



## **Minutes of HBPB Swimming Board Meeting** **18<sup>th</sup> November 2021 via Zoom at 6.30m**

**Present:** Sue Hewitt (Administrator), Andrew Bull, David Kamper, Jacqui Margerison, Julie McLaughlin, Keith Bone, Karen Busch

**Apologies:** None

### **Governance**

#### **Club Constitutions**

- SNZ have released the Model Club Constitution, and this has been circulated to clubs. All member club constitutions must align with the rules of both the region and the national body.
- All clubs to submit constitutions that do align by 31 March 2022. **S Hewitt to follow up**

#### **Swim HB Fund Distribution**

- Swim HB have transferred all funds, except the \$10K on term deposit, and a further \$5K.
- The \$10K is to be reserved for electronic, or other equipment. As proposed a further \$5K to be retained by the region to be used for HB Clubs, and \$22783 distributed to clubs.
- S Hewitt to write a letter and distribute to clubs, based on swimmer numbers as at 30 June 2021. **S Hewitt to follow up**

#### **Covid and Vaccination**

- SNZ is looking at mandatory vaccination of eligible persons for participation in SNZ events, for both the health and safety of swimmers, but also staff and volunteers. All staff are to be vaccinated. The position around 12 and unders who are currently ineligible is being discussed by SNZ, with particular discussion around Junior Festival.
- Regional administrators have asked that SNZ provide direction and leadership for regions in this area, and that as a sport we operate together on this.
- Pool venues will also operate under their own rulings on this, and in some cases all volunteers are needed to be vaccinated. Decision to continue to monitor.

#### **Events Committee**

- Discussion on the potential to introduce an Events Committee which could be made up of something like– Board Chair, HBPB Administrator, 1-2 Coaches, 1 Technical, and 1 other. This could act to support the administrator when formulating the calendar and meet flyers and gain input from those in each area of the sport.
- Planning is difficult with Covid, so agreed to defer to 2022.

#### **Participation and Competition Pathway – Strategic Discussion**

- S Hewitt suggested that the Board took a governance approach to their meetings and had a strategic discussion around the participation and competitive pathways, and how this is reflected in the competition structure at both a regional and national level, and that as a Board feed up to the NSO on the direction of swimming.
- J McLaughlin thought that meets should be clearly participation, or competitive meets – not both.
- Little further discussion but decision to review the strategic plan at the next meeting. **Board to follow up**

### **Policies**

#### **SunSmart Policy**

- Board reviewed with no changes. Move to re-adopt. **A Bull/K Bone**

## **Competition and Events**

### **Regional Events**

#### **HBPB Summer Championships 2021**

- Postponed from 17<sup>th</sup> – 19<sup>th</sup> December 2021 (Covid) to 4<sup>th</sup> – 6<sup>th</sup> March 2022. Gisborne Pool is booked.
- Age as date to be 17<sup>th</sup> December 2021 to align with usual dates.
- Entry Fee – Costs are approximately \$7000 (pool hire, medals and ribbons), plus \$2850 prize money, plus incidentals – Total approximately \$10000. Individual entries usually are around 1750. Entry fee to be \$5 per individual entry and nil for relays for this year to support our swimmers and clubs due to Covid.
- K Bone, S Hewitt, and D Kamper to attend and provide training.

#### **December 2021 Meet Options**

- S Hewitt to draft a meet for clubs to participate in from their own pools, with results merged, for December due to the postponement of Summer Championships. **S Hewitt to follow up**

#### **Wairoa Meet**

- Gisborne vs Hastings vs Napier meet was also postponed due to Covid-19 restrictions. A new date of Sunday 20<sup>th</sup> February was proposed to coaches with mixed response.
- Discussion around date and whether to proceed. Board thought we should continue to review the likelihood of this going ahead and book closer to the time if events can proceed.

#### **2022 Calendar**

- A draft has been circulated to Board.
- March meet was planned as a club meet, with Sundevils hosting. S Hewitt to discuss with club about another option. **S Hewitt to follow up**

#### **2022-23 Event Calendar (HB Aquatic Centre)**

- This has been drafted.

