



SWIMMING CANTERBURY WEST COAST INC.

MIMUTES OF THE BOARD MEETING

Meeting opened at e-Migration Meeting Room at 7:00pm on 2nd November 2020

1. **Present:** Simon Moore, Kim Berquist, Christelle Savry, Rhys Pryde-Wall, Steve Kelliher, Holly Cassin
2. **In Attendance:** Debbie Rahurahu, Peter Burgon (7:26pm)
3. **Apologies:** Nil
4. **Minutes of the previous meeting read and accepted**

Moved: Steve

Seconded: Holly

Carried

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

SNZ

****Letter from SCWC re NZ Short Course Championships
Andy Kent- Affiliation Letter
Dale Johnson- Events & Participation Update | Swimming NZ

Makos

Regions

Swimming Auckland- ASA 2020 and beyond

Sport Canterbury

Clubs

Waitaha- Permission for Caitlin and Imogen Petersen to swim at the Wanaka Meet on 18th October 2020
Geraldine- Permission to swim at the Wanaka Meet 18th October
Swim Timaru- Permission to swim at the Kiwi Challenge meet on November 22 as well as at Cromwell on the 7th November
Swim Timaru- Opportunity to run a Meet
Ashburton Swim Club- Opportunity to run a Meet
Westport- Meet Dates and host clubs
Waitaha- Stopwatches
Wharenui- Stopwatches and starter
NCSC- Stopwatches and starter
Todd Mason- Permission to swim at the Auckland Championships from December 9 – 13
Westport- Support for SCWC Development Champs to be hosted on the Coast

Other

CCC Sarah Palmer- 2021 Regular Hirers Allocation
CCC Sarah Palmer- Recreation & Sports Centres - Fees & Charges
Lyn Miles- CPSS 2021 dates and rules



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Risk Map

Areas requiring more attention and discussion include:

- 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
- Wires and trip hazards are still an issue on pool deck- perhaps an alcatene type pipe could be used to secure wires
- Tag testing needs to be undertaken again

Accounts

Moved:

Seconded:

Carried

10. 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

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



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Pending Application

Provider	Purpose	Amount
Commercial Sponsor	Officials accommodation expenses	TBA

Motion: Swimming Canterbury West Coast reserves will be used to cover the balance of the costs of replacing the harnesses and buttons.

Moved: Steve

Seconded: Christelle

Carried

11. 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)
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- we currently have 20 new stopwatches and 80 coloured swim caps on order with SwimT3.

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 to contact Chris and 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

Approval to dissolve the trust and hand stewardship of any remaining assets to SCWC has been granted by the High Court. Funds are being deposited in the new Bonus Saver account by the end of next week.

Motion: To ask Marlene Morrison as a past executor of the Trust if she is happy to continue in the role of allocating the funding until the funds are expended. The SCWC board will need to be kept update of all funds allocated.

Moved: Kim

Seconded: Steve

Carried



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12. 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 29th October 2020)

Aquagym Swimming Club	Club Swimmer	20
Aquagym Swimming Club	Competitive Swimmer	38
Ashburton Swim Team	Competitive Swimmer	29
Canterbury West Coast Administration	Competitive Swimmer	1
Geraldine Swimming Club	Club Swimmer	11
Geraldine Swimming Club	Competitive Swimmer	15
Greymouth Amateur Swimming Club	Competitive Swimmer	44
Hokitika Amateur Swim Club	Competitive Swimmer	15
Hokitika Amateur Swim Club	Club Swimmer	21
Jasi Swim Club	Club Swimmer	30
Jasi Swim Club	Competitive Swimmer	80
Mackenzie Swimming Club	Club Swimmer	8
Mackenzie Swimming Club	Competitive Swimmer	18
North Canterbury Swim Club Inc	Club Swimmer	27
North Canterbury Swim Club Inc	Competitive Swimmer	47
QEII Swim Club	Club Swimmer	12
QEII Swim Club	Competitive Swimmer	23
Selwyn Swim Club	Club Swimmer	14
Selwyn Swim Club	Competitive Swimmer	32
Swim Timaru	Club Swimmer	12
Swim Timaru	Competitive Swimmer	55
Temuka Swimming Club	Club Swimmer	5



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Temuka Swimming Club	Competitive Swimmer	19
Vikings Swim Club Inc	Club Swimmer	17
Vikings Swim Club Inc	Competitive Swimmer	41
Waitaha Swim Club	Club Swimmer	33
Waitaha Swim Club	Competitive Swimmer	40
Westport Swim Team	Club Swimmer	20
Wharenui Swim Club	Club Swimmer	30
Wharenui Swim Club	Competitive Swimmer	46
		803

13. Health & Safety

a. Any incidents to report

- I. A copy of the Incident Report Form is to be sent out to clubs reminding them that all incidents MUST be reported

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. 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.
SCWC are confident that Referees and Technical Advisors are familiar with our H&S requirements
- II. 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
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
- III. Wires and trip hazards are still an issue on pool deck- perhaps an alcatene type pipe could be used to secure wires- Simon will look into this
- IV. Tag testing needs to be undertaken again- Debbie to contact Nick to do this again



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c. Disciplinary

- I. 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.

d. Policies to be reviewed

SNZ's newly published Member Protection Manual covers a lot of our policies listed below, however we need to ensure that it lines up with our Constitution- an email is to be sent to Steve Johns to ensure this is the case before the region formally adopts the document.

