



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Other

Stacey Niao- University of Canterbury Blues Awards Nominations are OPEN
Sarah Palmer CCC- Rec & Sport - We're Re-opening
Cyclone- Notebook Order
Sarah Palmer CCC- Re-Opening under Delta Level 2
Simone Spencer- Aktive Sector Update Forum Speaker
Chelsea Love- Swimming 2022 Primary School Sports
Pub Charity- Grant Application
Mainland- Accountability Report
Jacqueline Mars- Re: V-Dragon Application
Chelsea Love- Sports Directory 2022
Sarah Palmer- Covid Update
RSU Bookings- Pool Availability Query
Business.govt- COVID-19: Wage Subsidy | Operating at Alert Levels 2 and 3 | Encourage vaccinations
Amanda Oliver- Out of Region (OOR) Policy
Catherine Elliott- 10th Annual Sport and Recreation Forum Invitation RSVP
Sarah Palmer CCC- Taiora QEII Closure for maintenance
Business.govt- COVID-19: Updated alert level guidance | Fresh rounds of financial support | New QR rules
Sarah Palmer CCC- Covid L2 - Update to Capacity Limits

Correspondence

Moved: Kim

Seconded: Holly

Carried

8. Transfers

Mr B Crawford from Westport Swim Team to Aquagym Swimming Club
Mr A S Perriam from Jasi Swim Club to Wharenui Swim Club
Miss M D Perriam from Jasi Swim Club to Wharenui Swim Club
Mr B O Perriam from Jasi Swim Club to QEII Swim Club
Mrs K Berquist from Wharenui Swim Club to Jasi Swim Club
Miss B E Carroll from Fairfield Swimming Club to Aquagym Swimming Club
Mr J Ebbett-Watt from Heretaunga Sundevils to Aquagym Swimming Club
Mrs K R McBride from Jasi Swim Club to Wharenui Swim Club
Mr J Northage from Jasi Swim Club to University of Canterbury
Miss C H Alexander from Swim Timaru to Other
Mr B T Smith from Jasi Swim Club to University of Canterbury
Miss L E Ellis from QEII Swim Club to Aquagym Swimming Club
Miss J M Lynch-Brown from QEII Swim Club to Aquagym Swimming Club
Miss A M MacDonald from QEII Swim Club to Wharenui Swim Club
Miss S Trist from QEII Swim Club to Aquagym Swimming Club

Moved: Steve

Seconded: Holly

Carried



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9. Records

10. Financials

ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board

OVERDUE ACCOUNTS:

Aged Receivables Summary

Swimming Canterbury West Coast Inc
As at 14 October 2021

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Ashburton Swim Club	0.00	0.00	(0.70)	0.00	0.00	0.00	(0.70)
B Rahurahu	130.00	0.00	0.00	0.00	0.00	0.00	130.00
Fiona Campbell	195.00	0.00	0.00	0.00	0.00	0.00	195.00
H King	195.00	0.00	0.00	0.00	0.00	0.00	195.00
J & M Russell	130.00	0.00	0.00	0.00	0.00	0.00	130.00
Jasi Swim Club	1,055.00	0.00	0.00	0.00	0.00	0.00	1,055.00
JELLIE PARK AQUALAND	0.00	0.00	0.00	0.00	0.00	(1.00)	(1.00)
McCallum	130.00	0.00	0.00	0.00	0.00	0.00	130.00
North Canterbury Swim Club	260.00	0.00	0.00	0.00	0.00	0.00	260.00
QEII Swim Club	65.00	0.00	0.00	0.00	0.00	0.00	65.00
Senior Carnival	160.00	0.00	0.00	0.00	0.00	0.00	160.00
Vikings Swim Club	600.00	0.00	0.00	0.00	0.00	0.00	600.00
Waitaha Swim Club	260.00	0.00	0.00	0.00	0.00	0.00	260.00
Westport Swim Club	0.00	319.50	0.00	0.00	0.00	0.00	319.50
Wharenui Swim Club	860.00	384.44	0.00	0.00	0.00	0.00	1,244.44
Total	4,040.00	703.94	(0.70)	0.00	0.00	(1.00)	4,742.24

Accounts

Accounts are all looking healthy at the moment with the P & L slightly better than budgeted and a surplus of \$37k versus the \$28k budgeted

Moved: Holly

Seconded: Kim

Carried

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



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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	10/2022	Operation's Manager Salary	\$30,000.00

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
Pub Charity	10/2021	Medals for the 2021/2022 season	\$6733.00

Pending Application

Provider	Purpose	Amount
TAB NZ	Pool Hire for SCWC Age & Dev Champs	\$12,549.39

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	01.07.20-30.06.21
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.

