



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at e-Migration Meeting Room at 7:00pm on 22nd September 2020

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

Moved: Christelle

Seconded: Rhys

Carried

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

SNZ

Amanda White- SNZ HP Programme - 2020 Planning update
Dale Johnson- Event Tender | 2021 & 2022
Dale Johnson- Logo | Aon Short Course Series
Andy Kent- End of year Data - Canterbury West Coast
Peter Carrol- Club Affiliation Fees
Steve Johns- 2020 Board Election
Steve Johns- Notice of the 2020 Swimming NZ AGM
Dale Johnson- Events Update | 2020 Aon Short Course Series & National Events
Steve Johns- New Membership Protection Policy Manual
Steve Johns- Regional Chairs Meeting Notes
Steve Johns- 2020 AGM Agenda and Annual Report

Makos

Ben Close- Competition dates for 2021
Ben Close- South Island Short Course Champs 2020

Regions

Swim Otago- Our Upcoming Competitions
Swimming Auckland- ASA Short Course
Swimming Otago- Connection: Matt McLennan

Sport Canterbury

Linda Kenny- Sport NZ Update Information: New strategic priorities; future projects & How to meet the needs of youth
CRF- New support available – Community Resilience Fund Phase 2
Linda Kenny- online webinars



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Clubs

QEII- Permission to travel for Lucy Ellis to attend the SNM Short Course Champs in Blenheim over the weekend of 24-26 July 2020
Westport- Westport Coach Situation
Vikings- Permission for Caitlin McKenzie to attend the Otago Championships
Waitaha- Waitaha Summer Sizzler date - same as Junior Festival in Dunedin
Waitaha- Public Liability Insurance question
Geraldine- Permission for Emma and Addison Campbell's to swim at the Wanaka meet on the 18th October and the Cromwell meet on the 7 November.

Other

Companies Office- Latest annual financial statements for SWIMMING CANTERBURY WEST COAST INCORPORATED
Martin McGregor CCC- Hornby Pool Consultation
HyTek Sales- Confirmation of the Receipt of your HY-TEK Order
Angela Leatherby CCC- Bridging the gap
SCWC Incident Report - SCWC Relay Championships
Martin McGregor CCC- SLA
Martin McGregor CCC- Aquatic Sport Pricing Review
Peter Crowhen- Canterbury Sports Foundation AGM
Angela Leatherby CCC- Swim Canterbury and CCC swimming partnership
One Foundation - Message and NPC Meetings 2020
NZ Swimming (Alumni) Trust- AGM, Myrtha Pools Legends Relay, and Annual Subscriptions
Dave Prattley- Canterbury Coaches Meeting to finalise 2021/22 calendar
Hadleigh Pierson- ParaFed Canterbury Swim Meet
Seira Lepua- Central City Auckland at SI Champs
Jodi Cossor- Para swimming Christchurch camp/competition
Jake Hann- Knights Stream School for Halswell Amateur Swimming Club
Michael Parkin- Metro Sports Facility Update - August 2020
Wayne Goldsmith- Newsletter/ email
Lyn Miles- CAIMS swimming
Nicola Thompson CCC- CCC: Strengthening Communities Fund Decision
Angela Leatherby CCC- Building stronger, connected communities - Strengthening Communities Strategy feedback
Sarah Palmer CCC- Rec & Sports Centres Covid-19 Update
Sarah Palmer CCC- 2021 Regular Hirers Allocation
NZ Swimming Trust Alumni- AGM documents 10 October 2020
Angela King- 2021 Canterbury SS Swimming Champs
Hadleigh Pierson- Para Swimming Meet - 7 Nov 2020

Correspondence

Moved: Christelle

Seconded: Kim

Carried

8. Transfers

Ms W M Eveleens from Swim Timaru to Temuka Swimming Club
Miss G Wallace from Greymouth Amateur Swimming Club to Motueka Swim Club
Miss K G Atkin from North Canterbury Swim Club Inc to Aquagym Swimming Club
Miss H F Bates from Aquagym Swimming Club to Wharenui Swim Club
Mr T Perry from Jasi Swim Club to Aquagym Swimming Club
Mr D Heaton from Selwyn Swim Club to Jasi Swim Club
Miss K R McBride from Jasi Swim Club to St Andrew's College
Mr T Kulanov from QEII Swim Club to Waitaha Swim Club



