



Minutes of HBPB Swimming Board Meeting 20th April 2022 via Zoom at 6.30pm

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

Apologies: None

Governance/Strategic

HBPB Swimming AGM 2022

- Date confirmed as 3rd July 2022 via ZOOM at 5.00 pm. S Hewitt to notify clubs as per timelines - within 30 days of the AGM -, with agenda and any documents provided to clubs – within 14 days of the AGM.

S Hewitt to follow up

HBPB Swimming Board Elections

- Retiring by rotation are A Bull and J Margerison, both having completed their first terms.
- K Bone was Board appointed in 2021 due to there only being five members of the Board. According to Clause 8.7 of the Constitution - *In the event that the Board has less than 6 persons following the AGM and providing there is a quorum, the Board may continue to govern the Regional Association providing that within 6 months of the AGM the Board appoints such Board members to bring its number to 6 persons. Such appointments shall be for the same term as a Board Member elected at the AGM or appointed by the appointments panel (i.e. not a casual vacancy).* This is a correction from the September 2021 minutes.
- Clubs to be notified for nominations to the Board for the two available positions.

S Hewitt to follow up

HBPB Swimming Affiliation Fees – 2022-23

- 2021-2022 HBPB regional affiliation fees are – Club Swimmer \$5, Competitive Swimmer \$36, Clubs \$225, all other categories Nil.
- 2021-22 SNZ national affiliation fees are - Club Swimmer \$60, Competitive Swimmer \$66.50, Coach \$40 + NZSCTA Fees. Club swimmer fees went up last year to reflect the use of resources, including the database and the ability to enter all inter-club events. Membership categories – Competitive Swimmers (Club, Inter-Club, Regional and National events), Club (Inter-Club and Club Events), Recreational Swimmers at no cost (Club Events – Club Nites).
- Discussion on 2022-23 fees. Discussion around the long-term financial viability of the organization and clubs. Comments - The difference in regional fee between club and competitive swimmers seems disproportionate. Need to encourage swimmers to become club swimmers and not simply recreational and encourage membership. Although affiliation fees are not the sole determination of this, decision was made to keep the affiliation fees the same, particularly in the current environment.

AB/DK

Membership

- Current Statistics - S Hewitt has previously circulated membership numbers which show a significant decrease over the last few years. This is in line with numbers across the country but is something that needs to be addressed, not only at national and regional levels, but also at club levels.
- Growing Membership and Retention/Reducing Barriers - Discussion on how much is being done to enhance our sport and make it more attractive for current youth especially, but also older swimmers. Affiliation fees are not the only barrier. Are coaches inspired and have opportunities being given to them to enhance their development and motivation? Ideas around different swim meets and possible leagues, coaches' clinics and get together.
- Coaches are the ones running the programmes for swimmers and need to be more accountable. Coaches to be asked why they believe numbers are decreasing and what they are doing to retain swimmers, recruit new swimmers and grow overall numbers. Email to go to coaches.
- Committees and coaches also need to be more collaborative. More linkage to LTS programmes required for recruitment. To be discussed at the HBPB Admin meeting, and committees to be asked to brainstorm ideas.

S Hewitt to follow up

S Hewitt to follow up

Club Admin ZOOM Meeting

- A draft agenda for Board approval has been circulated. Board approved. S Hewitt to send out to club admin.
- S Hewitt has a funeral on Wednesday in Wellington so meeting postponed until Wednesday 4th May 2022.

S Hewitt to follow up

Education and Water Safety

- A presentation given to regional administrators from the Education and Water Safety team was circulated by S Hewitt to the Board. This gave a greater understanding of staffing levels and what they deliver. The three pillars of focus are – Water Skills for Life delivered nationally through schools with pools, Austswim Teacher Education, and Commercial Programs such as monitoring water quality etc. Regions will be asked to provide more support going forward.

Balance is Better ZOOM

- This ZOOM with SNZ has been previously cancelled. S Hewitt to contact D Johnson to suggest a date after national events – Suggest 19th May to D Johnson, although dependent on his leave post national events.

