



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting held at the offices of e-Migration at 7:00pm on 11<sup>th</sup> December 2023

1. **Present:** Simon Moore, Rhys Pryde-Wall , Claire McDougall, Chris Hodgins, Richard James

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

3. **Apologies:** Holly Cassin

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

Moved: Chris

Seconded: Simon

Carried

5. **Matters arising:** Nil

6. **Declarations of interest:** Nil

7. **Correspondence in / out:**

### **SNZ**

Dale Johnson - Working Group Formed For Competition Review (2025 - 2028)

Swimming NZ - Club Support Newsletter - October 2023

Henrietta Latham - Police Vetting information

Dale Johnson - Written Update & Meeting Agenda | November 2023

Holly Fletcher – 2024 SNZ Tri-Series

Dale Johnson - South Island Opportunities | Dive Start Clinics

Swimming NZ - Pre-Event Info | 2023 Apollo Projects Junior Festival – Makos

Swimming NZ - Freestyler Newsletter - November 2023

Dale Johnson - Updated Policy | NZ Records

Dale Johnson - Campaign Launch | Unlock Your Greatness

SNZ Officiating - Technical Officials Applications for the 2024 Orangetheory NZ Open Water Champs, Lake Taupo

Dale Johnson - Officials Pathway | Announcement

Dale Johnson - Written Update & Agenda | December 2023 Regional Meeting

### **Makos**

Admin - 2024 Meets

### **Regions**

HBPB - Health and Safety Policy

Otago – South Island LC Meet

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

Megan Harlick - Ben Owers - Sport Development Lead

Julie Parr - Sport and Recreation Awards 2024

### **Clubs**

Vikings - Another Rogue Swim Meet in Queensland

Selwyn - Letter for SCWC Committee Meeting - Re Hannah Bates Coaching Programme

Greymouth - Designated meets

Ashburton – Dates for Ashburton Splash

Greymouth – Meet set-up



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Waitaha - Dispensation to travel and compete out of region for 3 swimmers attending the Wellington Champs 1-3 December  
Temuka – Temuka Swim Meet  
NCSC - Dispensation to travel and compete out of region for 12 swimmers attending the Wellington Champs 1-3 December  
Triton - Visitor swimmers from China  
Wharenui - Dispensation to travel and compete out of region for 16 swimmers attending the Wellington Champs 1-3 December  
Greymouth - Dispensation to travel and compete out of region for 8 swimmers attending the SNM Long Course Meet, 15-17 December  
Greymouth - Swimming NZ Registration Reimbursement  
Vikings - Dispensation to travel and compete out of region for 3 swimmers attending the Otago Long Course Meet, 9-10 December

### Coaches

#### Other

CCC - Christchurch City Council: Feedback on Support Provided to Recreation and Sport  
B Bennett – Thank you letter  
Selwyn Aquatic Centre - Amended 2024 Competition Calendar bookings  
Mainland Foundation Limited Grant – Approved  
Business.govt - Annual leave | Claiming expenses | Fair contract terms  
Metros Marketing - Swimming Imagery enquiry  
Podium Sports – Quote for photography  
Fiona Fletcher – Quote for photography  
Sarah Palmer CCC - Parakiore- 50m lane space allocation proposal  
Hadleigh Pierson - 2024 Para Swimming Meet  
Angela Leatherby CCC - Women in Sport Waitaha  
Pub Charity- Grant Application Approval  
Balance is Better - Celebrating the value of play this Play Week 2023  
Megan Jones - 2023 School Sport Swimming Teachers Meeting  
B Oldham - Mini squad enquiry  
Vicki Hubble - Last First Aid course for 2023  
Maddie Beulink CCC - Matatiki Hornby Centre Site Visit  
Balance is Better - Focusing on participants – all year long  
Jasi Masters - SI Masters 2024  
NZCT Grant - Application has been granted  
Balance is Better - Building strong sport partnerships with schools  
Chris Lazaridis – Swimhub popup store  
Maddie Beulink - Parakiore Sport and Recreation Centre - Site Visit  
Balance is Better - Are we making sure youth sport is inclusive  
Jake Hann – Halswell School LTS funding