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Mr C Kulanov from QEII Swim Club to Waitaha Swim Club
Mr A Koulanov from QEII Swim Club to Waitaha Swim Club
Mr Z J Taylor from Jasi Swim Club to St Peter's Swimming Club
Mr D Pulin from QEII Swim Club to Waitaha Swim Club
Mr V S Pulin from QEII Swim Club to Waitaha Swim Club
Mr O G Graves from Aquagym Swimming Club to St Andrew's College
Mr P Newbigging from Waitaha Swim Club to Selwyn Swim Club
Mr D Bradley from Mackenzie Swimming Club to North Shore Swimming Club
Miss E L Barron from Aquagym Swimming Club to Neptune Swim Club
Miss S Barakat-Adlam from Mercury Bay Swim Club to Aquagym Swimming Club
Mr T D Dreaver from QEII Swim Club to Wharenui Swim Club
Mr F Z McDonald from QEII Swim Club to Wharenui Swim Club

Moved: Christelle

Seconded: Steve

Carried

9. Records

Women 11-12 200 Free Relay

2:02.13 Jasi Swim Team C. Parmenter, A. Danholt, N. Sturt, R. McBride 18/07/2020

Women 11-12 200 Medley Relay

2:14.16 Jasi Swim Team A. Danholt, N. Sturt, R. McBride, C. Parmenter 18/07/2020

Women 13-14 400 Free Relay

4:15.57 Jasi Swim Team S. Morgan, I. Parmenter, F. Nelson, M. Horton 18/07/2020

Women 15-16 400 Medley Relay

4:39.24 Jasi Swim Team M. Perriam, E. Asi, J. Hill, J. Vesty 18/07/2020

Women 800 Free Relay

9:05.96 North Canterbury Swim Club A. Marsh, V. Higgs, N. Savry, L. Marsh 18/07/2020

Men 11-12 200 Medley Relay

2:18.39 Jasi Swim Team H. Giddens, D. Streletsky, J. Close, F. McCullough 18/07/2020

Men 15-16 200 Free Relay

1:40.01 Jasi Swim Team O. Heaton, J. Currie, D. Bridgman, H. Wrathall 18/07/2020

Men 15-16 400 Free Relay

3:43.61 Jasi Swim Team J. Currie, O. Heaton, D. Bridgman, H. Wrathall 18/07/2020

Men 15-16 200 Medley Relay

1:49.59 Wharenui T. Torepe-Ormsby, M. Gardiner, B. Shearer, D. Dybov 18/07/2020

Men 15-16 400 Medley Relay

4:08.57 Wharenui T. Torepe-Ormsby, M. Gardiner, B. Shearer, D. Dybov 18/07/2020

Mixed 11-12 200 Free Relay

1:58.74 Jasi Swim Team D. Streletsky, R. McBride, C. Parmenter, J. Close 18/07/2020

Mixed 11-12 200 Medley Relay



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2:13.97 Jasi Swim Team A. Danholt, D. Streletsky, R. McBride, J. Close 18/07/2020

Mixed 13-14 400 Free Relay

4:02.28 Jasi Swim Team B. Drummond, M. Horton, S. Morgan, E. Teokotai 18/07/2020

Mixed 13-14 400 Medley Relay

4:36.97 Jasi Swim Team E. Teokotai, M. Horton, F. Nelson, B. Drummond 18/07/2020

Mixed 15-16 200 Free Relay

1:47.22 Jasi Swim Team O. Heaton, M. Perriam, J. Hill, H. Wrathall 18/07/2020

Mixed 15-16 400 Free Relay

3:51.44 North Canterbury Swim Club M. Jenkins, C. Close, H. Rahurahu, L. Bell 18/07/2020

Mixed 400 Free Relay

3:51.44 North Canterbury Swim Club M. Jenkins, C. Close, H. Rahurahu, L. Bell 18/07/2020

Mixed 200 Medley Relay

1:51.74 North Canterbury Swim Club A. Kelliher, C. Taylor, J. Tasker, H. Rahurahu 18/07/2020

