



## **Minutes of HBPB Swimming Board Meeting** **20<sup>th</sup> July 2021 via Zoom at 7.00pm**

Present: Sue Hewitt (Administrator), Andrew Bull, Jacqui Margerison, Karen Busch, Julie McLaughlin, Keith Bone (non-Board Member), David Kamper (joined late)

Apologies: None

A Bull asked J Margerison to run the meeting. As this was the first meeting since the AGM, J Margerison asked K Bone to assume the rôle of Chair for the election of officers.

### **Election of Officers**

- Election of Chair
  - A Bull nominated by J Margerison - seconded J McLaughlin Carried
- Election of Vice Chair
  - J Margerison nominated by J McLaughlin – seconded by K Busch Carried

J Margerison took over the Chair on behalf of A Bull.

- Member Protection Officer
  - J McLaughlin nominated by J Margerison – seconded K Busch Carried
- Board Member Bank Signatory
  - J Margerison nominated by A Bull – seconded by J McLaughlin Carried

### **Confirmation of HBPB Swimming Board Member Terms**

- Congratulations to David Kamper on his re-election to the Board. Board terms are as follows :
  - A Bull (term expires 2022)
  - J Margerison (term expires 2022)
  - K Busch (term expires 2023)
  - J McLaughlin (term expires 2023)
  - D Kamper (term expires 2024)
  - Vacant

The vacant position was discussed, with this deferred until the next meeting.

## **General Business**

### **Competition**

- **Confirmation of Designated Meets**
  - HBPB Regional Championship dates:
    - HBPB Winter Championships 2021– 9<sup>th</sup> – 11<sup>th</sup> July 2021 – HB
    - HBPB Summer Championships 2021 – 17<sup>th</sup> – 19<sup>th</sup> December 2021
  - Other Meets (maximum of 10)
    - SC Opportunity Meet – 30 July 2021 – Flaxmere Waterworld Booked
    - Eastland Meet – 18<sup>th</sup> September 2021 – Eastland Booked
    - GDL Hosted Pre-Race Meet – 17<sup>th</sup>- 18<sup>th</sup> October 2021 – GDL Booked
    - NAQ Hosted Race Meet – 13<sup>th</sup> – 14<sup>th</sup> November 2021 – NAQ Booked
    - Enterprise Hosted Meet – 27<sup>th</sup> – 28<sup>th</sup> November 2021 – ENT Booked
    - March Race Meet – 5<sup>th</sup> – 6<sup>th</sup> March 2022 – Flaxmere Waterworld Booked
    - HBPB Opportunity Meet – 27<sup>th</sup> March 2022 – Flaxmere Waterworld Booked
    - May Meet – 29<sup>th</sup> May 2022 – Flaxmere Waterworld Booked
    - June Race Meet – 26<sup>th</sup> June 2022 – Flaxmere Waterworld Booked

- The Hastings vs Napier vs Gisborne meet (26 September) is also currently listed as designated but this does not need to be, due to the number of other opportunities around that time, and the type of event.
- SNZ has confirmed that one meet run over two pools will be presumed to be one designated meet.
- In terms of whether designated meets can be changed, SNZ have said that whilst they are willing to work with each region as much as possible for some flexibility if required, a nominated designated meet would remain the designated meet as the community needs to know in advance that the results can't be used to enter a national meet. If we make the change in advance of the meet, and it is communicated that a previously designated meet has now become a development meet, then this is where the flexibility would be granted but not when the results aren't submitted after the event without any prior notification to all involved.
- **Gisborne vs Napier vs Hastings Meet**
  - Planned for 26<sup>th</sup> September in Wairoa. 3 teams of 36 swimmers. Flyer to be drafted.
  - Pool has been booked in Wairoa. Club coaches have indicated they will support the meet, although this could be to varying degrees.
  - Further discussion as to whether this meet needs to be designated, and whether pool is certified. **S Hewitt to follow up**
  - Discussion around caps, and buses, and grant funding.
  - Concern raised that Napier and Gisborne may not have enough open age swimmers, although swimmers can swim up. S Hewitt to run eligibility reports for coaches. **S Hewitt to follow up**
- **HBPB Winter Championships Review**
  - The Board has previously had an analysis of swimmer numbers sent. 212 swimmers attended (189 from the region and 23 visitors). Enterprise chose not to support the regional championships, with only 1 swimmer attending. Not surprisingly, this affected numbers, competition, and financial profitability.
  - The meet was successful however with a great atmosphere between clubs, coaches and swimmers.
  - Discussion on Enterprise not attending.
- **HBPB Summer Championships 2021**
  - Coaches have participated in email discussions around the flyer and meet conditions for the Summer Championships, after the completion of HBPB Winter Championships. There is a feeling that individual and team points are dividing coaches and clubs. Given this, and the fact that these are not used at other regional championships it is suggested that they go in their current form, with the thought of adding more relays and scoring these. A draft flyer has been drawn up and is to be sent out to coaches. **S Hewitt to follow up**
- **HBPB Winter Championships 2022**
  - These have been pencilled in for the usual time – 8<sup>th</sup>-10<sup>th</sup> July. The HB Olympic Pool is due to be completed in July 2022, with it being ready to use by August. NZSC 2022 is 23<sup>rd</sup> – 27<sup>th</sup> August which gives the option to delay Winter Championships.

