



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting held via Zoom at 7:00pm on 16<sup>th</sup> October 2023

- 1. Present:** Simon Moore (7:18pm), Holly Cassin , Rhys Pryde-Wall , Claire McDougall, Chris Hodgins, Richard James
- 2. In Attendance:** Debbie Rahurahu, Quinton Hurley
- 3. Apologies:** Nil
- 4. Minutes of the previous meeting read and accepted**  

Moved: Claire	Seconded: Rhys	Carried
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- 5. Matters arising:** Nil
- 6. Declarations of interest:** Nil
- 7. Correspondence in / out:**

### SNZ

Steve Johns- Regional Forum Attendees  
Dale Johnson - Regional Meeting Notes | September 2023  
Steve Johns - 2023 Board Election  
Steve Johns - 2023 Annual Report and AGM Agenda  
Amanda White - Paris 2024\_ SWIMMING Long List  
Hannah Cartman - Coaches for disability swim clinics  
Swimming NZ - Partners Update - September 2023  
Dale Johnson - Expressions of Interest | Competition Review Working Group  
Swimming NZ - Club Support Newsletter - September 2023  
Steve Johns - Confirmation of Board Appointments  
Dale Johnson - Re: 2023 Apollo Projects Junior Festival- Makos  
Swimming NZ - Freestyler Newsletter - September 2023  
Steve Johns - Sunday Pre-reading  
Dale Johnson - Embargoed Recipients | SNZ Honours & Service Awards  
Steve Johns - Agenda for Sundays Governance Session  
Henrietta Latham - Updated Police Vetting forms  
Steve Johns - SNZ Board Chair and Deputy Chair  
Steve Johns - Draft Minutes of the 2023 AGM  
Swimming NZ - Swimming NZ Launches New Registered Swim School Programme  
Steve Johns - Notes and Presentation from last Sunday's Regional Forum  
Dale Johnson - Event Information | 2024 Events (Until August)  
Swimming NZ - Event Update – Auckland, Hamilton & Hawke's Bay to Host Swimming NZ Events  
Dale Johnson - Written Update & Meeting Agenda | October 2023  
Amanda White - Selection Criteria 2024  
Steve Johns - Announcement regarding Alastair Johnson  
Dale Johnson - Update | 2023 Apollo Projects Junior Festival – Makos

### Makos

Ben Close – Response to BWC letter from Makos Committee  
Admin - 2024 Competition Information



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### Regions

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

Megan Harlick - Webinar: Incorporated Societies Act 2022

Megan Harlick - Sport Development Lead appointment

#### **Clubs**

Waitaha – Summer Sizzler dates 2024

Timaru - Permission for Emma and Addison Campbell to attend the Cromwell swim meet on the 28th October

Timaru – Swim Timaru meet dates 2024

Selwyn – App and website

Wharenui – Taiko Torepe-Ormsby

Jasi - RE: The new Incorporated Societies Act- Help is coming!

Greymouth – Database

Selwyn – Permission for Laura and Hayley Menzies to travel up to the Nelson Marlborough Long Course Champs (15-17 December)

Greymouth – SCWC Squads information

#### **Coaches**

S18 and S19 Categories: SCWC Squads

#### **Other**

RSE Bookings -

Suzy Sugrue - Jasi masters request

Steph Lovelock CCC - Nor'West Arc Cycleway - Jellie Park Traffic Management

Balance is Better - Preparing for a great season ahead

Hadleigh Pierson – Parafed Canterbury Games

Julian Faloon - Sport Canterbury Stakeholder Survey 2023

Joshua Wharton - CCC: Strengthening Communities Fund Decision

Colin Robson – Touchpad trolley and slats

NZ Swimming Alumni Trust - NZ Swimming (Alumni) Trust AGM 2023 - change of date

Chelsea Love - Swimming events 2024

Steph Lovelock CCC- 2024 Regular Bookings Aquatic Hui

Balance is Better - Considering Balance is Better during Mental Health Awareness Week

Sarah Palmer CCC - Parakiore Floor Plans

RSE Bookings - 2024 Regular Booking Allocation

Tina de Boer CCC - RE: SCWC FREE Have-a-Go Event November 2023

Ben Close - Facebook cover photo

Angelique van der Velden – SCWC Squads

Steph Lovelock CCC - Aquatic Sports Hui - 2024 Pool Space Information

Christchurch City Council: Feedback on Support Provided to the Recreation and Sport Sectors