Mixed 400 Medley Relay

4:08.80 North Canterbury Swim Club A. Kelliher, C. Taylor, J. Tasker, V. Higgs 18/07/2020

Women 13-13 800 Free

9:27.09 Hanna A. Abdou at 2019 NZ Short Course Championships 1/10/2019

9:20.42 Brooke Bennett at 2020 SCWC Short Course Champs 7/08/2020

Women 13-13 1500 Free

18:18.39 Hanna A. Abdou at 2019 Aquagym Challenge 31/10/2019

17:58.54 Brooke Bennett at 2020 SCWC Short Course Champs 7/08/2020

Men 16-16 100 Free

51.20 Ben Pickersgill-Brown 21/09/2003 51.20

50.72 Taiko H. Torepe-Ormsby at 2020 SCWC Short Course Champs 7/08/2020

Men 16-16 50 Back

25.30 Taiko H. Torepe-Ormsby at 2019 State Teams Championships 4/10/2019

25.16 Taiko H. Torepe-Ormsby at 2020 SCWC Short Course Champs 7/08/2020

Women 13-13 400 IM

5:05.33 Natasha A. Lloyd at 2009 New Zealand Spring Competition 27/09/2009

5:04.51 Hanna A. Abdou at Canterbury Invitational Morning meet 19/09/2020

Women 13-13 800 Free

9:20.42 Brooke Bennett at 2020 SCWC Short Course Champs 7/08/2020

9:17.86 Brooke Bennett at Canterbury Invitational Afternoon meet 19/09/2020

Moved: Steve

Seconded: Rhys

Carried

10. Financials

2020/2021 Budget was tabled and discussed. The budget allows for a 20% drop in affiliation, but the figures only reflect a 15% drop. The SCWC donation towards pizzas for the Bubble league is missing from the listed expenses, as are the costs for resources for the new role should we be



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successful in our grant application from the CCC. The total projected deficit is \$17,000 for the 2020/2021 year.

Does the Board wish to make any amendments to the budget prior to Laura loading it into Xero? Debbie to send a copy of the proposed budget to Steve and add him as an admin for the Xero Account and as a signatory and administrator to replace Chris Ponga on the bank accounts.

Motion: Steve Kelliher to be added as an authorised signatory and administrator to eh Swimming Canterbury West Coast Westpac Bank accounts, and that Chris Ponga be removed as signatory and authoriser.

Moved: Simon

Seconded: Kim

Carried

Discussion was held regarding the SCWC reserves. These funds can be broken down and have been retained per the following:

- \$70,500 represents funds held on behalf for which SCWC manage but do not benefit from
- \$41,500 is retained for one year's Administrator's salary
- \$200,000 represents the approximate amount of financial reserves based on expenses, as recommended by the Financial Institute of New Zealand (FINZ) required to enable SCWC to continue to operate in the case of an event such as the earthquakes of 2010/11 that changed the structure of our sport for over a decade. Operational and travel costs are the major challenges and SCWC's reserves would be used to cover administrative costs, pool hire, medals costs and to help support those swimmers and officials attending events, including nationals, outside of our region as they were during the earthquakes and are now, during the current pandemic, where funding may not be available
- Much of the remaining balance has been earmarked for expenses relating to the delivery of the Metro Sports Facility in Christchurch, to ensure that after 10 years without a 50m pool, or a facility capable of hosting large events, that we will have one of the best competition pool and facilities in New Zealand, for our sport

SCWC were approached during the pandemic for a financial leg up, the request for a monetary support was turned down as very little information was provided in terms of financials and the reason for the request. SCWC's offer of free assistance from a professional financial advisor was also not taken up.

ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board

OVERDUE ACCOUNTS:

As at 16 September 2020

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	80.00	0.00	0.00	0.00	0.00	0.00	80.00
Ashburton Swim Club	93.16	0.00	0.00	0.00	0.00	0.00	93.16
Hokitika Swim Club	112.50	0.00	0.00	0.00	0.00	0.00	112.50
Jasi Swim Club	177.50	0.00	0.00	0.00	0.00	0.00	177.50
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	186.32	0.00	0.00	0.00	0.00	0.00	186.32
North Canterbury Swim Club	81.00	0.00	0.00	0.00	0.00	0.00	81.00
QEII Swim Club	133.16	0.00	0.00	0.00	0.00	0.00	133.16
Sport Canterbury	4,404.62	0.00	0.00	0.00	0.00	0.00	4,404.62
Temuka Swimming Club	215.98	0.00	0.00	0.00	0.00	0.00	215.98



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Waitaha Swim Club	10.00	0.00	0.00	0.00	0.00	0.00	10.00
Wharenui Swim Club	402.78	0.00	0.00	0.00	0.00	0.00	402.78
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- 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: Christelle

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
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

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: To apply to Southern Trust for a new set of harnesses and buttons in the amount of \$11,203.00

Moved: Simon

Seconded: Steve

Carried

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

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

Grant payment made per invoice received in the amount of \$4500.00 to Knight's Stream School, as instructed by Halswell Executor

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.

Still awaiting IRD finalizing of accounts.

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	



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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 16th September 2020)

Aquagym Swimming Club	Club Swimmer	21
Aquagym Swimming Club	Competitive Swimmer	37
Ashburton Swim Team	Competitive Swimmer	28
Canterbury West Coast Administration	Competitive Swimmer	1
Geraldine Swimming Club	Club Swimmer	11
Geraldine Swimming Club	Competitive Swimmer	14
Greymouth Amateur Swimming Club	Competitive Swimmer	43
Hokitika Amateur Swim Club	Club Swimmer	14
Hokitika Amateur Swim Club	Competitive Swimmer	15
Jasi Swim Club	Club Swimmer	27
Jasi Swim Club	Competitive Swimmer	79
Mackenzie Swimming Club	Club Swimmer	8
Mackenzie Swimming Club	Competitive Swimmer	18
North Canterbury Swim Club Inc	Club Swimmer	22
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
Temuka Swimming Club	Competitive Swimmer	19
Vikings Swim Club Inc	Club Swimmer	17
Vikings Swim Club Inc	Competitive Swimmer	41



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Waitaha Swim Club	Club Swimmer	30
Waitaha Swim Club	Competitive Swimmer	40
Westport Swim Team	Club Swimmer	19
Wharenui Swim Club	Club Swimmer	29
Wharenui Swim Club	Competitive Swimmer	45

778

The Board was pleased to note that our registered member numbers are already on a par with last year's numbers. Simon will approach clubs who appear to have a drop in numbers to ensure their model is working and offer further assistance if they need it.

14. Health & Safety

a. Any incidents to report

- I. Incident at the 2020 Relay Championships reported and dealt with by the Technical Director and Referees on duty, then the Lifeguard Supervisor at the venue. An incident report was completed and followed up with the Club the following day. This incident was well handled, and we were lucky to have a qualified Nurse on pool deck as the lifeguard on duty had initially applied the oxygen mask backwards and there was a long time lapse prior to an ambulance being called. Debbie to send an email along with a copy of our incident report to the Selwyn Aquatic Centre to express our concerns.

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 should ensure that Referees and Technical Advisors are familiar with our H&S requirements
- II. Risk: Working from Home



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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. 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.

d. Policies to be reviewed

SNZ's newly published Member Protection Manual covers a lot of our policies listed below, however may need regional personalising in order for SCWC to adopt it, we may wish to add appendices- SCWC Board to go over this document prior to the next meeting so the Board can consider adopting this 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



