



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Online Meeting opened via Zoom at 5:30pm on 25th May 2020

1. **Present:** Chris Ponga, Simon Moore, Kim Berquist, Christelle Savry, Nicky Edwards, Scott Wagenvoord

2. **In Attendance:** Debbie Rahurahu, Rhys Pryde-Wall

3. **Apologies:** Nil

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

Moved: Kim

Seconded: Christelle

Carried

5. **Matters arising:** Nil

6. **Declarations of interest:** Nil

7. **Correspondence in / out:**

SNZ

SNZ- SNZ survey on organizational financial health - SNZ Regions
Dale Johnson- 2021 Junior Festival Improvements
Andy Kent- SNZ April Regional Admins catch up - follow up
Andy Kent- Regional Fees 2020/21
Dale Johnson- 2021 - 2022 Event Tender | Swimming New Zealand

Makos

Ben Close- SI SC Champs 2020

Regions

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

Geraldine- Swimmer Badges



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OVERDUE ACCOUNTS:

As at 21 May 2020

| Contact | Current | < 1 Month | 1 Month | 2 Months | 3 Months | Older | Total |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| AquaGym Swimming Club | 0.00 | 25.55 | 386.45 | 0.00 | 0.00 | 0.00 | 412.00 |
| JELLIE PARK AQUALAND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (1.00) | (1.00) |
| KAIAPOI SWIM | 0.00 | (18.90) | 0.00 | 0.00 | 0.00 | 0.00 | (18.90) |
| Swim Timaru Inc | 0.00 | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15.00 |
| 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: Chris

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 |



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Pending Application

| Provider | Purpose | Amount |
|--------------------|----------------------------------|-----------|
| Commercial Sponsor | Officials accommodation expenses | TBA |
| One Foundation | Medals for the 2020/2021 season | \$7020.00 |

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

Kim suggested that SwimT3 be contacted regarding advertising and promotion at our upcoming meets now that the calendar has been released- Debbie to contact Chris

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.

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



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Current Membership Numbers (as at 30th April 2020)

| | | |
|---------------------------------|---------------------|----|
| Aquagym Swimming Club | Club Swimmer | 21 |
| Aquagym Swimming Club | Competitive Swimmer | 55 |
| Ashburton Swim Team | Competitive Swimmer | 32 |
| Geraldine Swimming Club | Club Swimmer | 13 |
| Geraldine Swimming Club | Competitive Swimmer | 14 |
| Greymouth Amateur Swimming Club | Competitive Swimmer | 50 |
| Hokitika Amateur Swim Club | Club Swimmer | 24 |
| Hokitika Amateur Swim Club | Competitive Swimmer | 21 |
| Jasi Swim Club | Club Swimmer | 34 |
| Jasi Swim Club | Competitive Swimmer | 94 |
| Mackenzie Swimming Club | Club Swimmer | 8 |
| Mackenzie Swimming Club | Competitive Swimmer | 18 |
| North Canterbury Swim Club Inc | Club Swimmer | 20 |
| North Canterbury Swim Club Inc | Competitive Swimmer | 59 |
| QEII Swim Club | Club Swimmer | 21 |
| QEII Swim Club | Competitive Swimmer | 32 |
| Selwyn Swim Club | Club Swimmer | 15 |
| Selwyn Swim Club | Competitive Swimmer | 36 |
| Swim Timaru | Club Swimmer | 14 |
| Swim Timaru | Competitive Swimmer | 56 |
| Temuka Swimming Club | Club Swimmer | 6 |
| Temuka Swimming Club | Competitive Swimmer | 23 |
| Vikings Swim Club Inc | Club Swimmer | 10 |
| Vikings Swim Club Inc | Competitive Swimmer | 46 |
| Waimate Amateur Swimming Club | Club Swimmer | 4 |
| Waimate Amateur Swimming Club | Competitive Swimmer | 6 |
| Waitaha Swim Club | Club Swimmer | 32 |
| Waitaha Swim Club | Competitive Swimmer | 35 |
| Westport Swim Team | Club Swimmer | 15 |
| Westport Swim Team | Competitive Swimmer | 11 |
| Wharenui Swim Club | Club Swimmer | 28 |
| Wharenui Swim Club | Competitive Swimmer | 62 |



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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

c. Disciplinary

I. SCWC Disciplinary Panel has completed its review of the current matter under investigation and a letter explaining the panel's findings has been sent to the parties involved.

II. 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.



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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)
- 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)

15. Committees- Advisory

1. Technical Committee

No report for this meeting as the Committee meets tomorrow night

2. Events Committee

No report for this meeting

3. Awards Committee

No report for this meeting

4. Metro Sports Facility Committee

Wayne is still pushing the issue of poolside seating at the venue and has again been in email contact with CCC. There will be delays as at least one of the steel pools is still in Italy.

Swimming NZ have sent bid documents to CCC for meets in later half of 2022, but these will be dependant on delays caused by Covid19.