Vicki Hubble - First Aid courses - October and November

Amanda Parker - Swimming Canterbury West Coast Medals for 2023/2024

#### **Correspondence**

Moved: Chris

Seconded: Claire

Carried



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### 8. Transfers

Miss A Renner from Aquagym Swimming Club to Jasi Swim Club  
Mr K G Laifa from Vikings Swim Club Inc to Wharenui Swim Club  
Miss F Atkins from Jasi Swim Club to Aquagym Swimming Club  
Mrs I Buwalda S10/SB9/SM10 from Parafed Swimming to North Canterbury Swim Club  
Miss K Purcell from Selwyn Swim Club to Wharenui Swim Club  
Ms L E Astley from Aquagym Swimming Club to Jasi Swim Club  
Mr J Langley-Shields from QEII Swim Club to Jasi Swim Club  
Miss L Langley from QEII Swim Club to Jasi Swim Club  
Miss P Henshaw from Waitaha Swim Club to Dragon Swimming Club  
Mrs P Purcell from Selwyn Swim Club to Wharenui Swim Club  
Miss L D Henshaw from Waitaha Swim Club to Dragon Swimming Club

Moved: Rhys

Seconded: Holly

Carried

### 9. Records

#### Men 50 Free

**22.87** Cameron SIMPSON at State 2012 NZ Open Championships 25/03/2012  
22.21 Taiko Torepe-Ormsby at 2023 Central Zone North Summer Champs 15/07/2023

#### Men 100 Free

**50.62** Christopher Elson at 2023 Apollo Projects NZ Swimming Championship 1/04/2023  
50.43 Taiko Torepe-Ormsby at 2023 Central Zone North Summer Championships 15/07/2023

#### Men 100 Back

**56.97** Angus Kelliher at 2019 AON NZ Open Championships 17/06/2019  
56.91 Taiko Torepe-Ormsby at 2023 Central Zone North Summer Championships 15/07/2023

#### Women 10-10 50 Fly

**34.78** Bridie Quayle at Ash Splash 18/05/2019  
34.33 Jenna Borea at Selwyn Spring Classic 2023 1/09/2023

#### Women 10-10 200 IM

**2:42.41** Bridie Quayle at 2019 SCWC XLR8 Meet 22/06/2019  
2:41.73 Jenna Borea at Selwyn Spring Classic 2023 1/09/2023

#### Women 800 Free Relay

**9:05.96** North Canterbury Swim Club A. Marsh, V. Higgs, N. Savry, L. Marsh 18/07/2020 9:05.96  
8:38.46 Wharenui Swim Club 6/10/2023  
H. Abdou, B. Quayle, E. Borkowski, A. Smale

#### Men 15-16 200 Free Relay

**1:40.01** Jasi Swim Team O. Heaton, J. Currie, D. Bridgman, H. Wrathall 18/07/2020  
1:38.78 Jasi Swim Club 6/10/2023  
H. Inwood, R. Suzuki, M. Jager, H. Renner

Moved: Claire

Seconded: Chris

Carried



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### 10. Financials

#### ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board

#### OVERDUE ACCOUNTS:

### Aged Receivables Summary

Swimming Canterbury West Coast Inc

As at 31 October 2023

Ageing by due date

Contact	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	437.50	0.00	0.00	0.00	0.00	437.50
Jasi Swim Club	449.00	0.00	0.00	0.00	0.00	449.00
Selwyn Swimming Club	187.50	72.50	0.00	0.00	0.00	260.00
Senior Carnival	0.00	0.00	0.00	0.00	70.00	70.00
Vikings Swim Club	0.00	0.00	90.00	0.00	0.00	90.00
Waitaha Swim Club	224.50	0.00	0.00	0.00	0.00	224.50
<b>Total</b>	<b>1,298.50</b>	<b>72.50</b>	<b>90.00</b>	<b>0.00</b>	<b>70.00</b>	<b>1,531.00</b>

#### Accounts

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

Moved: Claire

Seconded: Holly

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



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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
NZCT		Operations Manager Salary	\$57,000.00
Mainland Foundation		Venue Hire- Memorial, Champs & Juniors	\$7,523.00
Pub Charity		Medals- Memorial, Juniors & SC Champs	\$6,966.40

While it was disappointing to have been turned down for the Tu Manawa funding, much of the funding for this round went to organisations whose activities fell into their focus groups. We will apply for a fast-funding round being held early next year.

