



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting held via Zoom at 7:00pm on 14<sup>th</sup> August 2023

1. **Present:** Simon Moore (late), Holly Cassin , Rhys Pryde-Wall , Claire Burgess , Kim Berquist , Richard James

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

3. **Apologies:** Nil

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

Moved: Holly

Seconded: Claire

Carried

5. **Matters arising:** Nil

6. **Declarations of interest:** Nil

7. **Correspondence in / out:**

### **SNZ**

Amanda White - Catch up tonight with Gary and Amanda SNZ

Amber Piggott - 2023-2024 Membership Rollover - Final Steps

Amber Piggott -n 2023-2024 Membership Rollover Successful

SNZ Officiating - 2023 NZ Secondary Schools Champs & 2023 NZ Short Course Champs

Hannah Cartman - Disability Swim Fund Update

Steve Johns – SNZ Board Vacancies

SNZ - Freestyler Newsletter - July 2023

Dale Johnson - Written Update & Agenda | August Regional Operations Meeting

Dale Johnson - Meeting Notes | August Regional Operations Meeting

Dale Johnson - Membership Report | 2022-23

Amanda White - SNZ and MOREGOLD - Coach development programme

### **Makos**

Ben Close - Makos Committee meeting notes

Makos Committee - Makos Zonal Committee Minutes & 2024 Allocation

### **Regions**

Waikato - JNR XLR8 PROG – Agreement

HBPB - Colorado Touch Pads

Otago - Regional Medals?

### **Sport Canterbury/ Sport New Zealand**

Leanne Hammersley - Follow up from Sport Report - Female Health

Leanne Hammersley - Sport Report Card Presentation and Workshop

Tū Manawa Active Aotearoa Application - major funding round 2023



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### Clubs

Selwyn- Incident 18<sup>th</sup> June 2023  
Wharenui- Wharenui Winter Olympics 2023  
BWC Committee - Buller West Coast meets for the 2023/2024 season  
Temuka - Re: Your Club meet- to Tier or not to Tier?  
Jasi – Charlotte Parmenter reference request  
Westport - Team Manager Installation  
Vikings – GC Meet on meet mobile  
Wharenui - Canterbury Records Taiko Torepe-Ormsby  
Swim Timaru - RE: Join for free  
Greymouth - Meet Manager  
Swim Timaru - Exchanges and homestays  
Wharenui - 2023 Swimming Canterbury West Coast Elected Board Members  
Westport - Database access

### Coaches

Coaches Group – Coach response letter  
Brigitte Mahan - Swim Coaches presentation  
Brigitte Mahan - Invoice Coach Presentation

### SwimT3

Vorgee  
Getting the chills....DRY ROBE  
MIZUNO RACING  
The BIGGEST Swim Series in NZ  
UP TO 50% OFF  
SAFETY FIRST  
TYR - God of War  
DRY ROBE is pumping out...  
UP TO 50% OFF  
SAFETY TOW FLOATS HAVE ARRIVED...  
Winter Essentials

### Other

Submerge Aquatics – Selwyn Swim Club at Dragon Meet  
Lion Foundation – Audit Summary  
Balance is Better - The Three Rs: A framework for session design  
Ants Lowe - World Drowning Prevention Day 25 July 2023  
Megan Jones - 2024 Secondary School Champs  
Tony Grant - Insurance Renewal - Swimming Club Liability Insurance due 1st August 2023  
Pushstack - SCWC XLR8 Page Styling  
Hanna Abdou - Application form for funding assistance  
Active.com - Confirmation of the Receipt of your HY-TEK Order  
IRD - A big thank you from the IR Connection Team  
Teamline - Polo Shirts Quote - for Swimming Canterbury West Coast  
Balance is Better - How a Kiwi World Cup star learnt that Balance is Better  
Jake Hann - Knights Stream School  
Rishi Sehgal - EOFY Audit for Swimming Canterbury West Coast  
Business.govt - Climate action | ChatGPT | Fair Pay Agreements  
Balance is Better- What do youth want from sport? Here's what the research says  
Jacqui Jeffrey - CCC: End of Project Report  
Rata Foundation - 2023 Canterbury Grants Function  
Stacey Niao - UC Haupatu Scholarship Applications are Open