## Facilities

- **HB Olympic Pool**
  - A good timeline has been given and progress is good.
  - Facility will supply all equipment to a high specification.
- **Gisborne Olympic Pool**
  - Plans appear to have changed, Await information on the availability of the current and new pool.

## Para Swimming

- S Hewitt highlighted that it looks like the region will have additional swimmers classified, and there will be a stronger focus on para swimming. C Leslie has provided some information and we look to SNZ to provide further support around scoring and the specifics of para swimming.
- K Busch expressed her concerns around the classification process.

## HB Balance is Better

- S Hewitt has been approached by clubs who wish to have a Balance is Better presentation from Sport HB with their swimmers. Working to get a venue and time that suits. **S Hewitt to follow up**
- J McLaughlin reported that Gisborne clubs had had access to a couple of presentations through Sport Taraiwhiti.

## **HBPB Awards**

- At the 2021 AGM the following were presented with officials awards – K Kamper (GDL) and B Benson (SUN). Both are members of the Technical Committee and have been huge contributions to technical in the region.
- At the prizegiving of HBPB Winter Championships S Hewitt was presented with Life Membership (nominated by Sundevils and seconded by Comet). S Hewitt mentioned she was humbled and grateful to accept the award.

## **Policies**

### **Records Policy/Rule**

- Current policy states that a record can be broken at any meet. A development meet has no requirement for DQ's and no requirement for officials, meaning records can be obtained while breaking the rules of swimming.
- SNZ Record Policy change has the inclusion of designated meets as a requirement to achieve NZ records – can't be achieved at development meets.
- Moved that the HBPB Rules are altered to reflect the national policy change - that records can only be broken at a designated mees (not development meets) Andrew/Julie
- Clubs to be notified of new policy/rule. **S Hewitt to follow up**

### **HBPB Member Club Constitutions**

- Many clubs appear to be operating under outdated constitutions that do not reflect the rules of SNZ and HBPB Swimming – including Member Protection. As member clubs they are required to adhere to the rules and policies of the region and national body.
- S Johns (SNZ) has suggested that a timeframe needs to be put in place to ensure that all clubs have constitutions that align to the regional and national body, however SNZ does not currently have an up-to-date Club Constitution Template. This needs to be updated to ensure it aligns with the new regional and national documents. S Hewitt has contacted S Johns and he has indicated it will be available by the end of August.
- All HBPB clubs to have relevant up to date constitutions by 1 December 2021. **S Hewitt to follow up**

### **Health and Safety**

- H & S has become a big focus from SNZ and administrators are being asked to ensure clubs have, and are using, the correct policies – including risk registers. Clubs have been notified that all clubs need to have a Health and Safety Policy and risk register. This will involve working with your facility provider and requesting their risk register. The Health and Safety document needs to be a living document, and once risks are identified it is important to look at ways to mitigate risks.
- SNZ have asked that the region request that all clubs file incidents to the region and that we pass any on. The intent is to gain patterns and look to mitigate risk.
- OSHBox has provided the region with a free 2021 update, and are offering clubs with OSHBox the same.
- S Hewitt to work with clubs. **S Hewitt to follow up**

