon as possible. An advertisement will be placed on TradeMe next week and the Board will begin the selection process shortly.</p> <p>This will be a fixed term employment contract.</p>	<b>Board</b>
<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</p>	<b>Steve</b>



## SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

<p>disadvantage some clubs who have arrangements with facility providers to support costs of venue hire for example. Peter advised that he would have another look into this. Steve will update at the next meeting.</p>	
<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- no response from Rhys as yet.</p>	<b>Rhys</b>
<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"> <li>1. Make an alteration to the constitution (cl 15); or</li> <li>2. Call it a matter not covered in the constitution (clause 20) and make/amend rules as required (cl 5.1h).</li> </ol> <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 an SGM. 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. Alternatively, there are clauses in the Constitution that could already cover this, 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.</p>	<b>Holly</b>
<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. Cards will have the Officials name and SCWC logo on one side, with a list and check boxes for each accreditation. Once a mock-up is obtained this can be sent out to Officials to promote both Police vetting and the card itself.</p>	<b>Debbie</b>
<p>The SCWC Events Committee needs roles defined so the load for running and event from start to finish is shared. This includes looking after the equipment and ensuring it is in working order, setting up MM files and flyers, ensuring all ribbons and medals are ready and getting the kit to and from the venue. The Makos Committee rep should also potentially be a member of the Events Committee. Ben Close is resigning as Makos Committee Rep. We also need to purchase our own tablet/ipad/camera for live streaming- Simon will raise all of the above with the Events Committee so they can provide recommendations to the Board</p>	<b>Simon</b>



## SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

Kim has a contact at Spark who may be able to get us a good deal on a tablet- Kim to pass details on to Debbie	
--	--

<b>13. General Business</b>	
Aquagym/Wharenui Meet Financials- Steve has these in hand to look over, Debbie to obtain the Jasi Xmas Cracker draft P&L as a comparison	<b>Steve</b>
CCC Draft Long-Term Plan- the Board does not have any feedback they wish to submit	<b>Board</b>
An email from the Waitaha Swim Club was tabled regarding contingency plans in case of another Covid lockdown. SCWC has already held two contingency meets using a similar model with slightly different parameters. The Board and Events Committee are happy for these contingencies to be enacted if required but the club needs to liaise with the CCC with regards to their requirements. SCWC will ensure a meet can go ahead even under level 2 restrictions if at all possible.	
Swim Southland received an email from a member o the Vikings Swim Club. The Board determined it was not acceptable for one of our members to send an email in that tone, to another region, suggesting that the region should break the law. Simon will send a letter to the member in response and will cc the Vikings Club in.	<b>Simon</b>

**The meeting closed at 8:30pm**

**The next meeting of the SCWC Board is to be held on Tuesday 13<sup>th</sup> April 2021**