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Sarah Palmer CCC - Parakiore Recreation & Sport Update  
Sarah Palmer - Graham Condon Update - Temporary Pool Closure early 2024  
Companies Office – Time to file the Financial Reports  
Todd Mason - Official opening invite  
Registrar of Incorporated Societies - Reregistration for incorporated societies starts in October  
Ian Burton - Summer Lifeguard opportunities at Christchurch City Council Pools  
RSE Bookings - 2024 Event Allocation  
Steph Lovelock CCC - Utilising Changing Rooms

### Correspondence

Moved: Richard

Seconded: Rhys

Carried

### 8. Transfers

Mr K J Brown from Vikings Swim Club Inc to Aquagym Swimming Club  
Mr R Crichton from QEII Swim Club to Vikings Swim Club  
Mr P O Langley from Course Contact to Waitaha Swim Club  
Mrs Z Berry from Greymouth Amateur Swimming Club to Tasman Swim Club  
Miss A J Brown from Vikings Swim Club Inc to Aquagym Swimming Club  
Mr L Upjohn from Waitaha Swim Club to Selwyn Swim Club  
Mr H Upjohn from Waitaha Swim Club to Selwyn Swim Club  
Mr M Egorov from Parnell Swimming to Jasi Swim Club  
Ms A Overend from Jasi Swim Club to Selwyn Swim Club  
Ms M Eyles from Jasi Swim Club to Selwyn Swim Club  
Miss M G Leech from Vikings Swim Club Inc to Aquagym Swimming Club  
Mr D Coleman from Vikings Swim Club Inc to QEII Swim Club  
Miss L Steetskamp from Temuka Swimming Club to Mackenzie Swimming Club  
Mr T Steetskamp from Temuka Swimming Club to Mackenzie Swimming Club  
Mr M Chen from Sockburn Park Swim Club to Jasi Swim Club  
Miss C A Tremewan from QEII Swim Club to Jasi Swim Club  
Miss G L Tremewan from QEII Swim Club to Jasi Swim Club

Moved: Rhys

Seconded: Claire

Carried

### 9. Records

#### Women 17-17 100 Back

1:01.90	Lydia Lipscombe	18/07/1997
1:01.42	Hope R. Chmiel at South Island Short Course Championships 2023	30/06/2023

#### Men 14-14 100 IM

1:01.41	Andrew D. Trembath at 2011 NZ Short Course Champs	6/08/2011
1:01.39	Rylind P. Wheeler at South Island Short Course Championships 2023	30/06/2023

#### Women 10-10 200 Free

2:28.26	Jenna Borea at Ashburton Splash	22/04/2023
2:25.10	Jenna Borea at Vikings Battle of the Ages 2023	5/08/2023

Moved: Richard

Seconded: Rhys

Carried



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### 10. Financials

#### **ACCOUNTS TRANSACTIONS:**

Financials as emailed to the SCWC Board. The end of financial year accounts were discussed, these are now with the auditor and the draft Annual Report will be republished once the finalised audited accounts are available.

The SCWC Board noted the assistance of Jill and Wal Perriam in preparing the accounts and Debbie requested that SCWC make a request to them to assist with account support as required. We will also be moving away from transferring the figures from Xero on to excel for the EOFY, and Jill will get the reports set up so that our EOFY statements can be presented straight from Xero.

