

What: Swimming Counties Manukau Association (SCM) – General Board Meeting

Date: Tuesday 28th October, 2020 @ 7.00pm

Venue: Emiel Logan's House, 18 Rushgreen Ave, Papakura

Minutes

Present:

Debra Mahony (DM) – Chairperson, Alastair Bates (AB) – Vice Chairperson, Emiel Logan (EL), Keri Doidge (KD), Lesieli Oliver (LO), Shaun Foley (SF) – PPK Coach, Sandra Sutcliffe

By Digital - Teams:

Dave Beattie (DB)

Apologies: Nil

Decisions and action points	By whom	Due on or update provided by
Minute taker: Sandra Sutcliffe		
Coaches Report provided by SF:		
 Age Group Champs recommendations for discussion: Favour Heats (morning) and Finals (afternoon) for 50m & 100m races, 200m races timed finals (morning), A & B final (afternoon). DM queried – how would the points work? 400m races timed finals for 12 and over – Saturday: Coaches to look at the order. Favour condensing 3-day meet to 2-day meet (Saturday / Sunday). Junior Grand Relay to move to Junior Champs meet. 11 yrs + under able to enter meet discuss Time buster ribbons as receive medals at Junior Champs. Medals for Age groups 12 & 13 yrs; 14 yrs; 15 yrs; 16 yrs; 17 yrs + over, 		
 Remove all relays except for Adam & Eve Relay (Saturday); Grand Relay (Sunday) for Age Group Champs. Consider moving all other relays to another day. Fairy Mead – review or move to another event? Possibly look at adding to St George's Shield events? 		

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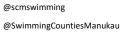






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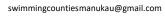








Decisions and action points	By whom	Due on or update provided by
 Order of events need to be sorted ASAP for meet flyer to be posted. Coaches to revisit, report back to SCM Board by 09/11/20 		
Tainui Trophy – update:		
 Meet will be unapproved 1 Coach for each team, \$50.00 petrol voucher for attending 6 Coaches Swimmers from 6 Clubs attending Parents attending to be Team Managers (TMs) – AB to assign 4 TMs; 2 for boys, 2 for girls Thanks to AB for sorting at short notice Counties Caps & T-shirts (120 of each) Agreed for SCM board to cover costs to have swimmers T-shirts printed, Coaches T-Shirts ordered and printed Total costs will be reconciled once all invoices are in. Costs will be covered under the regions development fund. 	Moved EL, KD seconder	
 Communications to be sent out to swimmers Representative Ribbons & Letters, caps and t-shirts to be handed out at meet by TMs 	Moved EL, KD seconder	
DM thanked SF for his time attending the meeting. SF left meeting 7.50pm		
Minutes from Previous Meeting:		
Action Points from Previous Meeting:		
1. SNZ Board: Regional Constitution – done		
2. WKU SC – dealt with in GB		
3. Budget – done		
4. Timing System – dealt with in GB		
5. Policies – dealt with in GB		
6. MRE – Monitoring on how club progresses, review in 6 months as per minutes dated 28 th July 2020		01/2021
Errors and Omissions:		
Registrations: should read #664		









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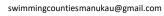








Decisions and action po	ints	By whom	Due on or update provided by
 Member Protection F read: 	Policy 2020 Version: extra bullet point should		
	pership Protection Policy 2020		
	sed as True and Correct with Errors and		
Omissions corrected	sed as True and Correct with Errors and	Moved EL, KD seconder	
Correspondence In:			
1. SNZ -2020 NZ	SC Champs update		
2. SNZ-Voting D	elegates		
SNZ-Auckland	d moves to Level 1 - NZ SC Champs update		
4. SNZ-Link AGN	⁄I Zoom		
5. SNZ –Website	e Issues		
6. SNZ -Andy Ke	ent Leaves SNZ		
7. SNZ –Transfe	rs to be authorised		
8. AUK-Opportu	ınity Swimmer's SC in Auckland		
9. AUK-Swimmi	ng Calendar		
10. WAIKATO-DU	JEL Meet WK V CM		
11. Auckland Poo	ols PPT-Champs and Long Distances Quotes		
12. Auckland Poo	ols MRE-Updated Quote		
13. Diocesan Poo	ol-Updated Quote received		
14. CLM –Inform	ation workshop confirmation link		
15. Four Winds –	Approval for date change funding		
16. Pub Charity –	-Approval for date change funding		
17. SCM Technica	al- Officials request for SC Series		
	al-A Rupp Police Vetting		
19. SCM Technica	al –Recon of Dio Pool		
20. HPK-SNZ Wel	b site Issues		
21. MRE/HPK -Tr	ansfer Requests		
22. Clubs –Officia	•		
23. Clubs –Officia	als updates		
24. Companies O	ffice –Notification Minutes and Financials		
Received			
25. Board –Rep P	Publicity & Communications		
26. Board –Coach	n Reps		
27. SNZ Regional	Admins Zoom Call		
28. PUK-Fundrais	sing Bookings		
29. Total Venture	es –Medal Quote		
30. ASA-Thankyo	u Letter Board		
31. NSS-Thankyo			
32. PUK-Club Mir	nutes		