- Disciplinary Policy- We now have a process in place.
- Code of Conduct (currently Code of Ethics and Values- Aug 2006)- Debbie to send through her draft Codes of Conduct to all Board members for their consideration
- Health Safety and Wellbeing (Jan 2019)
- 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, but this is complex due to the Privacy Act in the event of a member transferring clubs. Their Police Vetting accreditation should not go with them and should be repeated by their new Club- Debbie to raise this issue with SNZ.
Our policy should now be extended to include Technical Officials- this is not currently a requirement with SNZ
- 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

14. Committees- Advisory

Technical Committee

Qualifications-

National IOT- Lee Hill, Doug Heaton, William Campbell

The Technical Committee met on Tuesday 27 October.

Assessments

We have qualified 1 Regional and 2 National IOTs in October.

Training

Lesley Huckins will take a Seminar for Technical Officials at Wharenui on Saturday 21 November 9am - 12pm.

West Coast Meets



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Simon and Christine went to Greymouth on Saturday 17th October, for the Hokitika Club Meet, the first West Coast Club Meet of the season.

We will go over for meets when we can.

We are also looking at organising a training session in Greymouth, for West Coast Officials.

Equipment

False start rope and poles

Backstroke ledges - alterations

Canterbury Championships 21 - 24 January 2021 Moana Pool Dunedin.

Christine will be Technical Advisor.

Helen, Alison, Simon and Glenys will be able to attend.

Christine Cassin

Chairperson

Events Committee

The calendar for next year had a couple of issues before it could be finalised. Schools meets versus regional meets.

South Island Secondary Schools has been organised by SNZ on the same weekend as we wanted to hold SCWC Short Course. SCWC Short Course has to be moved to the preceding weekend as SISS is in our region, ie. we are the hosts so all equipment and officials will be needed in Timaru.

As far as NZ Secondary schools clashing with South Islands is concerned, there is nothing we can do except contact the South Island Committee voicing our concerns and the fact that we think South Islands should be moved.

Greymouth meet – is it on the 5th or 6th December? Christine has phoned to check and will confirm the correct date.

Temuka's meet in December – we are happy for this to proceed if it is an unofficial club meet. It won't appear on the calendar

Nicola wanted clarification on the cups we present at Canterbury Champs and how we work out the points. She suggested it would be good to include all the cups that could be won on the flyer. We felt there are too many clubs to be included but we could put a link on the flyer or the webpage to the list of cups.

Jasi queried what qualifying times they should be using for their meet in December as Wharenui and Aquagym had to ease off the times to get more entries. We asked them to continue with the unaltered times as the WHA/AQG meet was at a bad time being just after short course and although entries were lower than we wanted they were not bad. We'll keep an eye on Jasi's entries and if they seem to be struggling we'll suggest they use the altered times.

Several clubs in Christchurch are sending teams across to the West Coast which is much appreciated by them so going forward we will not have our meets over here clashing with their meets to allow our swimmers to attend.

Fiona Campbell

Events Committee



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Awards Committee

No report for this meeting

Metro Sports Facility Committee

An invitation was received for a tour and workshop at the Metro Sports Facility, Debbie to check if Wayne or Janice are available for this.

Follow up Items from Previous Meetings	
<p>Ongoing Policy development- Declaration of interests, annual budgets, risk management Debbie to design new user-friendly website layout for all SCWC Policies and Health and Safety information Holly has looked at the new SNZ Member Protection Policy Manual and this covers a majority of these topics with the exception of Declarations of Interest and Risk Management. The document states that regions are required to adopt, promote and support it. Clause 4.2 states that it must be in line with our Constitution, an email has been sent to Steve Johns to ensure that this is the case. Motion: Swimming Canterbury West Coast will adopt the SNZ Member Protection Manual (August 2020), subject to receiving confirmation that is it constitutionally correct. Moved: Holly Seconded: Steve Carried</p>	<p>Holly/Debbie</p>
<p>2020/2024 Strategy / Strategic Plan There is a now a good platform established from which to work- Kim and Simon have looked this over and provided feedback- currently the document is several pages long and needs condensing- Christelle has looked at this and is happy with the document contents, the map is superfluous as is the list of stakeholders.</p>	<p>Christelle</p>
<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. 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 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. 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 Martin has indicated that he is still working toward reaching some set price structures with SCWC. Debbie to chase this up with Martin again.</p>	<p>Debbie</p>
<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</p>	<p>Debbie</p>