#### **OVERDUE ACCOUNTS:**

### **Aged Receivables Summary**

Swimming Canterbury West Coast Inc

As at 31 August 2023

Ageing by due date

<b>Contact</b>	<b>&lt; 1 Month</b>	<b>1 Month</b>	<b>2 Months</b>	<b>3 Months</b>	<b>Older</b>	<b>Total</b>
AquaGym Swimming Club	90.00	0.00	0.00	0.00	0.00	90.00
North Canterbury Swim Club	90.00	0.00	0.00	0.00	0.00	90.00
QEII Swim Club	30.00	0.00	0.00	0.00	177.95	207.95
Selwyn Swimming Club	75.00	0.00	0.00	0.00	0.00	75.00
Senior Carnival	0.00	0.00	0.00	0.00	70.00	70.00
Vikings Swim Club	90.00	0.00	0.00	0.00	0.00	90.00
Waitaha Swim Club	15.00	0.00	0.00	0.00	0.00	15.00
Wharenui Swim Club	105.00	0.00	0.00	0.00	0.00	105.00
<b>Total</b>	<b>495.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>247.95</b>	<b>742.95</b>

#### **Accounts**

Moved: Claire

Seconded: Richard

Carried



# SWIMMING CANTERBURY WEST COAST INC.

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### 11. Funding Report

#### Approved Applications

Provider		Purpose	Amount
Lion Foundation	03/2021	Pool Hire SCWC Juniors, Relay & SC Champs	\$4000.00
CCC Communities Fund	09/2021	Marketing Asst Salary	\$12,000.00
NZCT	10/2021	Operations Manager Salary	\$30,000.00
Aotearoa Gaming Trust	12/2021	Pool Hire for SCWC Development & Juniors	\$3089.00
TAB NZ	04/2022	Pool Hire for 2022 SIC SCM	\$3000.00
CCC Communities Fund	08/2022	Marketing Asst Salary	\$12,000.00
Lion Foundation	09/2022	SCWC League Venue Hire	\$4930.00
NZCT	10/2022	Operations Manager Salary	\$30,000.00
Mainland Foundation	11/2022	Venue Hire SCWC Dev, Coach Invite & Juniors	\$6939.00
Pub Charity	01/2023	Medals for 2023 Juniors and SC Champs	\$2178.00
Lion Foundation	06/2023	HAG Ribbons and Venue hire for SCWC SC Champs	\$4000.00

#### Declined Applications

Provider		Purpose	Amount
Pub Charity	10/2021	Medals for the 2021/2022 season	\$6733.00
TAB NZ	11/2021	Pool Hire for Regional Meets to Jan 2022	\$12,549.39
NZGF	11/2022	Medals for the 2022/2023 season	\$2178.00

#### Pending Application

Provider		Purpose	Amount
CCC Communities Fund		Marketing Asst Salary	\$30,000.00
Tu Manawa Sport Active		Community Engagement Support	\$22,162.75

Tu Manawa Funding – We have applied for funding for all Community Engagement activities, including all expenses related to future Have a Go events, Community Swim Programmes, an SCWC App, community noticeboards and swim passports.

### 12. Contractual Obligations/Trusts

- a) SwimT3  
SCWC has now seen out the term of the contract (11/07/2023). Any future partnership agreement will be considered if, and when they reach out to us again.
- b) Halswell Swim Club and Templeton Swim Club funds held on behalf  
Halswell- Funding payment to Knights Stream School per Jake Hann for \$4500.00



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### 13. Membership

#### Registered Swimmers- Previous Seasons

Date	Competitive Swimmers	Club Swimmers	Total
30/6/2023	451	325	776
30/6/2022	480	291	771
30/6/2021	551	257	808
30/6/2020	573	209	782
30/6/2019	624	212	836
30/6/2018	643	191	834