Debbie to follow up with all Committees to ensure that if a meeting has been held, a report is presented to the SCWC Board in plenty of time for their next meeting.

| Follow up Items from Previous Meetings | |
|---|-------------------------------|
| 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 | Chris/Debbie |
| 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 | Scott/Christelle/Chris |



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| <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.</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>CCC Offices are currently closed but Martin has indicated that he is still working toward reaching some set price structures with SCWC.</p> | <p>Chris</p> |
| <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> | <p>Chris</p> |
| <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.</p> | |
| <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 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>Debbie to follow this up when CCC are back after lockdown</p> | <p>Debbie</p> |
| <p>SNZ have revised their prior proposed increase of Affiliation Fees for the 2020/2021 season. The SNZ Board have approved an across the board reduction of 2 months for the affiliation fees for the 2020/2021 season.</p> <p>SCWC currently only have a levy on the following: Competitive Swimmer- \$50 Club Swimmer- \$10 (to be increased to \$20 for 2020/2021) Club Affiliation- \$225</p> | |
| <p>Soft Skills Course with Wayne Goldsmith- Fantastic uptake of this with 28 coaches from all around the region taking part. Wayne has already hosted a free webinar and offered two more along with lots of free reading material which has been passed on to coaches. Feedback so far has been very positive.</p> | <p>Debbie</p> |
| <p>What will the event space will look like when NZ moves out of lockdown? SNZ and Regions are working to share ideas and keep on the same page.</p> <p>Consensus so far is that when the time comes for meets:</p> <ul style="list-style-type: none"> • the emphasis needs to be on fun • some areas of the country may be able to get back into normal operations faster than others • cost of travel and possible limitations of travel will be a factor • we all need to be flexible to welcome as many swimmers back to the sport as possible <p>SNZ have released the proposed dates for National meets for the 2020/2021 season, and the SCWC Events Committee in conjunction</p> | <p>Simon/Debbie</p> |



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| <p>with the Coaches group have been working on a remodelled SCWC Events Calendar</p> | |
| <p>2020/2021 Budget needs to be put in place, and a date needs to be set for the AGM. The constitution allows for this to be held electronically so we may be able to delay holding the AGM til August to allow Clubs more time to get EOY accounts in order and audited. The SCWC Board decided to hold the AGM via Zoon from 7:30pm on Wednesday 19th August 2020. A resignation from the SCWC Board has been received from Scott Wagenvoord who will be standing down at the end of this term. Chris and Kim both step down by rotation but have both expressed an interest in standing for another term. Debbie to communicate details of the AGM to all members and begin to get nomination and voting processes underway.</p> | <p>Chris/Debbie</p> |
| <p>Covid19- We have only had one response from a club communicating they are under serious financial stress potentially due to the negative impact the pandemic has had on the availability of funding. SCWC has provided advice and offer access to professional financial advice, as the region has access to someone who has already assisted in the restructuring of various clubs both in swimming and other sports and is happy to assist where required. Sport NZ also released the Community Relief Fund with Clubs eligible for up to \$1000 in funds for operational costs- one club has applied for this and been successful that we are aware of</p> | <p>Debbie</p> |

| | |
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| <p>13. General Business</p> | |
| <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 not been confirmed, although is still to be presented to an NPC meeting. Total cost for medals for 4 regional champs is \$7076.00 ex GST The SCWC Board approved the purchase of the medals as detailed above should the funding not come through.</p> | <p>Debbie</p> |
| <p>Following a recommendation from the Canterbury coaches' group, the Makos Committee have agreed to move this year's SI Champs from SNM to SCWC to make the location more easily accessible to all SI athletes. It is proposed that this meet be run at zero profit with entries covering only actual costs incurred Entry fees are not the largest proportion of cost for those attending but sizeable reduction in entry fees would certainly help. <i>Break even sits at about \$3.00 which is very low.</i> At \$5.50 per event the cost of venue hire, relay prize money, medals, admin stationery would be covered. <i>SCWC will stand to make approximately \$4500 profit from the event which could be put towards compensating clubs who are having to share meets this year.</i> It was also suggested that hosted accommodation may help with costs to swimmers for this meet- Debbie to communicate this idea to the Makos Committee</p> | |
| <p>A proposal was received from Peter Burgon regarding a new structure for distribution of profits from meets, based on participation numbers</p> | <p>Simon</p> |



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| <p>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 to discuss this further with Peter.</p> | |
| <p>The draft SCWC Calendar was tabled.</p> <p>The SCWC Board felt the Bubble League was a great idea and was happy to support this financially in some form to encourage swimmers to get involved.</p> <p>Most club meet dates have had to be moved. Ashburton/Geraldine and Wharenui/Aquagym are sharing a meet as there are just not enough weeks left in the calendar to fit all meets in without overfilling it. A lot of thought has gone in to structuring the calendar into what is best for swimmers getting back into competing.</p> <p>Following robust discussion, it was agreed that SCWC would compensate those clubs having to share, for loss of income as a result of sharing the meet, based on the actual income and expenses figures from the meet, to be provided to SCWC immediately after the meet.</p> | |
| <p>Proposal by the Makos Committee to approach SNZ regarding holding the Junior Festival in the South Island as Makos Nth and Makos Sth.</p> <p>The size of the region is an issue with well over 6hrs potential drive for some athletes to reach a venue. We would need the qualifying times to be relaxed so that our numbers could increase as we only had approx. 260 swimmers entered this year- not enough to warrant two separate events.</p> <p>The danger is that we may increase participation but lose the level of competition however this will allow more of our younger athletes to compete.</p> <p>The SCWC Board determined to support the proposal.</p> | |

The meeting closed at 9:05pm