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15. Committees- Advisory

Technical Committee

Meeting 1

1. Whiteboard - is at Jellie Park
2. Trailer Interior lights Simon to sort. Some repairs to be done between meets
3. Swimsuit brevity – No email to date has been sent to the clubs yet. Question mark over how it can be dealt with.
4. Lanyards for technical officials still to be sorted
5. Technical advisors sorted out for the following meets
Timaru – Christine
South Island Champs – Lesley
North Canty – Christine
Canterbury short course – Lesley
Selwyn – Jo
Technical advisor tbc for Wharenuui/ Aquagym meet
6. Lesley suggested since we have a twelve-month calendar, we sort out the technical advisors and referees in advance.
7. Simon asked if we need someone to coordinate technical advisors and referees
8. With the limited amount of room we have at local pools and having to social distance do we need to limit the amount of people poolside, i.e officials and timekeepers.
9. Jo asked if the health and safety reference card for pool announcements been completed yet? Suggestion that the pool facility needs to sort this.
10. Suggestion that the technical and events committee need to work together.
11. Simon suggested we need to be doing more for the West Coast and the regions as it is the Swim Canterbury West Coast not just Swim CHCH.
12. SCWC AGM to be held by Zoom meeting on 19th August 6.30 p.m
13. Simon advised there were discussions at board level with the City Council re the new Hornby pool. An 8 lane 25 metre pool suitable for competition. It appears at this stage it will be available for training by clubs.
14. Two standing for the technical committee, Glenys Mackenzie and Christine Cassin

Meeting 2

The new Committee is Christine Cassin (elected Chair), Stuart Challenger, Alison Collister, Glenys McKenzie, Simon Moore and Terry O’Sullivan.

I would like to welcome Glenys to the Committee and thank Helen Tait and Joanne Russell for their terms on the Technical Committee. Helen and Jo will continue to be actively involved, as National Referees and Technical Advisors.

Ron Clarke has been reappointed to another term as the Upper South Island member of the SNZ Technical Advisory Committee, and as such will continue as the SCWC National examiner. Lesley Huckins will continue as Chair of the TAC.

Meets

The two SCWC meets held since lockdown, at Level One, SCWC Relay Champs 18 & 19 July and the SCWC Short Course Champs 7 - 9 August were very successful and extremely well supported by swimmers and officials.

With the return to Level Two and the restriction of gatherings to 100, some meets have been cancelled.

NCS held their meet 11 & 12 September, as an “unapproved meet”, by splitting each session into 2 groups and having less than 100 people present at a time.

SCWC followed this model and held the SCWC Invitational Meet as an “approved meet” on Saturday.



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Qualifications and Training

In August and September, I have qualified another regional IOT and regional Starter, and Lesley has qualified three National IOTs.

With Lesley unable to travel internationally currently, she is happy to help out with Assessments and training.

We are planning to have Lesley take a clinic at Wharenui on 20 November.

The Hokitika Meet to be held in Greymouth 17 October is the first West Coast Meet of their season and we plan to have some of the Committee attend.

SNZ new calendar

SNZ are implementing a new structure for their calendar from next year, with 3-month training/qualifying periods before their meets.

With this new structure I understand it is their intention to restrict the number of “approved” meets held by regions, to 10 per year.

We look forward to more clarification on this.

Equipment

With the new pool delayed, while we are using other pools, I would like to suggest SCWC purchase false start poles and a rope for the equipment trailer.

Debbie to contact SwimT3 regarding the purchase of these using the SCWC credit balance.

Moved: Steve

Seconded: Rhys

Carried

Christine Cassin

For the Technical Committee

Simon added that Lesley will be taking a JOS course in the near future to upskill our IOT's and this course will also be held on the West Coast

Events Committee

SCWC Short Course

We agreed the meet was very successful with lots of good swimming but the sessions starting early was not popular with swimmers or coaches. We have suggested a few alterations for next year's meet.

Schools Primaries and Intermediates (CAIMS) - these have yet to be confirmed but SCWC normally helps them.

Para event

We agreed to include an annual para event in Christchurch. This year (2020) it will be on Saturday 7th November and they would like a similar time in the future. We all agreed to fit these meets in late October/early November going forward.

Swim Timaru meet

Due to their meet being cancelled Swim Timaru have asked if they could hold their meet in April next year – we have an open meet on 10-11 April they'd like to use. We understood their problem but there are many other clubs suffering from losing their meets and next year is pretty busy, so we decided the answer was no.

Seating

Due to restrictions of numbers at Jellie Park it was decided to approach Jellie Park about using the seating around the Rec. pool for our swimmers; how to use it with marshalling etc.



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Tier Qualifying/NF times

Vikings was the first meet with the new times and the new concept of having a tier 3 session between 2 tier 2 sessions. It went very well with good numbers and seemed very popular. The new times were good for Tier 2 and 3. The Aquagym/Wharenui meet will show us if we have Tier 1 times right or if they need changing.