#### Current Membership Numbers (as at 11 July 2023)

Aquagym Swimming Club	Club Swimmer	18
Aquagym Swimming Club	Competitive Swimmer	29
Ashburton Swim Team	Competitive Swimmer	24
Dragon Swimming Club	Club Swimmer	35
Dragon Swimming Club	Competitive Swimmer	14
Geraldine Swimming Club	Club Swimmer	2
Greymouth Amateur Swimming Club	Competitive Swimmer	19
Hokitika Amateur Swim Club	Club Swimmer	7
Hokitika Amateur Swim Club	Competitive Swimmer	23
Jasi Swim Club	Competitive Swimmer	93
Mackenzie Swimming Club	Club Swimmer	15
Mackenzie Swimming Club	Competitive Swimmer	2
North Canterbury Swim Club Inc	Club Swimmer	16
North Canterbury Swim Club Inc	Competitive Swimmer	31
QEII Swim Club	Club Swimmer	16
QEII Swim Club	Competitive Swimmer	25
Selwyn Swim Club	Club Swimmer	34
Selwyn Swim Club	Competitive Swimmer	32
Swim Timaru	Club Swimmer	20
Swim Timaru	Competitive Swimmer	39
Temuka Swimming Club	Club Swimmer	12
Temuka Swimming Club	Competitive Swimmer	6
Triton Swim Club	Competitive Swimmer	49
Vikings Swim Club Inc	Competitive Swimmer	47
Waitaha Swim Club	Club Swimmer	9
Waitaha Swim Club	Competitive Swimmer	74
Wharenui Swim Club	Club Swimmer	32
Wharenui Swim Club	Competitive Swimmer	64

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### 14. Health & Safety

#### a. Any incidents to report

Incident at Dragon Swim Meet – pending written update from the club, but Debbie has spoken to the Club President, and it appears the matter has been resolved to all parties satisfaction and steps have been taken to ensure future incidents of this nature are not repeated. The Board is satisfied that the club and coach have dealt with this matter appropriately.

#### 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 completed on 10 June 2022- all items passed inspection due to be re-done shortly. Debbie will organise this for the Development Championships when all the gear is out for testing.

#### c. Disciplinary

Nil

#### d. Policies to be reviewed

- Canterbury Squad Swimmer Contract (July 2018)- pending new squads structure being finalised
- Squads Travel (July 2018)- pending new squads structure and programs
- Team Manager Guidelines- SNZ have a policy for this, but it only refers to rules regarding managing poolside at National meets
- Laws and Compliance (May 2023)
- Financial Management (April 2023)
- SCWC Records Policy (May 2023)
- Advisory Committee (July 2023)
- Board Charter (July 2023)
- Health Safety and Wellbeing (Aug 2023)- Our new Health and Safety one stop shop page is live on the website
- Technical Suit (Sep 2023)

Most policies are needing review- each Board member will take on two polices each to review, then bring any changes and points of discussion back to the Board for consideration.

### 15. Committees- Advisory

#### Technical Committee

No report to table

#### Events Committee

No report to table

#### Awards Committee

Nominations are open. The major change for this year is that the coaches are managing the performance-based swimmers' awards, with oversight from the SCWC Awards Committee.

Guest speaker Will Steadman has been confirmed and he is Christchurch based. Nick has also been confirmed as MC.



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### Metro Sports Facility Committee

No report to table

### 16. Marketing

- Website update – The Board has had a preview of the new website which is now live and just pending the Google update for the search engine. The old website will remain live and run alongside it for another month or so
- SCWC Awards- MC and speaker are organised