Debbie has obtained quotes for a second timing pad trolley and custom timing pad brackets for use at the Selwyn Aquatic Centre.

**Moved** : That a funding application be made to Southern Trust in the amount of \$5000, to assist with the purchase of a timing pad trolley, new bracket set and timing pad slats.

Moved: Rhys

Seconded: Claire

Carried

### 12. Contractual Obligations

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

### 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



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## MINUTES OF THE BOARD MEETING

### Current Membership Numbers (as at 12 October 2023)

Aquagym Swimming Club	Club Swimmer	16
Aquagym Swimming Club	Competitive Swimmer	26
Ashburton Swim Team	Competitive Swimmer	22
Canterbury West Coast Recreational	Club Swimmer	1
Dragon Swimming Club	Club Swimmer	38
Dragon Swimming Club	Competitive Swimmer	13
Geraldine Swimming Club	Club Swimmer	2
Greymouth Amateur Swimming Club	Competitive Swimmer	27
Hokitika Amateur Swim Club	Club Swimmer	8
Hokitika Amateur Swim Club	Competitive Swimmer	20
Jasi Swim Club	Competitive Swimmer	91
Mackenzie Swimming Club	Club Swimmer	17
Mackenzie Swimming Club	Competitive Swimmer	2
North Canterbury Swim Club Inc	Club Swimmer	21
North Canterbury Swim Club Inc	Competitive Swimmer	31
QEII Swim Club	Club Swimmer	16
QEII Swim Club	Competitive Swimmer	26
Selwyn Swim Club	Club Swimmer	36
Selwyn Swim Club	Competitive Swimmer	32
Swim Timaru	Club Swimmer	10
Swim Timaru	Competitive Swimmer	51
Temuka Swimming Club	Club Swimmer	10
Temuka Swimming Club	Competitive Swimmer	6
Triton Swim Club	Competitive Swimmer	48
Vikings Swim Club Inc	Competitive Swimmer	50
Waitaha Swim Club	Club Swimmer	10
Waitaha Swim Club	Competitive Swimmer	77
Westport Swim Team	Competitive Swimmer	13
Wharenui Swim Club	Club Swimmer	34
Wharenui Swim Club	Competitive Swimmer	65

819

## 14. Health & Safety

### a. Any incidents to report

Nil

### b. Risk items to be actioned

- I. Risk: Health and safety
- II. Wires and trip hazards were still an issue on pool deck- Simon has trialled hot water insulation piping and this works well, so will get more to complete the job
- III. Tag testing completed- all items passed inspection due to be re-done shortly. Debbie will organise this for the Memorial Meet when all the gear is out for testing.



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## MINUTES OF THE BOARD MEETING

### 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)
- 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

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

## 15. Committees- Advisory

### Technical Committee

Nothing new to report

### Events Committee

#### Events Committee notes from meeting held on Wednesday 27<sup>th</sup> September

#### At Joe's Garage, Upper Riccarton

Present: Christine Cassin, Nicola Catchpole, Alex Drury and Ben Close

Apologies: Jeanette Wright

**New Committee** – welcome back. Ben has been formally appointed to the Committee by the Board. Fiona has stepped down as required by the Terms of Reference, and as per the Board's recommendation we will invite Fiona to be co-opted back onto the Committee for the 2023/2024 season. It was decided Nicola will Chair the Committee.

**Coaches Invitational/SCWC Regional Meet** – January 2024 is to be run by the SCWC Administrator and the Events Committee. **Fiona to complete the flyer and MM file.**

**Equipment** – Alex has 7 pads working at Selwyn.

We need to check at Wharenui to see if there any anymore pads in storage there.

Brackets for the pads at Selwyn – we will get a quote for possible ideas. **who was doing this?**

**Calendar** – Div 2's are to be held 7-11<sup>th</sup> May 2024 in Hamilton.

We discussed where the Timaru Meet could be moved to now NZ Short Course is confirmed as 20-24<sup>th</sup> August 2024. Preference was given to Timaru's suggestion of 8<sup>th</sup> and 9<sup>th</sup> June 2024, which will require the Dragon Meet to be moved and the 18<sup>th</sup> August 2024 is suggested.