### Correspondence

Moved: Claire

Seconded: Rhys

Carried



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### 8. Transfers

Miss L E Ellis from Aquagym Swimming Club to Wharenui Swim Club  
Miss P Jory from Vikings Swim Club Inc to Jasi Swim Club  
Mrs K Dalley from QEII Swim Club to Kiwi West Aquatics  
Miss H M King from Aquagym Swimming Club to Vikings Swim Club Inc  
Mrs K Velenski from Course Contact to Selwyn Swim Club  
Mr E D Wilson from Aquagym Swimming Club to Jasi Swim Club

Moved: Simon

Seconded: Richard

Carried

### 9. Records

#### Men 12-12 50 Back

30.40	Taiko H. Torepe-Ormsby at SNM Winter Meet 2016	5/08/2016
30.23	Jayden S. Lee at 2023 NZ Junior Festival – Makos	10/11/2023

#### Men 12-12 100 Back

1:06.33	Taiko H. Torepe-Ormsby at SNM Winter Meet 2016	5/08/2016
1:05.33	Jayden S. Lee at 2023 NZ Junior Festival - Makos	10/11/2023

#### Men 50 Fly

23.96	Christopher Elson at 2023 Apollo Projects NZ Swimming Championship	1/04/2023
23.77	Christopher Elson at 2023 Northern Arena Invitational (World Trial)	10/11/2023

#### Men 100 Fly

53.85	Christopher Elson at 2023 Apollo Projects NZ Swimming Championship	1/04/2023
53.64	Christopher Elson at 2023 Northern Arena Invitational (World Trial)	10/11/2023

Moved: Rhys

Seconded: Chris

Carried

### 10. Financials

#### ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board



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### OVERDUE ACCOUNTS:

#### **Aged Receivables Summary**

Swimming Canterbury West Coast Inc

As at 30 November 2023

Ageing by due date

Contact	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	337.50	225.00	0.00	0.00	0.00	562.50
Senior Carnival	0.00	0.00	0.00	0.00	70.00	70.00
Vikings Swim Club	112.50	0.00	0.00	90.00	0.00	202.50
Waitaha Swim Club	0.00	224.50	0.00	0.00	0.00	224.50
<b>Total</b>	<b>450.00</b>	<b>449.50</b>	<b>0.00</b>	<b>90.00</b>	<b>70.00</b>	<b>1,059.50</b>

### Accounts

The \$70 outstanding from the Senior Carnival will be written off.

Moved: Claire

Seconded: Simon

Carried

## 11. Funding Report

### **Approved Applications**

Provider		Purpose	Amount
TAB NZ	04/2022	Pool Hire for 2022 SIC SCM	\$3,000.00
CCC Communities Fund	08/2022	Marketing Asst Salary	\$12,000.00
Lion Foundation	09/2022	SCWC League Venue Hire	\$4,930.00
NZCT	10/2022	Operations Manager Salary	\$30,000.00
Mainland Foundation	11/2022	Venue Hire SCWC Dev, Coach Invite & Juniors	\$6,939.00
Pub Charity	01/2023	Medals for 2023 Juniors and SC Champs	\$2,178.00
Lion Foundation	06/2023	HAG Ribbons and Venue hire for SCWC SC Champs	\$4,000.00
CCC Communities Fund	09/2023	Marketing Asst- Community and Partnership	\$12,000.00
NZCT	11/2023	Operations Manager's Salary	\$30,000.00
Mainland Foundation	11/2023	Venue Hire- Memorial, Champs & Juniors	\$7,523.00
Pub Charity	11/2023	Medals- Memorial, Juniors & SC Champs	\$6,966.40



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### Declined Applications

Provider		Purpose	Amount
NZGF	11/2022	Medals for the 2022/2023 season	\$2,178.00
Tu Manawa Sport Active	09/2023	Community Engagement Support	\$22,162.75

### Pending Application

Provider		Purpose	Amount
Aotearoa Gaming Trust		Timing pad trolley, brackets and slats	\$6,700.00

### 12. Contractual Obligations

- a) Halswell Swim Club and Templeton Swim Club funds held on behalf

A payment of \$4500 has been created as requested by Jake Hann, caretaker of the Halswell Swim Club funds, for LTS funding towards expenses incurred by Halswell School. This will leave a balance of \$1246.17 in the Halswell account- Jake has been advised and instructions requested.

### 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 club or competitive registered swimmer numbers are looking very positive at this stage- this is contrast to numbers in the rest of the country.