S Hewitt to follow up

Pathways – 2023 Age Group Programme and the Regions

- A Johnson was contacted to get clarity around the national Age Group Programme going forward – particularly the bronze programme. From 2023 there will be an expectation that bronze athletes will be catered for within their region. Regions will need to look at how they deliver – either as a region, or perhaps with another region, or as a zone – for both competitor and coach development. A Johnson provided suggestions around both a Junior Development Programme and an Age Development Programme that could be delivered as a region.
- Comments on the difficulty in getting our coaches to agree and work together, as well as the number of athletes that would fit into these programmes. Decision to approach Waikato Swimming to see if our athletes could be incorporated into their regional programme, given their resources and numbers. Our coaches would also need to be consulted if this was an option.

S Hewitt to follow up

SNZ Club Survey

- Survey results have been provided by H Cartman (SNZ). Some comments around more competition opportunity, which would be as expected given Covid.

Policies

- SNZ Covid 19 Vaccination Procedures – Regional and National Events – Vaccine passes are no longer required by law, and the close contact definition and rules have also changed so this is no longer relevant. SNZ and Sport NZ will continue to review as required, and as a region we will update accordingly.
- HBPB Swim Meet Policy and Procedure – Reviewed as part of the regular review cycle. No changes to be made. Move to re-adopt policy dated as April 2022.
JMc/JM
 - Policy to be re-circulated and discussed at the HBPB Admin meeting.

S Hewitt to follow up

Awards

- HBPB Swimmer of the Year Awards – Forms have been sent to clubs for nominations for HBPB Swimmer of the Year (Open), HBPB Junior Swimmer of the Year, HBPB Open Water Swimmer of the Year and HBPB Para Swimmer of the Year (Swimmer with a Disability). Nominations close 1st June 2022.
S Hewitt to follow up
- HBPB Awards – Nomination forms have been sent for HBPB Service, Official and Life Awards. Nominations close 9th June 2022.
S Hewitt to follow up

Competition and Events

SNZ Events Advisory Committee – Representatives

- SNZ have revised the Terms of Reference for the EAC. Each zone will have 2 representatives on this – one of which will be a coach. It would be good to have some representatives put forward to the zone from our region. Decision to ask some coaches if they would like to be nominated.
S Hewitt to follow up

Regional Events

- HBPB Up & Comers 2022 – Confirmed for 15th May in both Gisborne and Flaxmere. Pools booked and medals, ribbons and age group prizes purchased.
- HBPB Winter Short Course Championships 2022 – Confirmed for 8th – 10th July. Pool booked and medals and ribbons ordered. All club will be asked to provide volunteers.

- HBPB Summer Long Course Championships 2022 – Discussion around venue. Consultation to occur with the community. Consensus that the regional championships warrant the best venue, providing the best swimming environment and best swimmer opportunity, as well as overall experience. Previously the Summer Championships was held in Hastings and switched to Gisborne for the better venue, and in 2022 there will be a big variation between the standard of the two possible venues. Recognition that opportunities do need to be given across the entire region, but that other events can do this. K Bone to consult on behalf of Board. **K Bone to follow up**
- Gisborne vs Hastings vs Napier Meet (Wairoa) 2022 – Confirmed for 11th September. 3 teams of 36 swimmers to be chosen by each area – ENT and COM (Gisborne), TRO, SUN and CHB (Hastings) and NAQ and GDL (Napier). Flyer has been sent to coaches., and team selection will be done by them.
- HBPB Swimming Calendar – As circulated.
 - November Meet – There have been further changes made due to postponements with Covid. Intent still remains as per coaches' discussions on ZOOM, with a meet roughly once per month. SNZ has now indicated that the Aquaknights Junior Festival will be held 11th-13th November and will be in this space each year. Discussion around club meets This takes away a club meets, the purpose of them and how they fit in to the calendar. S Hewitt to work with clubs on this and discuss at the HBPB Club Admin meeting. **S Hewitt to follow up**
 - AIMS games to be added to the calendar and look to add one inter club meet if possible. Revised calendar to be circulated. **S Hewitt to follow up**
 - Designated Meets 2022-23 – SNZ have asked that we discuss our 10 designated meets for the next period. S Hewitt to work with coaches on this, and report back to Board. **S Hewitt to follow up**