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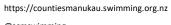
Decisio	ons and action points	By whom	Due on or update provided by
33.	HPK-Reject Transfer		-
34.	Dave-SCM Policies		
35.	Team Lite –Confirmation Rep Caps and Invoice		
36.	MAN –request NT Restriction removed from SC Meet		
37.	Geoff-Request Photos at meets		
38.	Crown Badges – Medal Quote		
39.	SCM Awards Sub Committee-update		
	PUK/PPT –Officials Polo Orders		
	CLM –Long Distance Booking Quote		
	SCM Technical –Minutes		
	North Harbour Review		
	2020 Taranaki 12/u Champs		
45.	PUK-TM Roster update		
Corre	spondence Out:		
1. A	ll emails from Board/General/Clubs/SNZ		
2. S	NZ –Voting delegates SNZ AGM		
3. CI	lubs -SNZ Database updates		
4. D	uty Club and BBQ Fundraising		
5. A	Rupp,D Mills- Police Vetting Application Loaded		
6. Pi	ryor's –Extra Order Polo Shirts		
7. SI	NZ –Member Protection policy adopted		
8. SI	NZ –REQUEST Accreditation's access not working		
9. SI	NZ –Parent issues with fast lane		
10. Fo	our Winds –Request to change funding dates		
11. Pt	ub Charity –Request to change dates		
12. S0	CM Constuition		
13. S0	CM Officials List		
14. S0	CM Board Minutes		
15. S0	CM Duty Clubs		
16. So	CM Record updates		
17. PI	UK-letter congratulations M Pickett -2 NZ Records		
18. D	io Pool Confirmations sent		
19. Co	ompanies Office –SCM Constuition		
20. BI	BQ Fundraising expression of Interest		
21. Po	olice Vetting Forms sent –L Oliver,M Sargent,K Doidge		
22. PI	UK Technical Forum cancelled notice		
23. H	PK Lai Police Vetting Approval		
24. N	IAN -Letter NT's removed from 50 and 100 events		





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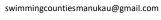




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Decisions and action points	By whom	Due on or update provided by
 25. Four Winds –Letter/Receipts and Paperwork sent for funding recvd 26. TOC Coaching Course Dates 27. NZ Fundraising Opportunities 28. SCM Spring Meet Flyer 29. SCM Junior Meet Flyer 30. DIO Request for Invoice for Pool 31. Selectors –Top Time Reports 32. Clubs –Selected Swimmers for Tanui Cup WK V SCM 33. PUK Letter congratulations A Jeffcoat 3 NZ Records 34. SCM Events-SCM TM Backup 		
Correspondence In/Out Approved:	Moved KD, AB seconder	
Administrator's Report Regional Officials' Assessments: Nil; 6 being assessed at Spring		
National Officials' Assessments: Nil		
Registrations: #688 SNZ and Region		
Regional Records: 13 – NSS Club Invitational: 7 Age, 6 Open Age: Elizabeth Murphy PPK – 100 IM 16 year Girls Andrew Jeffcoat PUK – 50 Back, 100 Back, 200 Back 17/O Josh Pickett PUK – 50 Breast, 100 Breast 17/O Zac Dell PUK – 100IM 17/O Open: Andrew Jeffcoat PUK – 50 Back, 100 Back, 200 Back Josh Pickett PUK – 50 Breast, 100 Breast Zac Dell PUK – 100IM		
National Records: 5— Andrew Jeffcoat PUK – 50 Back, 100 Back, 200 Back NSS Club Invitational Michael Pickett PUK -2 NZ Records Australia		