Calendar

David handed out the proposed calendar for 2021 and 2022-2023 that the coaches have worked on after taking into consideration the new SNZ meets and ideas.

SNZ have decided on the dates for regional and national school meets - SISS is happening which is the same weekend as SCWC Short Course and National Secondary Schools is the same weekend as South Islands (this is decided by the South Island/Makos Committee). We decided to leave them where they are but since our meeting concerns have been raised and we will discuss it again and try and move our SC meet.

10 meet clarification

SNZ have also decided there will no longer be approved and unapproved meets but we will be allowed to designate 10 meets whose times can be used for the various National competitions. We need clarification on the details and if this is 10 meets for all swimmers or if there can be different ones for Junior and Senior meets and to ensure that swimmers can use times from designated meets in other regions.

Fiona Campbell
Events Committee

The SCWC Board acknowledge that SCWC have no input into the scheduling of SNZ or Makos events and the clash between SIC and NZSS is out of our control, however felt that SCWC SC Champs needed to be moved to allow for SISS to take place as scheduled as we are the host region for this event and SNZ will not only expect our support but will need to use the electronics. Debbie to advise the chair of the SCWC Events Committee.

Debbie to contact SNZ to clarify the 10-meet rule, currently the documentation says this should be imposed but there are apparently going to be no guidelines provided by SNZ for its implementation until next year.

Awards Committee

No report for this meeting

Metro Sports Facility Committee

Wayne and Janice responded to temporary seating proposals for Metro Sports Facility with the following:

Bench Seating

Bench seating isn't something we want because it reduces capacity (i.e. people take up more space than required) and people are sitting for long periods so without a back rest can become an issue. Additional to this, we have encountered issues with people climbing/stepping over such seating because it is easy to do and ending up flat on their face, especially when wet. Comments on the examples shown:

Four of the examples are metal but in three of them the edges and ends are not rounded and well catered for. Swimmers have no protection so anything that is sharp or pointed with cause injuries

The NZ furniture option in the attachment is not a good design for our sport



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The Urban effects set-up looks best from the pictures/wording but what happens with moisture sits on the stainless – higher risk of slipping?

Individual Seating

No doubt you know that this is our preference

Seat with back support is the preference

From a “spacing & durability” comment – the Pacific seating option looks the best option **but** only if the back rest was included (comment states it can be)

The NZ furniture set-up looks robust but again it is only a picture and rows look too tight

Further comments

Avoid any seating that is not robust – flimsy seating will damage easily

Avoid any seating that has rows too close so people can’t get past without people climbing over each other

Bench seating reduces capacity and allows people to “climb” – not an ideal combination for a water sport

Also note every swimmer will all have a gear bag – A number of the options have very narrow footrests which won’t allow for adequate accommodation of bags and/or they will fall down under the seating and not be easily accessible.

Chloe Marks (Facilities Establishment team member) advised they will look to incorporate this in the Request for Proposal for temporary seating

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 This will be finalised once the H&S working group have completed their review Holly will also look at the new SNZ Member Protection Policy Manual as this may cover a majority of these topics</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 to look at this</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. Martin has indicated that he is still working toward reaching some set price structures with SCWC.</p>	<p>Simon</p>



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<p>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.</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.</p> <p>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 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>Motion: To apply to Rata Foundation for \$20,000 per year for the next 3 years as a supplemental grant.</p> <p>Moved Simon Seconded: Steve</p>	<p>Debbie</p>
<p>2020/2021 Budget needs to be finalised, per notes in Financials section</p>	<p>Steve</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. 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 has discussed this further with Peter, who is happy to come into a meeting following the AGM to present his proposal. Debbie to invite Peter to the next meeting to present the proposed model.</p>	<p>Simon</p>
<p>Wayne Goldsmith- further options as emailed to Scott: Standard full day rate for doing a swim clinic is 3000 Australian dollars. This involves are program of something like:</p> <ul style="list-style-type: none"> • SWIM SESSION 7 AM - 830 AM • BREAKFAST • MENTAL SKILLS SESSION 9 - 10 • SWIM SESSION 1030 - 12 • LUNCH - SWIMMERS GO HOME • COACHING CLINIC - MOSTLY ON SOFT SKILLS - 1 PM - 3 PM • SWIM SESSION 330 PM - 5 PM • MENTAL SKILLS / RELAXATION / STRETCHING SESSION 5 PM - 530 PM • BREAK • PARENTS ED WORKSHOP 7 PM - 830 PM - INCLUDED IN ABOVE 3K. • COST INCLUDES WORKBOOK, NOTES, PREPARATION, DELIVERY. <p>Left field idea.</p> <ul style="list-style-type: none"> • Advisor / technical consultant to Board / Swim Canterbury 2020 • Includes all above 	