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

Payment of \$4500.00 made to Oaklands School for their Learn to Swim program made from SCWC current account to cover shortfall of available funds in the Halswell account has now been refunded from Halswell to SCWC

c) Doreen Brown Trust

Payment of \$4320.00 made to Wharenui for provision of Learn to Swim programmes for St Teresa's School per Marlene



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13. Membership

Registered Swimmers- Previous Seasons

Date	Competitive Swimmers	Club Swimmers
30/6/2021	551	257
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 14th October 2021)

Aquagym Swimming Club	Club Swimmer	54
Aquagym Swimming Club	Competitive Swimmer	30
Ashburton Swim Team	Competitive Swimmer	25
Geraldine Swimming Club	Club Swimmer	15
Geraldine Swimming Club	Competitive Swimmer	11
Greymouth Amateur Swimming Club	Club Swimmer	1
Greymouth Amateur Swimming Club	Competitive Swimmer	28
Hokitika Amateur Swim Club	Club Swimmer	12
Hokitika Amateur Swim Club	Competitive Swimmer	18
Jasi Swim Club	Club Swimmer	26
Jasi Swim Club	Competitive Swimmer	81
Mackenzie Swimming Club	Club Swimmer	7
Mackenzie Swimming Club	Competitive Swimmer	15
North Canterbury Swim Club Inc	Club Swimmer	20
North Canterbury Swim Club Inc	Competitive Swimmer	35
QEII Swim Club	Club Swimmer	19
QEII Swim Club	Competitive Swimmer	20



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Selwyn Swim Club	Club Swimmer	30
Selwyn Swim Club	Competitive Swimmer	32
Swim Timaru	Club Swimmer	18
Swim Timaru	Competitive Swimmer	44
Temuka Swimming Club	Club Swimmer	5
Temuka Swimming Club	Competitive Swimmer	19
Vikings Swim Club Inc	Club Swimmer	15
Vikings Swim Club Inc	Competitive Swimmer	41
Waitaha Swim Club	Club Swimmer	42
Waitaha Swim Club	Competitive Swimmer	48
Westport Swim Team	Competitive Swimmer	10
Wharenui Swim Club	Club Swimmer	29
Wharenui Swim Club	Competitive Swimmer	61
		811

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 has been undertaken and completed- tags will be added to equipment by Nick at the next possible opportunity

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)
- Canterbury Squad Swimmer Contract (July 2018)
- 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)
- Team Manager Guidelines- SNZ have a policy for this, but it only refers to rules regarding managing poolside at National meets



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15. Committees- Advisory

Technical Committee

No report to table- no meeting to be held until level 1

Events Committee

Chairperson – Our Chairperson this year is Fiona. Dave nominated Fiona, everyone agreed.

Canterbury Champs - Dave confirmed that the coaches are happy that we change the finals to age group finals only; there would be A and B finals in all age groups if more than 24 swimmers swam in the heats in the age group. Other changes include only 2 visitors per final; Para finals will be separate gender but can be swum together if total number of finalists in the event is less than 7 – Fiona to make a few changes and resend.

Selwyn meet – due to lockdown the Selwyn meet due to be held on 25-26th September is still under discussion. Selwyn are keen to hold a bubble league if it can't be run on that date. The Events Committee agree that it is up to Clubs to decide how to run their meet but would recommend that the event be cancelled until the end of November when hopefully it could be run as a proper meet rather than holding a bubble meet.

Tier 1 and 2 flyers – Master flyers for the tiers are being prepared to incorporate the new SNZ criteria re Designated and Development meets. Copies to be forwarded to the Technical Committee for their approval.

SCWC Juniors QT's - the coaches are keen for there to be no Qualifying Times for this meet. We decided that this should be the case so there will be no qualifying times for this meet but all swimmers must have a time, ie. NT's will NOT be accepted.