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Decisions and action points	By whom	Due on or update provided by
Transfers: 6 Approved SNZ		
Transfers – Inter Club: 2		
P Harris HPK-PUK		
B Masters HPK-PUK		
Transfers – Inter Region In: 2		
E Ancell Waitakere –PUK		
Q Walden Waitakere-PUK		
Transfers - Inter Region Out: 1		
C lako HPK-Parnell Rejected L Peo MRE-Roskill		
Volunteers / Officials: 1		
L Masters HPK-PUK		
Administrator's Report Approved:	Moved EL, KD seconder	
Financial Report:		
Closing balances: \$61,178.04		
Cheque: \$18,547.69		
Savings: \$25,873.13		
Travel/Development \$ 6,757.22 Payments for approval:		
Team Lite –Rep Caps \$1690.00		
Mangere Pool \$817.25 Spring Meet Pool		
Engine Room \$1351.25 Accounting		
Gilmores \$104.18 Carnival Goods		
Dio Pool \$2610.00 Junior Meet		
Flowers for Jeannie \$75.00 approved by email		
Funding Application: Resolution to apply to Pub Charity – \$2500.00 Medals		
 Funding Application :Resolution to apply to Lion Foundation \$2500.00 Medals 		
 Funding Application: Resolution to apply to Four Winds Foundation – Age Group & Long Distance Pool Rental- \$4,000.00 		

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 4. My IR – EL to sort, payment is due to be paid Medals & Ribbons – use stock for Juniors; orders required for Age Group, Long Distance AC quote received for New design SH quote received for Old design Agreed to go with Medals Plus based on design and cost.	EL Moved EL, DM seconder SCM Admin	
	Moved EL, DM seconder	
SNZ Business:		_
Next meeting for discussion: SNZ allocation of meets with new competition structure		Defer to next meeting
Health & Safety:		
KD updated on research done so far For next meeting, present a SCM version to be adopted Review feedback received from Anthony Chaney (AC)	KD	Defer to next meeting
SCM Strategic Plan		
 AB board member to take ownership of the Strategic Plan. Each month to address a separate area for planning and progress. Next meeting: Relationships 	АВ	Defer to next meeting
Board Policies:		
Reward & Recognition Policy There is still the need to review the draft policy previously sent out. AB to review and provide feedback next meeting	АВ	Defer to next meeting
Approved for framed Certificate to be presented to Andrew Jeffcoat PUK at SCM Spring Meet for recent SNZ National records achieved at NSS Club Invitational Meet.	Moved EL, AB seconder	
2. Time Trials – completed and on website		
3. Records – completed and on website		







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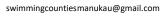








Decisions and action points	By whom	Due on or update provided by
Resolution for Junior Champs meet at Dio Pool, refer to General Business.		
4. SNZ Member Protection Policy Manual LO presented the following policies and documents personalised to SCM. It was stressed that the content of each policy/document remains		
unchanged – just title changes. The policies are – 1. SNZ Member Protection Policy Manual – A Summary 2. SCM Code of Conduct Policy 3. SCM Complaints and Disputes Policy 4. SCM Complaints form 5. SCM Discipline Procedures and Appeals Policy 6. SCM Photography and Video (Electronic Images) Policy		
7. SCM Diversity and Inclusion Policy5. It was agreed to adopt Policies 1, 2, 3, 5, 6 and, the Complaints form.	Moved LO, DB seconder	
 Diversity and Inclusion Policy It was recommend to not personalise this Policy at this time as more work is required before implementing it to SCM. 	Moved LO, DB seconder	
 7. SCM Code of Ethics Policy It was agreed that each Board member be required to sign this Policy. DM to bring to SC for SCM Board members to sign if ready. 	Moved DB, EL seconder	
SCM Board thank DB for all the work done on Policies	Moved DM, AB seconder	
Sub-Committee Reports		Next Meeting
Awards S-C:		
Report received Light on personnel, SH to send out request to the region for helpers required, in particular someone to take care of the trophies. This is urgent.	SCM Admin	
Events S-C:		
No report received Also getting light on personnel, SH to send out to region for helpers required, noting heading into the summer outdoor pool season.	SCM ADMIN	