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<ul style="list-style-type: none"> • Assistance with Strat Plan development • Plus, a second visit - I am in NZ April working primarily with Cricket around Easter or could add an extra couple of days at end of Sept / Oct tour. • Coach Accelerate Coach Development mentoring program - 12 coaches in Canterbury region 2020 -2021 • Officials training workshop - customer connections, education etc. <p>The Board is happy to support this but expressed concern over the potential cost of airfares, quarantine etc- what would SCWC's liability be for these costs. The preferred option at this point is to continue with the online provision of webinars etc until travel is less of a concern and we could potentially cost share with another code in NZ</p>	
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13. General Business	
<p>SCWC Invitational Meet was organised at short notice in place of the 2020 South Island Champs which had to be cancelled due to Covid Restrictions</p>	Debbie
<p>SNZ are going ahead with NZSC but have moved the venue from Auckland to Christchurch. Several SCWC Coaches feel very strongly that they should not be holding the meet if the whole of NZ is not in Level 1 and that SCWC should not be supporting it. A letter has been received from one of our coaches, who has written to Swimming NZ to express his concerns and has advised that none of his club's members will be attending.</p> <p>SCWC acknowledge his concerns, however at a subsequent meeting most coaches and clubs indicated that they had made the choice to attend NZSC. SCWC acknowledges that the lack of communication is completely unacceptable especially with SNZ's own Events Advisory Committee which the Board is extremely disappointed to see Todd has resigned from as a result of this. A letter from the SCWC Board will be sent to Steve Johns re the above and seeking clarification for the lack of transparency and consultation in this matter.</p>	Simon/Rhys
<p>SNZ AGM being held via Zoom on 30th September 2020- Kim and Holly are to be named as SCWC Voting representatives and will be in attendance</p>	
<p>SCWC have been approached by Parafed to assist in running a Canterbury Para Swimming Meet- QEII club used this as a fundraiser last year as part of the Para Junior Olympics and it was very successful</p>	Debbie
<p>SCWC have been approached by Matt McLennan from "The Partnership Place" who provides a Marketing training programme. Nigel from Swim Otago has been through the programme which they were offered a free trial of (as a start-up) He found it very useful in terms of how he thought of Sponsorship and better ways to interact or connect with potential sponsors.</p> <p>Nigel had previously looked at just getting money for an event and putting the sponsors flag up at an event or print their name in a programme- however he found Matt's programme shows what sponsors could want more which also adds value to the cost of sponsorship.</p>	Debbie



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<p>Nigel said he found real value - but then the sessions were free, He did advise that provided we are willing to have companies sponsor events and give naming rights etc then there could be value for us. No Board member is currently in a position to take this on, but the programme may be of benefit to our member clubs. Debbie to find out if the programme is also suitable to deliver at this level. If so, the email will be forwarded through to our member clubs for their consideration.</p>	
<p>2020 BC Canterbury Meet of Champions- The Board questioned the need for this meet given that NZSC was going ahead. It was determined that the Board would defer to the recommendations of the SCWC Events Committee, but would tentatively support the meet going ahead, but that it would not be hosted by the region. Should the Events Committee determine the meet be allowed to proceed, it would have to be hosted by a member club/s, with first option to those clubs that had missed out on hosting a meet this year and would need to be renamed.</p>	<p>Debbie</p>

The meeting closed at 9:32pm

The next meeting of the SCWC Board is to be held on Monday 2nd November 2020