South Island meets - Jeanette will ask the South Island Committee for a proposed calendar for the South Island events and their locations for the next 3 years. She will also recommend the finals at their meets are simplified, perhaps in line with the proposed Canterbury Champs next year.

Tier 1 times – Tier 1 meets have been using the qualifying criteria for 1.5 times. We decided to change the Tier 1 QTs to the Tier 1.5 QTs on the website. The existing Tier 1 times will be shelved for the time being. All the qualifying times will be looked at again shortly.

Awards Committee

Awards for the SCWC Annual Awards have all been finalised and handed to Quinton and Debbie for actioning

Metro Sports Facility Committee

No report to table

16. Marketing

Quinton to update the Board:

- 18 & over carnival- this was attended by an enthusiastic group and was extremely well-received by those who attended. The next Senior Carnival will be held in the first half of next year, there will be a few minor changes but overall, a very successful event
- SCWC Annual Awards- this was a very successful evening, there was a bit of an issue with the live feed but most of the evening was captured and is now on our Facebook videos.



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- Work with the CCC to bridge the gap is ongoing however the fun day which was scheduled will now not be held until we are back in level 1/green light
- SCWC Squads- Quinton and Rhys are currently working on this following the receipt of input from the Coaches Group. These will be in line with Balance is Better using XLR8 points. There will be different incentives for different levels so that all swimmers at all levels are included. Once swimmers reach a certain level, their data must be submitted either by themselves (with a support letter from their coach especially in relation to attendance) or their coach. SCWC Squads are due to launch at the end of the year.

Follow up Items from Previous Meetings	
<p>The future of Canterbury Squads was raised A proposal was put forward regarding swimmers being named to SCWC squads based on performances, talent and attendance and hard work at training put in during the season. Coaches will need to formulate the criteria. Once the criteria is finalised it will be forwarded to the Board for approval then communicated to swimmers, so they know what to aim for (see above report from Quinton</p>	Rhys/Quinton
<p>SNZ AGM update- David Gerard stepped down and Jaynie Hudgell was named President of Swimming NZ. All regions but one were represented with most supporting the constitutional changes with the exception of Auckland who would not support until they had done their due diligence.</p>	Simon
<p>Dragon Swim Club affiliated club application for discussion- There were several concerns raised which the club responded to: *There are no restrictions or conditions on who may join the Dragon Swim club both at the Learn to Swim or Competition level. * A competitive level swimmer does not have to come through their Learn to Swim programme to be a member and could potentially transfer in from another club •Dragon Swim club is currently training out of Graeme Condon and Propeller, and will work with the CCC on any future lane space requirements No current Dragon Swim Club swimmers, are already members of one of Swimming Canterbury West Coast's affiliated clubs •The Dragon Swim Club acknowledged that the Swimming Canterbury West Coast season meet calendar is already very busy and that we would be unlikely to be able to offer any new club their own interclub meet at this stage Debbie spoke to SNZ regarding the addition of another club to our already large number in the region. Constitutionally the decision is entirely up to the Board, and the Board may decline the application or accept with provisos if they wish. There is concern that we already have some clubs that need to grow their member numbers however this club is not taking swimmers from existing clubs and is actively recruiting and growing which speaks directly to SCWC's Strategic Plan. Lane space is also a concern although they have some existing space that they are already using which does not impinge on existing clubs. Motion: To approve the application for the Dragon Swim Club to become an affiliated member club of the Swimming Canterbury West Coast region subject to the following provisos: • That there should be no restrictions or conditions on who may join the V-Dragon club either at the Learn to Swim or Competition level and that competitive level swimmers do not exclusively come from the V-Dragon learn to swim programmes but may potentially transfer in from another affiliated club if they so wish</p>	Board



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SCWC Polo shirts- these are billed to clubs at cost which is \$35- some clubs are forwarding this cost on to officials. The SCWC Board agreed that the first SCWC Official polo should be free of charge to each newly qualified Technical Official.	
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Moved: Simon

Seconded: Kim

Carried

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The meeting closed at 8:38pm

The next meeting of the SCWC Board is to be held on Monday 6th December 2021