



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting held at the offices of e-Migration, Sheffield Crescent, Burnside
at 7:00pm on 17th May 2021

1. **Present:** Simon Moore, Kim Berquist, Christelle Savry, Steve Kelliher, Rhys Pryde-Wall, Holly Cassin

2. **In Attendance:** Debbie Rahurahu

3. **Apologies:** Nil

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

Moved: Rhys

Seconded: Steve

Carried

5. **Matters arising:** Nil

6. **Declarations of interest:** Nil

7. **Correspondence in / out:**

SNZ

Steve Johns- Voting Technical Officials
Holly Fletcher- NZ Short Course Event Information
Holly Fletcher- SISS Agreement

Makos

Regions

SNM- South Island Short Course - Stadium 2000, Blenheim - 23-25 July 2021

Sport Canterbury

Michael Peacock- Side-Line Behaviour Campaign: Let's Keep It Positive | Tika + Pono + Aroha
Shaun Campbell- Trust Aoraki South Canterbury Sports Awards 2021 - Tickets Swimming

Clubs

Waitaha- Permission for several swimmers to compete at the Wanaka Interclub Meet 2nd May
Swim Timaru- SC Sports Award nomination
Wharenui- Canterbury Sports Awards nominations
Swim Timaru- Permission for two swimmers to compete at the Wanaka Interclub Meet 2nd May
Waitaha- Permission for several swimmers to attend the Neptune Queens Birthday Meet 5th June
Wharenui- Permission for Mia Spencer-Morgan to compete at the Wanaka Interclub Meet 2nd May
Swim Timaru- Letter to Mainland Foundation re funding grant
Geraldine- Permission for 3 swimmers to compete at the Otago SC Champs 3rd July
Wharenui- Wharenui Swimming Club Closure



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

54.50 Satori J. Dobbie at 2021 Aon New Zealand Swimming Championships

5/04/2021

Moved: Kim

Seconded: Simon

Carried

10. Financials

ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board

OVERDUE ACCOUNTS:

Aged Receivables Summary

Swimming Canterbury West Coast Inc

As at 11 May 2021

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	28.00	0.00	0.00	0.00	0.00	0.00	28.00
ASHBURTON SWIM TEAM	0.00	0.00	0.00	0.00	0.00	(93.16)	(93.16)
Hokitika Swim Club	30.00	0.00	0.00	0.00	0.00	0.00	30.00
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	448.00	0.00	0.00	0.00	0.00	0.00	448.00
Murihiku Swimming Club	0.00	0.00	30.00	0.00	0.00	0.00	30.00
North Canterbury Swim Club	28.00	0.00	0.00	0.00	0.00	0.00	28.00
QEII Swim Club	58.00	0.00	0.00	0.00	0.00	0.00	58.00
Swim T3 (Christchurch)	1,600.00	0.00	0.00	0.00	0.00	0.00	1,600.00
Temuka Swimming Club	238.00	0.00	0.00	0.00	0.00	0.00	238.00
Waitaha Swim Club	144.00	0.00	0.00	0.00	0.00	0.00	144.00
Wharenui Swim Club	98.00	296.16	0.00	0.00	0.00	0.00	394.16
Total	2,672.00	296.16	30.00	0.00	0.00	(113.06)	2,885.10

Accounts

Moved: Steve

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



SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

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

Funding applications to be made to: NZRB towards the cost of venue hire for SCWC Development Championships and SCWC Age Group Championships

Moved: Simon

Seconded: Steve

Carried

12. Contractual Obligations/Trusts

a) SwimT3- Balance sheet of SCWC spending on our product allowance:

	01.07.18-30.06.19	01.07.19-30.06.20	01.07.20-30.06.21
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 – 30.06.2020

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.



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

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

Current Membership Numbers (as at 9th March 2021)

Aquagym Swimming Club	Club Swimmer	23
Aquagym Swimming Club	Competitive Swimmer	41
Ashburton Swim Team	Competitive Swimmer	29
Canterbury West Coast Administration	Competitive Swimmer	1
Geraldine Swimming Club	Club Swimmer	14
Geraldine Swimming Club	Competitive Swimmer	13
Greymouth Amateur Swimming Club	Competitive Swimmer	44
Hokitika Amateur Swim Club	Club Swimmer	17
Hokitika Amateur Swim Club	Competitive Swimmer	20
Jasi Swim Club	Club Swimmer	27
Jasi Swim Club	Competitive Swimmer	90
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	50



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

QEII Swim Club	Club Swimmer	17
QEII Swim Club	Competitive Swimmer	21
Selwyn Swim Club	Club Swimmer	12
Selwyn Swim Club	Competitive Swimmer	40
Swim Timaru	Club Swimmer	16
Swim Timaru	Competitive Swimmer	54
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	45
Waitaha Swim Club	Competitive Swimmer	41
Westport Swim Team	Club Swimmer	18
Westport Swim Team	Competitive Swimmer	2
Wharenui Swim Club	Club Swimmer	43
Wharenui Swim Club	Competitive Swimmer	62
		878

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
- 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
- IV. A suggestion was made to purchase a labeller so all cables can be labelled- the Board agree that this can be purchased
Moved: Kim
Seconded: Simon

c. Disciplinary

SCWC has formally adopted the SNZ Member Protection Manual, and has a robust process in place for dealing with disciplinary matters
Nothing to report and no updates received here.

d. Policies to be reviewed



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

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 are meeting next week to 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

No Meeting held prior to this Board meeting- next meeting will be held at the conclusion of National meets

Events Committee

SCWC 12 & Under Records

Dave had discussed this with the Coaches group who were keen for SCWC records to still be kept for swimmers aged 12 years and under. The majority of the Events Committee agreed with this, although Martin thought we should be following SNZ's lead on this.