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Decisions and action points	By whom	Due on or update provided by
Financial and Property S-C:		
No report received		
Publicity and Communications S-C:		
No report received		
Technical S-C:		
 Report received Digital meeting held 19th October with SCM Events team Spring Meet – on track, fine tuning in preparation for meet, officials lists being sorted. Using PSC urn, tables & 15 metre cones; PPT starter. Thanks to both clubs for the use of this equipment. 		
General Business:		
 WKU – Update Special meeting held 13th October. Decided to wind up. WKU unaware still registered with Incorporated Societies Assets cash plus peripheral assets – distributing funds as listed below: Purchasing set of stop watches for all WKU schools Any residual \$\$ to be donated to Kariotahi Surf Lifesaving Club Donate lane ropes and kickboards to Belgravia pool. Copy of minutes and timeframes still to be submitted. 		
 SC Spring Meet Closed entries early 23 October as at capacity for complex Expect to make a profit Tight timeline, entry only from 9.00 am for set up & warm up; must be packed down and left complex by 4.00 pm. Meet looking at finishing 3.10pm Warm up to be staggered, Seating plan to be attending to. Officials roster done, full complement available All communications to be sent to members to be checked over by DM before sending to Anthony Chaney (AC) S-C Publicity & Comms to send out to members Wednesday 28th October Spot Prizes – Approval for 20 spot prizes for swimmers (favourite chocolates); 5 Officials draws (TK: chocolates; Key officials: BP 		









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Decisions and action points	By whom	Due on or update provided by
vouchers). Thank you also to Cindy Hickmott – her work donated		
2x spot prizes and a petrol voucher.		
3. Counties Sport – Leaders Breakfast		
AB attended on behalf of SCM Board, verbal report given.		
Worthwhile attending, the new fund is already over-subscribed.		
4. Timing System Funding update		
SCM Admin (SH) happy to assist with funding application		
DB happy to take on Funding application as his sole role for the		
SCM Board with SH now that Policies are all sorted		
3 months to formulate a plan for Board to review	501441 : 55	
Provide monthly report on progress	SCM Admin, DB	
Next application is mid / end March with Foundation North		
Requirements for Foundation North – generate a budget		
including SCM funds available		
Look at other Gaming Trusts for funding		
5. Update on Patron:		
 Previous Patrons Graeme Hall and Ross Robinson Sandra Harnett (SCM Admin) to ask Graeme Hall if wanting to continue 	SCM Admin	Next
DM recommended for SCM Board members to do more research	AB, KD	Meeting
and bring back to next meeting:	,,	
 AB – Rebecca Linton ex HPK swimmer (suggested by DB) 		
KD – Kevin Mealamu; LO – Indira Stewart, Rima Nahkle		
6. Portable PA System		
DB & Minoo Ghadiali (MG) looking into, info has been emailed to all Board Members	DB, SCM Board	
 Looking at 2 systems – Sitech (unit with 4 speakers) and Challenger 1000 (unit with 3 speakers) 		
 Agreed to hire \$385.00 and test before purchasing Challenger 1000 for Sprint Meet 	Moved DM, EL seconder	
Will get discount off hireage should decide to purchase		
7. Counties Age Champs		
Report given earlier by SF at beginning of meeting		
Further consultation to be addressed with feedback to SCM		
Board by 09/11/2020.	SCM Events	



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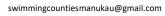
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	SCM Admin LO	
 8. Junior Champs Rescheduled to 12th & 13th December @ Dio Pool Poster updated – later start time Saturday due to swim programme at Dio No Times (NT) accepted for 50m and 100m distances only for 2020 	S-C Events S-C Technical LO	
 9. Survey Dio Pool Is the pool going to be a regular venue? S-C Technical recommend for pool to be surveyed AB to contact Dio: Availability of Dio pool for 2 per year bookings for SCM events And seek approval to have survey done AB to check if one of his team can undertake a survey prior to the Junior Meet, otherwise look into getting a quote and action from another source. Resolution to accept SCM records achieved at Junior Champs in December if the pool survey is not attended to in time. 	Moved AB, KD seconder	
Regional Administrator Job Description / Contract – with SCM Admin EL to update next meeting	Moved AB, EL seconder	
 11. Waikato Collaboration DM & AB seeing Darren Ward and Gavin Ion WKT while at Tainui Trophy Meet 	AB, DM	
 12. PPK meet 2021 Date set – 14th March, add to SCM Calendar Support required to run meet 	S-C Events S-C Technical	
 HPK Development Meet Howick looking into a possible meet that all the region could attend, similar to a Auckland L3, 		













Decisions and action points	By whom	Due on or update provided by
targeted at new comers. DB asked if could avoid		
21/11.		

1st December, 7 pm **Next meeting:**

Digital - Teams, AB to sort Meeting closed 9.40pm

Meeting closed: 9.21 pm