#### **HBPPB Winter Championships 2022**

- There is potential to hold the HBPB Winter Championships in the new pool if it is completed and commissioned in time. Last date for the SC Champs for qualification for NZSC would be the first weekend in August.
- Continue to assess option.

### **SNZ Events**

#### **Division II Competition 2022**

- Expression of Interest form was sent to all clubs and circulated as a google doc. As at close there were 31 swimmers expressing some level of interest (with perhaps 3-4 more to come), with approximately 17 swimmers showing a very high level of interest, and 6 people indicating an interest in team managing.
- A grant application to Pub Charity has been made for team manager airfares, accommodation, and van hires, with the outcome expected in early December.
- Coaches to express interest – Alonso Fernandez, Glenn Hamblyn, Jeremy Tasker, Gary Knight (if required). Further discussion required on who will attend.

#### **2023-2024 SNZ Event Tender**

- To be actioned early 2022, in conjunction with D Johnson (SNZ), HB Aquatic Centre, Hastings and Napier District Councils, and Tourism HB. **S Hewitt to follow up**
- HBPB likely to be allocated a national meet with high numbers due to large seating space.

## **Facilities and Equipment**

#### **HB Olympic Pool**

- Schedule of proposed events has been submitted to N Manu and D Nancarrow. Some concern around the ability to use the facility on weekends, but this has been discussed with the Hastings Fitness Trust.
- Clubs have all submitted their use requirements, and we await further communications.

## **Funding Report**

- Grant Outcomes
  - First Light Foundation – Wairoa Meet – Carried over and then withdrawn due to postponement.
- Grant Accountability
  - NZCT – Interim accountability has been done, with accountability for the remainder to be completed once used. **S Hewitt to follow up**
- Grant Applications
  - Pub Charity – Accommodation, van hires, and team manager airfares for the 2022 Division II Competition. Outcome early December.
  - Move to apply to Grassroots Trust for Pool Hire for HBPB Summer Championships  
K Bone/J Margerison  
**S Hewitt to follow up**

## **Financial Report**

- Ratify Payment of Accounts Approved via Email – 17<sup>th</sup> September – 15<sup>th</sup> November 2021
  - International Quadratics – Timing Equipment - \$711.62
  - J Margerison – C Drager Support - \$255.99
  - Hastings District Council – HBPB Winter Championships Pool Hire - \$2321.56
  - All Admin Payments
  - All SNZ Affiliation Payments
- Approve Additional Payments
  - S Sisam – HBPB Summer Championships Entry Fee Refund - \$42.50
  - R Kyle – HBPB Summer Championships Entry Fee Refund - \$34.00
  - Engrave O Print – HBPB Summer Championships Medals - \$2794.50
  - CHB Swim Club – Swim HB Fund Distribution - \$3505.00
  - Greendale Swim Club – Swim HB Fund Distribution - \$3690.00
  - Heretaunga Sundevils Swim Club – Swim HB Fund Distribution - \$8820.00
  - Napier Aquahawks Swim Club – Swim HB Fund Distribution - \$4485.00
  - Trojans Swim Club – Swim HB Fund Distribution - \$2280.00
  - J Margerison – C Drager – Voucher and Card
- Approve Financial Reports **D Kamper/J Margerison**

## **Sub-Committee Reports**

### **Technical**

- New Technical Officials - B Hutton (TRO) – IOT and Starter, D Blair (COM) – Referee
- December Referee Seminar (G Forsythe) – TAC has proposed a weekend seminar via ZOOM for referees and potential referees in December. Agreed mid-week would be a better option at such a busy time of the year. **S Hewitt to follow up**
- Gisborne Assessor
  - Sonia Keepa has still not confirmed if she wants to progress as an assessor for the Gisborne region. It is vital we have someone on this role. **S Hewitt to follow up**

## **Records**

- **Short Course Records**
  - NZ Short Course Championships 2021 - Kate Hurley (NAQ) – 13 years – 200 Breaststroke (2.40.08), J Keepa (ENT) – 17 years - 100 Individual Medley (57.71).
- **Long Course Records**
  - None
- Congratulations to all record breakers.