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### Current Membership Numbers (as at 6 December 2023)

<b>Aquagym Swimming Club</b>	<b>Club Swimmer</b>	<b>15</b>
Aquagym Swimming Club	Competitive Swimmer	25
Ashburton Swim Team	Competitive Swimmer	26
Canterbury West Coast Recreational	Club Swimmer	1
Dragon Swimming Club	Club Swimmer	38
Dragon Swimming Club	Competitive Swimmer	16
Geraldine Swimming Club	Club Swimmer	2
Greymouth Amateur Swimming Club	Competitive Swimmer	28
Hokitika Amateur Swim Club	Club Swimmer	11
Hokitika Amateur Swim Club	Competitive Swimmer	19
Jasi Swim Club	Competitive Swimmer	93
Mackenzie Swimming Club	Club Swimmer	18
Mackenzie Swimming Club	Competitive Swimmer	2
North Canterbury Swim Club Inc	Club Swimmer	22
North Canterbury Swim Club Inc	Competitive Swimmer	31
QEII Swim Club	Club Swimmer	15
QEII Swim Club	Competitive Swimmer	25
Selwyn Swim Club	Club Swimmer	37
Selwyn Swim Club	Competitive Swimmer	36
Swim Timaru	Club Swimmer	10
Swim Timaru	Competitive Swimmer	55
Temuka Swimming Club	Club Swimmer	10
Temuka Swimming Club	Competitive Swimmer	2
Triton Swim Club	Competitive Swimmer	50
Vikings Swim Club Inc	Competitive Swimmer	54
Waitaha Swim Club	Club Swimmer	10
Waitaha Swim Club	Competitive Swimmer	79
Westport Swim Team	Competitive Swimmer	14
Wharenui Swim Club	Club Swimmer	34
Wharenui Swim Club	Competitive Swimmer	68
		<b>846</b>

## 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



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III. Tag testing completed- all items passed inspection due to be re-done shortly. Debbie will organise this for SCWC Junior 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  
-Debbie will forward these to Brigitte for the Coaches Group to review
- Laws and Compliance (May 2023)  
-The review for this document is pending the renewal of all other documents
- Advisory Committee (Mar 2025)
- SCWC Records Policy (May 2025)
- Swimwear Policy (May 2025)- It was moved that this updated policy would be adopted as presented. The document now includes the salient points from Swimming NZ's inclusive swimwear policy.  
Moved: Richard All in Favour
- Health Safety and Wellbeing (Aug 2025)- Our new Health and Safety one stop shop page is live on the website
- Financial Management (August 2025)
- Board Charter (Oct 2025)
- Team Manager Guidelines- SNZ have a policy for this, which refers to rules regarding managing poolside at National meets  
- SCWC do not currently send a regional team manager to events, this policy will only need to be reviewed in that event
- Equipment Hire Policy (January 2025)- The new policy was tabled. An unwritten agreement has been in place with our affiliated clubs regarding the hire of electronic equipment from the region and has been set at \$25 per session for several years. It was moved that this charge remain as is, and the new charges as detailed in the policy be implemented for any hirer other than an affiliated club.  
Moved Richard All in Favour

Most policies have now been reviewed- these are all available on the SCWC website

## 15. Committees- Advisory

### Technical Committee

Merry Christmas

I would like to thank the Board and especially Debbie (who is absolutely awesome) for your support and assistance in 2023.

We had Memorial Championships this weekend and had 5 of the 6 members of the Technical Committee on pool deck.

This is a regional meet and was well attended by clubs from outside the Christchurch area (the West Coast Clubs and MacKenzie)



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We had a meeting over lunch at Misceo's afterwards

Attended: Christine Jo Alison and Glenys

Guests: Debbie Fiona Helen Margaret Andy Lesley and Ron

I asked Ron to give us an update on the new **SNZ Pathway for Officials**.

Whilst this has been published we can still carry on with Regional assessments, as previously and unfortunately there is no time frame for the actual start of the new e-learning modules, which will be rolled out IOT first and then JOS Starter and Referee added and will need SNZ appointed trainers and assessors to implement.

The change in the SNZ Technical Advisory Committee structure (started December 2022) and the new pathway have meant we have had no National Assessments for a year!

### **Parakiore**

I would like to thank the Board for the opportunity to visit Parakiore last week.