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<p>\$30,000 per year intending to apply for a further \$10,000 per year from Rata should the CCC application be successful). We will now need to apply for a supplemental grant from Rata to achieve a salary high enough to attract someone. Angela Leatherby has indicated she would support our application to Rata for extra funds.</p>	
<p>A proposal was received from Peter Burgon regarding a new structure for distribution of profits from meets, based on participation numbers 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. Peter presented the proposed model tonight (see appendix 1)</p>	Peter Burgon
<p>Westport- Coaching for their club members as they no longer have a coach available. Rhys has put a proposal to Kelly who will this at the next Westport Committee meeting. They may need to seek funding for an SCWC coach to go over there ¾ times per year. The funding could cover coach expenses. SCWC cannot fund this without setting a precedent</p>	Rhys
<p>SNZ AGM being held via Zoom on 30th September 2020- Kim and Holly attended as SCWC Voting representatives. There was no voting representative from Wellington present, all else proceeded as usual. The SCWC Board would like to acknowledge SNZ Service Award recipients, David Ormsby, Mark Crashley and Debbie Rahurahu</p>	Kim/Holly

13. General Business	
<p>SCWC Records at NZ Short Course Champs for Day 1 when lanes 2-4 are not regulation length. Debbie to obtain a copy of the reports from SNZ so the Board can decide on recognition of records.</p>	Debbie
<p>Set future Board meeting dates- Debbie to send meeting date calendar appointments once set.</p>	Debbie

The meeting closed at 9:19pm

The next meeting of the SCWC Board is to be held on Monday 7th December 2020



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APPENDIX 1

Taking clubs out of the equation for running meets is something I have been in favour of for a long time. I raised this back after the earthquakes and still believe it is better than what we do now so we can make this work better for the clubs and the swimmers. Clubs still given meets to run as we have been doing with the meet sizes and sessions decided before hand, and clubs can still run unique events likes skins events, when they host.

The difference comes in how income and expenditures can be used so much better and give clubs income throughout the year not just having their meet as the their big fundraiser which can be often not be as good as was hoped for due to International, national or calendar events outside of swimming's control, ie a super rugby final, but most crucially offsets successful or unsuccessful funding applications for pool hire for all clubs.

- Host club sets up the meet as they do now, pay the pool hire, do the programs get the officials, have their raffles and extras like their prize money, special events they want to run like skins and relay varieties all to make their meet work.
- Entry fees are set for the year by SCWC and they are the same at every swim Canterbury regional club meet.
- Relays should have no entry fees, each club can enter a maximum of 2 teams per event, more than that would be up to meet director and there should be a cost for a 3rd or more teams.

Profits of the meet are then shared out to all the clubs who took part in the meet. The share of the profit is determined by the number of individual entries each club has at that meet (not swimmers).

Profit is made up of entries income, does not include income that clubs make from fund raising, like raffles or from money that the club works hard to get from sponsors. Profit from meet entries is not diluted from money spent by the club on printing programmes and any meet literature, any prize monies they want to hand out, or in the form of rewards they are going to present, ribbons, medals or trophies. This also includes food and drinks at meets on poolside which clubs choose to provide (some meets are longer than others).

Grant applications are getting hard to obtain and they will get even harder. Applications for pool hire for a meet must come into the equation to help make this as fair as it can be for all clubs, those who are successful and those who are not it receiving pool hire funding.

Example

Host Club A gets its pool of hire of \$2000 covered and has \$5000 in meet entries plus another \$1500 from sponsors and raffles. Meet income is \$8500 but profit is \$5000.

Club A gets 26% of the profit \$1300 as they had 26% of the meet entries.

Club B gets 15% of the profit \$750 as they had 26% of the meet entries.

Club C & D gets 10% of the profit \$500 as they had 10% of the meet entries.

And on it goes.

When Club B ran their meet, they did not get funding for pool hire, but it still cost \$2000. Its meet entries came to \$5500. Sponsors and fundraising brought in a further \$2500.

Club B had 29% of the meet entries but as no grant application was successful profit was only \$3500.

Club B gets 29% of the profit \$1015 as they had 29% of the meet entries.

Club A gets 35% of the profit \$1225 as they had 35% of the meet entries.

And on it goes.

Do this throughout the whole year and funding applications can help everybody for meet hire as all the clubs and swimmers need the meets and competitive outlets. Clubs will have a continuous flow of income through the year and everyone benefits proportionally.

Regional run meets should have a purpose for their run meets also with a look at what profits are made and how they go to help the swimming community, swimmers, officials, coaches, and clubs.