## **Previous Minutes**

- Minutes of meeting – 22<sup>nd</sup> September 2021 moved. **J McLaughlin/K Bone**

## **Matters Arising (not already discussed):**

- Disability and Para Clinic 2022 – Still to be confirmed and organised.
- Bank Approvals – The process is completed with J Margerison now able to approve bank payments.
- Police Vetting of Board – Completed
- Backstroke Wedges – Still to be Investigated

### **Correspondence: (as per notified by email).**

- Inwards of Significance – 22<sup>nd</sup> September – 15<sup>th</sup> November 2021
  - S Dunn – Eastland Swim – HBPB Summer Championships
  - G Avery – Hastings Fitness Trust – Clarification re Aquatic Centre Use in Weekends
  - D Finlayson – Sport HB – Postponement of Good Sports Presentation (Covid)
  - K Owen – Sport HB – Disability and Inclusion Upskilling Presentation Workshop
  - S Johns – SNZ – SNZ AGM – Agenda and Annual Report
  - H Latham – SNZ/NZSCAT – Police Vetting Reports
  - NAQ and GDL- Meet Flyers and Various Covid Issues/Changes
  - S Hickford – Sport HB – HBIS and HBSS Sanctioning 2022
  - K Owen – Sport HB – September and October Newsletters
  - GDL – Re Charlie Drager
  - D Johnson p SNZ – October Admin Agenda and Minutes
  - Swimming Canterbury West Coast – Various Level 2 Meet Options
  - S Johns – SNZ – Honours and Awards Review
  - D Johnson – SNZ – Introducing C Francis New Events Manager
  - D Johnson – SNZ – 2023 SNZ Event Dates
  - K Weatherley – Gisborne Olympic Pool – Quote
  - K Owen – Sport HB – Disability Forum Invitation
  - N Manu – Hastings Fitness Trust – Confirmation of Receipt of 2022-23 Event Planner
  - D Johnson – SNZ – Nominations for 2022 SNZ Events/Technical Officials
  - D Johnson – November Admin Minutes
  - NZCT – Interim Accountability Acceptance
  - D Johnson – SNZ – Invitation Balance is Better Seminar
  - Swimming Canterbury West Coast and S Johns – Re Facebook Comments Covid Vaccination
  - C Francis – SNZ – Junior Festival 2022 Regional Discussion Meeting Notes
  - S Johns – SNZ – Model Club Constitution
  - G Forsythe – SNZ TAC – December Referee Seminar Option
  - D Johnson – SNZ – Various Alert Level Restriction and Guidelines
  - Various Div II 2022 Quotes and Booking Confirmations
  - Various Administrative Communications – Covid Communications, Competitions/Swim Meets/Flyers, Memberships/Database, Coach and Club Communications, Bookings, Funding, and Other Admin
- Outwards of Significance – 22<sup>nd</sup> September – 15<sup>th</sup> November 2021
  - Pub Charity – Grant for Div II 2022
  - Clubs – Sub-Committee Letter and HBPB Swimming Policy Handbook
  - G Avery – Hastings Fitness Trust – Concern re Weekend Use of Aquatic Centre
  - Clubs – Division II 2022 Expression of Interest Form
  - N Manu and D Nancarrow – Hastings Fitness Trust – 2022-2023 Event Planner
  - Clubs – Designated and Development Meets and Heads Up Cards
  - S Johns – SNZ – HBPB Swimming Input re Honours and Awards Review
  - Clubs – Postponement of HBPB Summer Championships 2021 (Covid)
  - Clubs – Notification of SNZ Health and Safety Page
  - Clubs – Launch of My Squads
  - Clubs – Model Club Constitution
  - Various Updates and Information – Covid, Competition/Swim Meets/Flyers/MM Files, Coaches Communication, Club Correspondence, Invoices, Funding, and Other Admin
- Move that the inwards and outwards be approved. A Bull/K Bone

### **Transfers and Clearances**

- Swimmer Transfers – M Douglas, S Birkett (NAQ to SUN), C Moffitt (NAQ to GDL)
- Clearances – None

### **Health and Safety**

- Nothing to report.

**Meeting Close – 7.55pm**

**Next meeting – TBC**