I was lucky enough to visit in July 2022 as well.

I can see there has been a lot of progress on the dry side and with the recreational pool area (8 pools) however not much has changed in the 50m pool area and it will probably be another 12 – 18 months.

We have qualified another new Regional IOT this month and have 2 assessments planned for January.

I wish you all a happy holiday season.

Thank you

Christine

Chairperson

SCWC Technical Committee

### **Events Committee**

No report

### **Awards Committee**

General feedback from attendees of this year's awards was in relation to the length of the ceremony and the photographer contributing to a very long evening. The reading of the names of the squad swimmers took a long time, and although many of the swimmers in attendance were there for that reason it was suggested that perhaps just the names of those present could be read out, with the names of the remaining members being displayed on the overhead projector as they were this year and perhaps also in a booklet provided for each table. This booklet could also include the names of the nominees for each award category.

The photographer was very slow, and it was unfortunate that there were not more unposed photos taken throughout the evening.

The food had previously been available at two stations on either side of the table, but this year was only at one station, making this process very slow.

Overall impressions and feedback re the speaker was that he was very good, and that while this year's MC was good, the previous year's MC was more professional

### **Metro Sports Facility Committee**

Debbie has emailed the current Committee members to advise them of the Board's intention for the Committee going forward.





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New committee members will be appointed by the Board to reflect a variety of roles and views within the current Regional organisation; these new members will be approached on an individual basis via email to gauge their interest.

We have now lost two generations of swimmers to delays in the delivery of this facility, when is enough enough?

It was determined that a letter be written to the Minister of Sport and Recreation, Chris Bishop, seeking clarity around the new government’s intentions for the ever-increasing costs and ongoing delays with this project.

### 16. Marketing

- Last Have a Go event for the year was a success, with another 50 new recreational members joining. SCWC would like to acknowledge the help received from the QEII Club and Canterbury Swim School
- Quote for the XLR8 Badges has come in at \$3200 (just over \$5 each for 600 badges). The design has been forwarded to the Coaches Group for feedback. We are still waiting for feedback on the design and content of the XLR8 page

Follow up Items from Previous Meetings	
<p>SCWC Squad Pathways- XLR8 Programme database now up to date and is ready to go. We are awaiting instruction from the Coaches Group as to how they wish to launch this and for them to approve the website information and presentation before going live All other squads have been announced.</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. It appears that clubs have more to change constitutionally than most regions.(This will remain in the minutes until we get a little closer the deadline) Ideally for us:</p> <ul style="list-style-type: none"> <li>• Hold off of re-registering – do it once and do it right</li> <li>• Can call SGM if needed, don’t need to rush things through at an AGM</li> <li>• Sport NZ prepare draft</li> <li>• SNZ use either their own lawyer or the Sport NZ draft to update theirs</li> <li>• We adopt the swimming NZ constitution as the regions previously have.</li> <li>• Could consider our own wider changes if we thought necessary</li> </ul>	<b>Holly/Sport NZ/ Swimming NZ</b>
<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. The fee would per swimmer as a meet entry fee and would be non-refundable.</p>	<b>Board/ Rhys</b>



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<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. The Board also need to hear back about the proposed meeting with the coaches group. Rhys to chase this up with Brigitte.</p>	
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<b>General Business</b>	
<p>SCWC Regional Meet- feedback was received regarding the re-use of previous formatting, the change of meet name and removal of clause 11. Debbie advised the formatting of the meet flyer has been altered and previous watermark removed. The Board determined that the meet name is to remain the "SCWC Regional Meet" as referred to in previous correspondence from the SCWC Events Committee, and any future renaming of the meet should be discussed by the Events Committee. It was moved that a face-to-face meeting with the Coaches Group and the Board Chair, to discuss the correspondence between them and the Board as it relates to clause 11, and other matters raised. Moved: Rhys                      Seconded: Simon                      Carried</p>	<b>Board</b>
<p>Jasi Masters – An enquiry was received about them becoming an affiliated club. There are several administrative considerations, especially around membership type and associated affiliation charges, that would need to be addressed in partnership with Swimming NZ. Debbie will send an email to Dale and Steve regarding this</p>	<b>Board/Debbie</b>

**The meeting closed at 9:32pm**

**The next meeting of the SCWC Board is to be held on 29<sup>th</sup> January 2024**