We would like to recommend to the Board that SCWC 12 and Under records are still in existence and are able to be broken.- ***The SCWC Board are happy to support this***

Setting up calendar for 10 designated meets per year

From 1 July 2021 swimmers will only be able to qualify for National meets at "National Qualifying Meets". Each region will designate 10 meets per year to be known as "National Qualifying Meets". This does not include SCWC Canterbury Champs (Long Course) and SCWC Short Course Champs. If we are holding South Island meets in our region they also will not have to be included.



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

It was decided that the North Canterbury meet and Temuka meets would not be included as part of the 10 meets as they are not held in pools where electronic timing can be used or records broken. It was also decided that NZ Junior Champs and the Development Champs would also not be included as these meets were not aimed at swimmers trying to qualify for National meets. We discussed the West Coast hosting one meet; the most suitable being the West Coast Champs, but we would like the meet to be more accessible for swimmers from other parts of Canterbury West Coast to make it more worthwhile for swimmers hoping to qualify to attend.

We decided that meets that were not designated as a National Qualifying Meet should still be allowed to require a reasonable amount of officials if Clubs can arrange it and that the times would be approved for all meets within our region including our regional championships.

Dave will work on the calendar as there need to be a few changes and forward it to us.

Coaches requests

The coaches met yesterday and had a few requests for us:

Junior Champs – they would like to change the name to festival to allow Club swimmers to enter. Fiona had spoken to Debbie on the issue of Club swimmers being able to enter this event and thought it would be a good idea to recommend all swimmers (especially young ones) register with SNZ for the next year as a Club swimmer and only upgrade to Competitive if necessary. We don't know if SNZ will be allowing Club swimmers in the NZ festival next year – if they do there is no need for our young swimmers to be registered as competitive and we can then follow suit. To keep numbers in check we would probably have to have some qualifying times though.

Relay Championships - the coaches wanted to change the programme of events. We decided that as the meet is only 2 ½ weeks away and the details are on the website it was not possible. But we can look at it for next year.

SCWC SC Champs – the coaches would like to move the relays from Friday's session to Sunday morning. We agreed that was possible. We'll update the flyer and Debbie will put a note on the website everyone is aware of the change.

Calendar – Dave presented a calendar (which is now being updated due to the 10 meets policy- see above). There are gaps in the calendar for some athlete levels during the May-July period and the Sept- Oct period as the coaches would like these periods to be used for club nights/dual meets etc. (what used to be unapproved meets).

Trophies

Fiona to send a list of the trophies SCWC hands out to the Awards Committee to see if they would like to fill in some of the gaps.

The SCWC Board suggested that additions to the list be kept to per event rather than broken down by age as some events already are- the cost could otherwise become prohibitive.

SCWC Clubs and members could also be approached to ask if they would like to sponsor a trophy

Trailer

Simon is concerned about the trailer and keeping track of it and its contents etc. Fiona to contact Lee Hill and Doug Heaton to see if they would 'look' after it for us.

Kim will also organise another trailer audit

'Wish list'

We discussed items we would like to purchase especially with a storeroom at Selwyn becoming available when they new pool is open. It would be useful to have a printer left there so it is always acclimatised. Simon suggested we should send the board a 'wish list'. So far on our list we have a new quantum tape machine, a second competition laptop and a printer.



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

The SCWC Board approved the purchase of a new Quantum tape printer. Martin R has organised for Jeanette to source this via her business

Awards Committee

The Awards Committee received nominations from 2 clubs for the Orix Canterbury and South Canterbury Sports awards.

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.

Rhys advised that he would liaise with the Coaches Group to set up a working group which will look into the allocation and best use of lane space. This working group will also include Debbie and/or Quinton and the SCWC Events Committee.

Follow up Items from Previous Meetings	
<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 Debbie and Holly to work on identifying SCWC policies now covered by the SNZ Member Protection Policy Manual</p>	Kim/Holly
<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, and it is hoped that two of our clubs have put in EOIs for this.</p>	Board
<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. 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. 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). This will be a fixed term employment contract.</p>	Board



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

<p>EOI for the new Hornby facility which SCWC pressed the CCC to allow a home club to be based there. The CCC had no interest in basing a club at Linwood but conceded that Hornby could support a home club. Simon will draft a response for approval of the remainder of the Board to offer support in discussions with the CCC to see that the Wharenui facility is retained</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. We need the dimensions and to get a quote done. Debbie will contact John to see if he can give us some dimensions to work with</p>	Debbie
<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.</p> <p>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</p> <p>There is one member of the Board who have served a 3-year term and is up for re-election- Simon Moore.</p> <p>Rhys Pryde Wall's Appointed position was vacated early and is now also up for re-election</p>	

13. General Business	
<p>SISS Hosting Agreement to be signed- SNZ to correct Appendix B figures which need to include a catering allowance for Swim Timaru and Admin stationery variables</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.</p>	Debbie
<p>Affiliation Fees- Our regional fees need to be set, unfortunately we have yet to receive confirmation from SNZ as to the National fees for the 2021/2022 season. Once these are communicated the Board will determine regional fees via email to get the information out to clubs as soon as possible.</p>	

The meeting closed at 10:03pm
The next meeting of the SCWC Board is to be held on Monday 14th June 2021

We the undersigned hereby certify these to be a true and correct record of the meeting of the SCWC Board held on the 17th May 2021

Signed:

Secretary

Board Chair