



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting held via Zoom
at 7:00pm on 6th September 2021

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

2. **In Attendance:** Debbie Rahurahu, Quinton Hurley

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- 2021 Elected Board Member Vote

Dale Johnson- Life Membership

Steve Johns- 2021 Annual General Meeting

Steve Johns- Items of Business - AGM

Amanda White- Birmingham 2022 Commonwealth Games Nomination Criteria

Peter Carroll- 2021-22 Club Affiliation Fees overdue

Steve Johns- Appointed Board Member Announcement

Dale Johnson- Entry Prices | Regional Champs (12 & U)

Makos

Regions

Southland- Accreditation ID cards for South Island Champs

Sport Canterbury

Jason Merrett- Sport Sector Connect meetings

Chloe Wilkinson- Alert Level 4 – Update

Chloe Wilkinson- Alert Level 3 Update

Chloe Wilkinson- Alert Level 3 Guidelines

Clubs

Aquagym- Affiliation Letter request

Selwyn- Police vetting adult swimmers

Vikings- The future of Canterbury Squads

West Coast Committee- West Coast Swim Meets



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9. Records

Men 17-17 50 Free

22.43 Taiko H. Torepe-Ormsby at 2020 NZ Short Course Swimming Championships 6/10/2020

22.33 Taiko H. Torepe-Ormsby at 2021 NZ Secondary School Swimming Champs 22/07/2021

Moved: Rhys

Seconded: Steve

Carried

10. Financials

ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board

Steve advised he would prepare a new budget for the 2021/2022 financial year

OVERDUE ACCOUNTS:

Aged Receivables Summary

Swimming Canterbury West Coast Inc

As at 2 September 2021

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	10.00	0.00	0.00	0.00	0.00	0.00	10.00
Ashburton Swim Club	0.00	(0.70)	0.00	0.00	0.00	0.00	(0.70)
Jasi Swim Club	50.00	0.00	0.00	0.00	0.00	0.00	50.00
JELLIE PARK AQUALAND	0.00	0.00	0.00	0.00	0.00	(1.00)	(1.00)
KAIAPOI SWIM	0.00	0.00	(63.50)	0.00	0.00	(18.90)	(82.40)
North Canterbury Swim Club	297.94	0.00	0.00	0.00	0.00	0.00	297.94
Vikings Swim Club	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Westport Swim Club	319.50	0.00	0.00	0.00	0.00	0.00	319.50
Wharenui Swim Club	489.44	0.00	0.00	0.00	0.00	0.00	489.44
Total	1,196.88	(0.70)	(63.50)	0.00	0.00	(19.90)	1,112.78

Accounts

Moved: Simon

Seconded: Steve

Carried



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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
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
Pub Charity	Medals for the 2021/2022 season	\$6733.00
NZCT	Operations Managers Salary	\$60,000

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.

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 cut down his potential clients- this is not an issue we can easily remedy at this stage. Debbie has



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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.

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 as part of the Halswell funding assistance. This was paid out of SCWC's current account as approved by the Board until the Term Deposit holding the Halswell fund balance matures. \$4500.00 will be transferred from the Halswell account back to SCWC once this occurs.

c) Doreen Brown Trust

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 2nd September 2021)

Aquagym Swimming Club	Club Swimmer	51
Aquagym Swimming Club	Competitive Swimmer	27
Ashburton Swim Team	Competitive Swimmer	24
Geraldine Swimming Club	Club Swimmer	15
Geraldine Swimming Club	Competitive Swimmer	11
Greymouth Amateur Swimming Club	Competitive Swimmer	27
Hokitika Amateur Swim Club	Club Swimmer	12
Hokitika Amateur Swim Club	Competitive Swimmer	18
Jasi Swim Club	Club Swimmer	30
Jasi Swim Club	Competitive Swimmer	87



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Mackenzie Swimming Club	Club Swimmer	7
Mackenzie Swimming Club	Competitive Swimmer	15
North Canterbury Swim Club Inc	Club Swimmer	19
North Canterbury Swim Club Inc	Competitive Swimmer	35
QEII Swim Club	Club Swimmer	19
QEII Swim Club	Competitive Swimmer	22
Selwyn Swim Club	Club Swimmer	27
Selwyn Swim Club	Competitive Swimmer	32
Swim Timaru	Club Swimmer	17
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	49
Westport Swim Team	Competitive Swimmer	11
Wharenui Swim Club	Club Swimmer	29
Wharenui Swim Club	Competitive Swimmer	58
		808

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 trialed 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

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.

- Health Safety and Wellbeing (Aug 2021)- Our new Health and Safety one stop shop page is live on the website
- Laws and Compliance (Aug 2018)
- Board Charter (July 2019)
- Financial Management (April 2019)
- Advisory Committee (July 2018)
- Canterbury Squad Swimmer Contract (July 2018)



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- Squads Travel (July 2018)
- Technical Suit (April 2018)
- Team Manager Guidelines- SNZ have a policy for this but it only refers to rules regarding managing poolside at National meets

15. Committees- Advisory

Technical Committee

No report to table

Events Committee

Marty Pow's email –

We appreciated their views and understand they will not be holding a LC meet in January but instead will hold their Carnival on 15th January.

With regards to Canterbury Juniors being held after Makos – this is in line with SNZ's idea of the regional championships being the pinnacle event for Juniors. Times can be used for the Junior Festival meets from development and designated meets so there should be plenty of opportunities to qualify and clubs can hold their own Club nights and use those times as well.

Fiona to reply.

Development Champs – Jeanette to start working on the flyer.

Canterbury Champs - it was decided to slightly change the format of these championships. In future heats will be held in the morning as usual but the finals in the evening will be age group finals only. No open final. This will make medal decisions more straightforward and mean the points can be worked out on Meet Manager and the Championship cups can therefore be presented at the end of the meet.