Disability Swim Clinic

- H Cartman and C Leslie want a date suggested by the region for at least one disability clinic to be held in each region. Possibly have one in Gisborne and also one in HB given the travel distance, and increased opportunity to attend. Parafed in Gisborne will work to deliver the event there, and HBPB will need to assist with helping source coaches to attend. SNZ will also liaise with clubs, LTS, and other organisations such as Halberg and Special Olympics to get attendees, with some support from us as a region.
- November suggested as a date in the new pool. S Hewitt to contact SNZ and also look to find a couple of coaches willing to participate. **S Hewitt to follow up**

SNZ Meets

- National Events 2023-24 – S Hewitt to continue to work with D Johnson on 2023-24 National meet tenders. **S Hewitt to follow up**

High Performance/Recognition and Funding

- E Godwin has made an application for funding under the Swimmer Recognition and Financial Assistance Policy.
- Moved to fund \$1000.00 for Emma to attend the Mare Nostrum series as part of the SNZ team. KB/KB **S Hewitt to follow up**

Facilities and Equipment

HB Olympic Pool

- N Manu has provided regular updates and offered a tour to the Board.
- S Hewitt to organise tour at a time closer to completion – perhaps July. **S Hewitt to follow up**

Funding Report

- Grant Outcomes
 - Grassroots Trust Central – Administration Costs – Received \$7000.00
 - Eastern and Central Community Trust (ECCT) Grassroots – HBPB Winter Championships – Received \$2500.00
- Grant Applications
 - Trust House – Closing date for this is 23 May 2022. Move to apply to Trust House for pool hire for the HBPB Winter Championships - \$2880.00. JM/KB **S Hewitt to follow up**
- Accountability
 - Pub Charity – Accountability Completed and \$12666.00 returned (COVID).
 - Grassroots Trust – Accountability Completed and \$3571.00 returned (COVID).

Financial Report

- Ratify Payment of Accounts Approved via Email – 15th February – 15th April 2022
 - Nettle – Repay Entry Fees - \$35.00
 - Pub Charity – Repay Grant Money - \$12666.00
 - Grassroots Trust – Repay Grant - \$3571.00
 - McEntee – Repay Entry Fees - \$75.00
 - Plus More - \$165.00
 - Sisam – Repay Entry Fees - \$25.00
 - Latu – Repay Meet Entry Fees (Gisborne Meet) - \$20.00
 - Comet – Transfer Meet Entry Fees - \$1470.00
 - Plus More – Audit Shield Policy - \$255.00
 - S Hewitt – Reimburse ZOOM Annual Payment - \$231.65
 - Quality Presentations – HBPB Up & Comers Ribbons - \$174.71
 - All Admin Payments
 - All SNZ Affiliation Payments
- Approve Additional Payments
 - S Hewitt – Reimburse HBPB Up & Comers Towel Embroidery - \$TBC DK/AB
- Approve Financial Reports – to 14th April 2022 JMc/KB
- HBPB Swimming Draft Annual Accounts – 2021-2022 – Have been circulated to Board and await review.
- Term Deposit – As interest rates rise a term deposit could be an option. **S Hewitt to follow up**

Sub-Committee Reports

Technical

- New Technical Officials – N Tamatea (ENT) - Regional IOT.
- Gisborne Assessor Update – Still no one to assess in Gisborne but training can occur.

Records

- Short Records – None
- Long Course Records - E Godwin (Sundevils) - Open 50 Freestyle (25.78) and Open 200 Freestyle (2.02.67). Congratulations to Emma.

