

Swimming Counties Manukau Association (SCM) – Board Professional Development & Planning Day What:

Date: Saturday, 27 June, 2020 @ 9am

Venue: Franklin Club, Pukekohe

Present: SNZ – Steve Johns (SJ), Nick Tongue (NT)

SCM – Debbie Mahony (Chair), Alastair Bates (AB), Dave Beattie (DB), Emiel Logan (EL)

Sub-Committee Members – Jeannie Sibun (JS), Keith Melvin (KM), Minoo Ghadiali (MG), Jo Clare (JC),

Keri Doidge (KD), Sandra Sutcliffe (SS) - (minute taker)

Apologies: Anthony Chaney (AC) - (late)

Shaun Foley (phone conference)

Slid	e presentation from Steve & Nick as per listed in Agenda, bullet notes from discussion:	SJ to email DM slide
•	SCM operates as both Governance and Executive	presentation
•	SNZ operates as 2 entities - Governance & Executive	
•	SCM operates as both, operating as 1 entity	
•	Sub-Committees ease workload	
•	Agenda: Break into sections – Governance / Operational / Annual Plan / Reflection / Review	
	of Performance / Brainstorm ideas 'Blue sky' Thinking	
•	Set Timetable / Calendar of workplan and reviews	
•	Health & Safety – should be discussed at every meeting	
•	Add to Agenda – at Regional and Club meetings	Clubs to be informed
•	Learn from near misses	
•	Insurance – DM no response from emails sent to AON	SJ to follow up with AON
•	Each Region and Club should have their own Public Insurance	Chair, KD
•	Public Liability – SCM to discuss Risk to take? Do we want & can we enforce?	
•	Identify the difference between Policy (Governance) and Regulation (Operational)	
•	Review current Policies – determine if Policy or Regulation; Update / adjust as required	SCM Board / Clubs
•	Policy - Governance	
•	Broad policy descriptions allow to be more inclusive	
•	Review one at a time – remain or remove / update as necessary	
•	Regulation – Operational	
•	Set of rules created to comply with the Policy	
•	Restrictions set by Board to encourage / follow desired course of action	
•	Guidelines on how to operate reflect back to the policy	
•	Coaching – encourage one female interview for Regional coach applications	
•	SNZ Diversity / Inclusive Policy –	
•	working towards National Sports Organisation (NSO) 2021 funding eligible for boards that	SCM Board / Clubs
	have 40% female appointed members	
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+64 27 291 9435



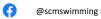
•	Regional / Club – check if want to do & achieve for SCM / Club Boards?	
•	Smoke Free to include Vaping Free at events	SCM / Club Events
•	Strategic Plan – How Board to operate	
•	Needs to work for Board and Clubs	
•	A living document - easily followed / clearly articulates what wanting to achieve	
•	1 page encouraged	
•	Display at SCM & Clubs	
•	Direction of growth / able to sustain / Focus on future	
•	WHY are we here? What do we want to do for SCM?	
•	WHAT do we want SCM to aspire to? Vision?	
•	PURPOSE – guides you	
•	HOW – what drives you? Mission?	
•	Finding skill sets of membership within Region & Club	SCM, Clubs
•	Review Strategic Plan –	
	is it relevant?	
	Reflect / Refresh	
	Is it achievable? Realistic?	
	Adapt to unprecedented times – COVID, Water shortage	
•	Role of Board – lead, decision making	
•	Consultation with Clubs	
•	Drive / Own Strategic Plan	
•	Good procedures allow for all to see processing involved (aligned with Strategic Plan)	
•	Important for Board to respond within 24 hours advising on timeframe being dealt with e.g.	
	within 7 days	
•	Sub Committees – do you need? Are they critical for e running of the organisation?	
•	Terms of Reference: Clear information on what they are responsible for?	
•	Who the members of each sub-committee	
•	What are each sub-committee wanting to achieve?	
•	Who are each sub-committee responsible for? Responsible to?	
•	How long able to serve on sub-committee?	
•	Decision making – clear on what can be decided at sub-committee level. At Board level.	
•	Sub-Committees able to work together	
•	Constitution reviewed at Club, Region, Governing Body	CLUB, SCM, SNZ
•	Database update from 1 st July:	
•	MYpage now Fast Lane	
•	DM / SS re members able to join directly to SNZ, Club Database Admins not being informed,	
	advised changes being made on database for members to now tick check box for emails to	
	be sent to Club Database administrators	SH check with Amber
•	Accreditation for National Events – Police Vetting & photo I.D. of Coaches, Team Managers,	Piggott at SNZ
	Technical Officials	
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swimming counties manukau@gmail.com







@SwimmingCountiesManukau



Police Vetting can be from provided from Club / SNZ. Threshold of Police Vetting decided	
by Region / Club	
Police Vetting Coaches / Team Managers / Technical Officials at Regional & Club meets	SCM Board to discuss
Photography: Guidelines at Regional & Club meets of photographers. Introduction of Hi-	
Vis at Regional meets well received	
SNZ Board meeting 1 st July	
SNZ AGM 27 th September, venue TBA	
SCM Strategy Plan – brainstorm session ideas	AB
SCM Charter – discuss at Board meeting	

DM thanked SJ & NT for their time this morning, stopped for lunch break 12.30pm

Meeting recommenced 1.00 pm, AC arrived 1.06 pm

Reports from S-C Chairs:	
Awards: Verbal report.	
 Trophy Steward required – trophy collection / ribbons & medals / trophy engraving 	
Service Awards – 2 received so far	
 SNZ Awards – Service. Honours, Life to be in before SNZ AGM 	
 Trophy+ (current engraving business) looking at selling, have been with them for several 	
years, but may have to look elsewhere if business sells	
 Lots of trophies – review of trophies, replacement (Yes or No) 	
Inventory of medals	
Events: Report read.	
 No food poolside SCM Juniors meet at DIO 	
 TO's to be rostered off to allow for refreshments 	
Technical: Report read.	KM report to SH for SCM AGM
Publicity & Communications: Report Read.	
Coaches: Phone Conference: Verbal report given by SF – areas highlighted, DM recommended to	
put forward:	
Proposal of clinics required and prioritise	
 Collaboration with outside Regions – possibly joint Champ meets 	
• Calendar	_
SCM Calendar of Events:	
SC Meet @ Mangere Pools	
Mixed events except for 400 FR, IM & 200 FLY, BK, BR, FR (Top 6 Male / Female)	
Council restricted timeframe for use of complex 9am – 4pm INCLUDING Set up / Break .	
down	A D
Seating Plan – AB to check out and sort	AB
6-months Calendar of events being worked on	

Meeting finished 3.20pm