Rhys will bring up the dropping of the Open Finals at the next Coaches Group meeting for their consideration

South Island meets - We would like to recommend that a similar set-up is used for South Islands meets as their medal set-up is far too complicated and contentious.

Selwyn Pool – The new 10 lane pool has opened and been used for a meet. A few teething problems but generally very successful. The Selwyn staff were extremely helpful and we are able to leave our equipment there in a storeroom. The only down-side is the area that was going to be used as a Control Room is not suitable as we could not see the pool but there is more room on pool deck which worked quite well. Pool hire seems to be more expensive than Jellie park especially as the club is charged entry for swimmers per day of meet, not just once for the whole meet.

The Board is concerned about the costs of running a meet at Selwyn versus running a meet at Jellie Park. Debbie will do a price comparison and follow up with either venue to try to get a price match for each venue.

Debbie to follow up with the SCWC Events Committee regarding their response to the email received from the West Coast clubs



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Awards Committee

No report to table- The Awards Committee are working on the Annual Awards, entries for nominations are closing shortly and finalists will be announced by the end of the month.

Metro Sports Facility Committee

CCC have advised they will be going to market shortly for temporary mobile seating that can be used in the competition pool hall when extra capacity is required. Below are the specifications we are including, incorporating feedback previously supplied by Swimming NZ:

- I. Formed seats
- ii. Back rests
- iii. 3 tier maximum
- iv. Suitable for use in aquatic environments
- v. Portability for ease of use in different spaces
- vi. Ability to be used in different configurations
- vii. Maximum of 2000mm deep due to space limitations in the competition pool hall
- viii. Ability to be moved between the competition pool hall and community courts

Subject to space availability and the proposals put forward by seating suppliers we may need to look at the option of individual seating along the lines of the Sebel Postura Plus seats.



Once we have received proposals, we will seek your input as part of the evaluation process. We expect to receive proposals by late September and will be in touch during the evaluation stage and hope to have the seating solution finalised by late October.

16. Marketing

Quinton to update the Board:

- 18 & over carnival- Entries are coming in, Quinton suggested that we run an advertising promotion via Facebook to reach a larger audience and get greater engagement. The cost of this would be a one-off \$30. The Board are happy to go ahead with this
- SwimSmart carnival- The event which had been scheduled for the 20th August had to be cancelled. We will work with the CCC to organise another event when the Covid levels allow. There has been contact with other aquatic sports including underwater hockey about using this as a platform to introduce new kids to a variety of aquatic sports
- An internship request has been received from Bailey Perriam, the Board is happy to support this



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Coaches will need to formulate the criteria, and all SCWC clubs will have to buy in to this to afford all athletes the same opportunities. Once the criteria is finalised it will need to be communicated to swimmers so they know what to aim for.	
Two new laptops have been ordered- these are to be commissioned in the next week or so. Dolly trolley to be purchased for the trailer- Simon will organise this Debbie will have to re-order the cases for the starters as the new unit is a different size. The new starter should be used from now on, with the old one being kept as a backup.	Debbie/Simon

13. General Business	
The SNZ AGM is being held on the 26 th September in Auckland. Holly Cassin is our nominated voting representative. SNZ will pay for our regional representative to attend in person however this will be subject to Covid levels- a zoom option will be available	Holly
V Dragon affiliated club application for discussion- There were several concerns raised including: •what if any restrictions or conditions on who may join the V-Dragon club both at the Learn to Swim or Competition level. Must a competitive level swimmer come through your Learn to Swim programme to be a member or could they potentially transfer in from another club? •what aquatic facility/facilities the V-Dragon club will be training in? Is this lane space that the club is currently using, or is this in addition to or new lane space? •how many, if any V-Dragon swimmers, are already members of one of Swimming Canterbury West Coast's affiliated clubs? •The Swimming Canterbury West Coast season meet calendar is already very busy. Traditionally each of our affiliated clubs is allocated a date on the SCWC calendar to hold an interclub meet, however the regional calendar is currently so full that we would be unlikely to offer any new club their own interclub meet at this stage. Would this be of concern to the club? Debbie to send an email back with these question and further discussion to take place at the next meeting	Board
Letter from Stuart Challenger re West Coast swimming- Fiona is replying to this, Debbie has already clarified the rules around Development vs Designated meets	Debbie
Admin meeting notes- <ul style="list-style-type: none"> • SNZ have requested that regions think about where they might stand with regards a requirement for members attending an event to be vaccinated. The SCWC Board felt that the government would likely take some of these decisions out of our hands if they pass the requirement for vaccinations at events into law, and a wait and see approach was advised. • ASTA is now requiring all its LTS teachers to be vaccinated- where does the region stand on teachers and coaches. The SCWC Board will follow the recommendations of the government at this stage and strongly recommend that teachers and coaches be vaccinated to protect those they work with, This approach will likely be dictated by legislation as it is developed. 	Debbie



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<ul style="list-style-type: none">• SNZ are seeking clarity from Sport NZ if QR codes should be registered by the holder of each swim meet rather than just relying on the facility QR codes for all swim meets. We have a list of swimmers and other officials, but not all on pool deck are noted as being in attendance. Facility QR codes capture the public in venues where we are sharing facilities, we should require members attending a meet to scan both• SNZ also issued a formal thank you for all the hard work that went in to getting all our members safely home from NZSC	
The majority of Board meetings going forward will be held via Zoom, with 3 meetings per year being held in person- those meetings will be determined by majority closer to the time	Board

The meeting closed at 9:45pm

The next meeting of the SCWC Board is to be held on Monday 18th October 2021