Previous Minutes

- Minutes of meeting – 9th February 2022 moved. AB/DK

Matters Arising (not already discussed):

- Club Constitutions – Enterprise has updated their Constitution. Greendale and Aquahawks still to do.
- Backstroke Wedges – Still to be Investigated

Correspondence: (as per notified by email).

- Inwards of Significance – 6th February – 14th April 2022
 - D Johnson – SNZ – Templates and Resources/Events Concepts to Host Local Racing Opportunities
 - D Johnson – SNZ – Welcome to H Cartman – Participation Co-ordinator
 - T Motu – Sport HB – Various Secondary School COVID Updates and Contingency Plans
 - H Cartman – SNZ – Regional Disability Clinics
 - SNZ Events – National Events Insights
 - C Leslie – SNZ – Disability Swim Fund
 - K Owen – Sport HB – Disability and Inclusion Newsletters – Feb and Mar
 - D Johnson – SNZ – Selection and Nomination Criteria Updates (International Events)
 - K Dalldorf – SNZ Education – AUSTSWIM Course Calendars
 - L Ryan – SNZ – SNZ Website Update
 - C Francis – SNZ – Various National Event Updates
 - D Johnson – SNZ – re 2023-24 National Event Tender
 - A White – SNZ – Extenuating Circumstances Appeal Process
 - N Manu – HB Olympic Pool – Various Updates and Request for Information
 - K Owen – Sport HB – Notice of Resignation
 - D Johnson – SNZ - Updates to Swimming Guidelines - Covid
 - S Johns – SNZ – Stage II Constitutional Review and Appointment of 7th SNZ Board Member
 - D Johnson – SNZ – Updated terms of Reference – Events Advisory Committee (EAC)
 - A Johnson – SNZ Age Group Development – 2023 Regional Age Group Programme Ideas

- H Cartman – SNZ – Regional Survey Results
- S Johns – SNZ – Notice of SGM – 17th May 2022
- Various Administrative Communications – Covid Communications, Competitions/Swim Meets/Flyers, Memberships/Database, Coach and Club Communications, Bookings, Funding, and Other Admin
- Outwards of Significance – 6th February – 14th April 2022
 - Swimmers and Clubs - Open Letter to the Swimming Community re Meets and Opportunities Through COVID
 - Clubs – Clarification Around Notification of Interclub Events
 - Clubs – Health and Safety Reminders
 - Swimmers – Cancellation of Div II Regional Team Trip and Further Explanation
 - H Cartman and C Leslie – SNZ – Request for Clarification on Disability Clinic
 - BOP Swimming – Request for Inclusion in Correspondence Relating to Aquaknights Events
 - HBPB Clubs – HBPB Swimmer of the Year Nomination Forms and Criteria
 - Coaches – Swim Meet Calendar
 - Clubs – HBPB Up & Comers 2022 and HBPB Winter Short Course Championships Flyers
 - ECCT – Grant Application – HBPB Winter Short Course Championships
 - Clubs – HBPB Award Nomination Forms and Criteria
 - Clubs – Fundraiser Opportunity – Dad’s Pies
 - Plus More – EOY Financial Information
 - Various Updates and Information – Covid, Div II 2022, Competition/Swim Meets/Flyers/Results/MM Files, Coaches Communication, Club Correspondence, Invoices, Funding, and Other Admin
- Move that the inwards and outwards be approved. AB/JM

Transfers and Clearances

- Swimmer Transfers – T Marshall (NAQ to TRO), C Egan (NAQ to GDL), S Webber, E Webber (Taupo to TRO), O Loza (Blenheim to TRO), M McCarthy (COM to Huntly), H Douglas (SUN to Whanganui), T Evans, S Petro, L Falloon (ENT to COM), W Osburn (NAQ to SUN)
- Non-Swimmer Transfers and Clearances- None

Health and Safety

- No incidents to report.

Meeting Close – 8.33 pm

Next meeting – TBC