Waitaha want to move their meet to 16-18<sup>th</sup> February 2024. The Committee approved this change. Other changes suggested, SCWC SC Championships be moved from 14-16<sup>th</sup> June to 21<sup>st</sup>-23<sup>rd</sup> June



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(after university exams) and the League move to 13-15<sup>th</sup> September 2024 and Aquagym to 11-13<sup>th</sup> October.

Updated Draft 2023-2024 calendar attached.

**Relays at Club Meets** – Alex suggested the Club relay age groups need to align with the Canterbury Age Group records. We discussed allocating the SCWC relays to Clubs.

**Parakiore Pool Control (South) Control Room ideas** – We discussed the email from the CCC asking what technology may be needed for this room. Alex suggested a complete Control Room so 2 events could be held simultaneously. Diving will use the pool control (South) room as the Control Room for their events. Debbie has contacted Sarah for more details.

**Next Meeting** – Tuesday 21<sup>st</sup> November at 12 noon, at Joe's Garage  
I hope you can make it Jeanette.

### Awards Committee

Awards nominees and recipients have now been advised and Awards evening ticket bookings are open. Trophies have been ordered and are in hand, and now that award recipients have been confirmed, plaques and plates have also been ordered. Gold and Platinum Squad members and their coaches have been announced and advised that they will receive a complimentary ticket to the awards evening- 25 swimmers and 10 coaches

There will be trophies for annual award recipients, plaques and framed certificates for platinum squad members, framed certificates for gold squad members, certificates for silver and bronze squad members, certificates for NZ Squad members and National title holders.

A new trophy will also be presented to the club which has provided the most Technical Officials at meets within the region in the past year.

We have a new MC Connor Kitto. We have also secured a photographer after getting two separate quotes- Kim is no longer able to help after sustaining an injury.

### Metro Sports Facility Committee

The committee needs to be reconvened to address concerns with apparent changes to the final floor plan evident in a recent communication received from the Sarah Palmer at the CCC.

There has been no recent communication with SCWC regarding the ongoing assurances that no individual club would be the "home club" of Parakiore- it is vital that this does not happen, and this question was noticeably avoided at the recent hui.

There has also been no further communication from the CCC regarding access cards and carparking.

This is a Canterbury facility and needs Canterbury input with the region's swimmers interests at its core. The SCWC Board determined that the fitout stage of the facility would require input from members whose current involvement would enable them to provide insight into both regional needs and current national and international set-ups that are proving successful.

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

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.

Moved: Rhys

Seconded: Simon

Carried





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### 16. Marketing

- Promotion for the next Have a Go event has been sent out to private swim schools and schools, as well as being promoted on the CCC’s internal Swim Smart network
- SCWC Squads have all been announced on social media platforms and via email and was well received
- Everything is on track for the SCWC Awards

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>	<p><b>Debbie/Quinton</b></p>
<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>	<p><b>Holly/Sport NZ/ Swimming NZ</b></p>
<p>The SNZ AGM was on 24 Sept 2023 (Sunday) in Wellington- Rhys attended to represent SCWC. Merging of regions and consolidation at governance level was top of the AGM agenda. Northland is in the process of merging, with a current membership of only 140, however this is not the case nationally and while some regions could look at this option, many regions govern according to their demographic and geography, so this will not suit all regions. SCWC merged with Eastern District some years ago, but merging with any of the other South Island regions would mean covering a huge geographical area and present several major challenges. The launch of Aquatics NZ was touted as an example of the merging of different aquatic disciplines at a governance level- similar to the FINA structure. However, World Aquatics do not concern themselves with or run</p>	<p><b>Rhys</b></p>





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<p>Coach TED programme- Does the Board wish to see the region make a financial contribution for Hannah Bates and George Long who have been selected to attend the Swimming NZ Coach TED programme. The total cost of the programme is \$950 each. The Selwyn Swim Club is funding \$200 of the cost for Hannah.</p> <p>The SCWC Board are happy to support our developing coaches to upskill and congratulate them on their selection.</p> <p>Motion: That funding of \$200 each be allocated to Hannah Bates and George Long, to put towards the cost of the CoachTED programme</p> <p>All in Favour                      1 Abstained                      Motion Passed</p>	<p><b>Board</b></p>
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**The meeting closed at 9:20pm**

**The next meeting of the SCWC Board is to be held on Monday 11<sup>th</sup> December 2023**