Follow up Items from Previous Meetings	
<p>SCWC Squad Pathways- XLR8 Programme We are now just waiting for the interface to be completed then we will be up and running. Debbie and Quinton will work on getting the intro page set up, with input from the coaches. Coaches will also need to decide how they want the programme promoted to the members</p>	<b>Debbie/Quinton</b>
<p>REMINDER- Law changes for Incorporated Societies- Holly advised we would need to revisit the Constitution- this will hopefully be addressed by the Swimming New Zealand Constitutional Review Committee. the new constitution in line with the law changes needs to be adopted by SCWC and registered with Incorporated Societies by the final deadline of March 2026. Sport NZ are working on some generic templates around this for both NSO + RSO in all sports. At the latest regional chairs meeting there was discussion in regard to regions coming into line with SNZ &amp; there was support from SNM, AKL, Otago, Manawatu also for this. Ideally all regions would be in agreement to this by the AGM. SNZ will put together a timeline so this process keeps moving. It appears that clubs have more to change constitutionally than most regions. (This will remain in the minutes until we get a little closer to the deadline) Simon will make mention of this at the AGM as all incorporated clubs also need to be aware of the new legislation and bring their own constitutions in line with the requirements.</p>	<b>Holly</b>
<p>Partnership with Swimming Waikato – We have been speaking to Darren with regards to their Water Safety program. Swim Waikato have offered their support and to share their resources and knowledge if the region decides to go ahead with this. Swimming NZ no longer have a rep in the Canterbury area after a funding cut from Water Safety NZ, which gives us an opportunity to look at working in this space. If we can gain the funding, this could be a great opportunity for us to start the growth of a Water Safety programme with a pathway through to LTS in the SCWC region. Swimming Waikato have also used our Have a Go resources and ideas in planning 4 events of their own- we wish them all the best</p>	<b>Debbie/Quinton</b>
<p>The SNZ AGM will likely be held on 24 Sept 2023 (Sunday) in Wellington- SNZ to fund 1 x member per region travel &amp; 1 night accommodation if necessary. They are wanting to hold a workshop either 9.30am-3pm/11-4pm with the AGM following straight after, to discuss things like Regional governance, regions viability, possible mergers etc. in more depth. Rhys nominated Simon- Simon will consider attending, Rhys can step in if required</p>	<b>Simon</b>





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<p>The SCWC funding guidelines need to be reviewed- this will be undertaken at the next Board meeting after the AGM</p>	<p><b>Board</b></p>
<p>It was proposed at a previous meeting that SCWC could adopt charging a per entry fee at regional meets for specific purposes, such as SCWC squads funding, with the ultimate goal to make the squad structure self-funding. No workings can be put forward for this until a proposal with costings is provided by the Coaches Group.</p> <p>The fee would per swimmer as a meet entry fee and would be non-refundable.</p> <p>A determination will be made once the budget has been received from the Coaches Group to see what the most viable option is, then consultation will go out to our affiliated clubs to seek feedback on the proposal.</p>	<p><b>Board</b></p>

<p><b>General Business</b></p>	
<p>Exchanges and homestays – This is a great idea but is fraught with legal issues and cannot really be adequately facilitated by the region without a considerable H&amp;S risk. Clubs may certainly organise this between each other but must familiarise themselves with their responsibilities, especially with regards the health and safety of their members</p>	<p><b>Debbie</b></p>
<p>2023/2024 Budget- Debbie to discuss this with Jill, with the budget being set in accordance with last financial year’s figures. As someone with a good knowledge of the swimming world, Jill is in a good position to assist and offer sound advice with setting a budget. The Board can then fine tune this to align with the set and proposed plans for the coming year.</p> <p>Jill and Wal Perriam are to be paid for their time in assisting with this year’s EOFY preparation. Their services are also to be engaged for the budget prep, restructuring of the Xero reports for the next EOFY and providing support to Debbie as required during the year.</p> <p style="text-align: right;">All in favour <span style="float: right;">Carried</span></p>	<p><b>Board</b></p>
<p>An application was received for Kelicia Purcell to swim out of region during a period encompassing 3 meets being held within region: Aquagym, Triton and SCWC Development Meet. The Board noted that the application had not come via the Club. The Board approved the application to swim out of region given extenuating circumstances including family travel and wanting LCM experience to compete at a LCM overseas, but wished it noted that the Board encourages our swimmers to give priority to events being held within the region when there is a clash.</p> <p>The Board noted that with the further delay to Parakiore being opened, more clubs would be seeking to attend larger LCM events out of region. The SCWC Events Committee will need to keep this in mind when setting the calendar over the next two years.</p>	<p><b>Board</b></p>

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**The meeting closed at 8:59pm**

**The next meeting of the SCWC Board is to be held on**