### **Member Protection and Police Vetting**

- Clubs have been informed that all technical officials are to be police vetted by HBPB Summer Championships, and have been given the information.
- H Latham (NZSCTA) is providing monthly lists of police vetted members. Currently have do not have many of our technical officials police vetted, and very few potential team managers.
- 1 July saw the introduction of SNZ policy where all team managers, officials and coach's poolside need to be police vetted to be poolside at a national meet. Some clubs do not seem to be organised with NZSC soon, despite being reminded.
- S Hewitt to continue to work with clubs. **S Hewitt to follow up**

## **Funding Report**

- Grant Outcomes
  - NZCT – Administration - Notified as declined due to already receiving significant funding. As this funding was returned due to event cancellation (Covid-19) NZCT have agreed to take the application to the July meeting.
- Grant Accountability
  - None

- Grant Applications
  - Budget for Wairoa trip looks to be approx. \$5000 of which approx. \$4K could be covered by grant funding, if successful.
  - Moved to apply to FirstLight Foundation for van hire, pool hire and team caps for a team to attend the Gisborne vs Hastings vs Napier Meet in Wairoa on 26<sup>th</sup> September 2021. **S Hewitt to follow up**
  - Technical Equipment – Moved to apply for funding for equipment that needs replacing. D Kamper to organize quotes for specific equipment and S Hewitt to apply. **David/Andrew S Hewitt to follow up**

## Financial Report

- Ratify Payment of Accounts Approved via Email – 15<sup>th</sup> May – 17<sup>th</sup> July 2021
  - Plus Moore – 2021 EOY Accounting Fees - \$747.50
  - Quality Presentations – HBPB Winters Ribbons - \$450.86
  - S Hewitt – Reimburse HBPB Winters Costs - \$837.97
  - S Hewitt – Reimburse Gift – L Allen - \$209.10
  - S Hewitt – Reimburse Award Costs - \$43.53
  - Engrave O Print – HBPB Winters Junior Age Group Prizes - \$161.00
  - C Roberts – HBPB Winters Medical Withdrawal - \$68.00
  - All Admin Payments
  - All SNZ Affiliation Payments
- Approve Additional Payments
  - None
- Approve Financial Reports Andrew/Jacqui

## Sub-Committee Reports

### Swim HB and Eastland Swim Sub-Committees

- Structure, Levies and Regional Championships Income Distribution
  - Full sub-committee review required.
  - Agreed to defer to another occasion with some scenarios circulated prior. **S Hewitt to follow up**

### Coach Committee

- Coaches have communicated via email since the HBPB Winter Championships.
- Nothing further to report.

### Technical

- New Technical Officials
  - Congratulations to Anna Duly (SUN) – Referee, Erin Jenkins (CHB) – JOS, Geoff Wright (COM) – JOS, Matthew Reid, Shari MacKay and Johan Otto (TRO) – Starter and IOT, Ria Botes (NAQ) – IOT, Stephen Franklin (CHB) – IOT and Michael Sisam (SUN) – Starter.
- Gisborne Assessor
  - Sonia Keepa has indicated she is still keen to be qualified for this role but did not attend the Winter Championships where TAC was present to help facilitate this.
  - A Bull to communicate with Sonia over progress and plans. It is vital we have a National Referee and assessor in Gisborne. **A Bull to follow up**
- Para Technical
  - As our numbers of para swimmers look to grow it would be beneficial to have at least one active technical official in both HB and Gisborne that has the appropriate para knowledge.
- Technical Shirts
  - Move to purchase 15 Size 2XL and 10 3XL shirts. Julie/Karen  
**S Hewitt to follow up**

## Records

- Short Course Records – None
- Long Course Records - None

## Previous Minutes

- Minutes of meeting – 20<sup>th</sup> May 2021 moved. Jacqui/Julie
- 2021 HBPB Swimming AGM Minutes moved – Board Approval Only Jacqui/Andrew

## Matters Arising (not already discussed):

- SNZ 2021-22 Fees - These were received, with some notable changes, particularly the increase in the club swimmer fee, as follows:
  - Premium Coach - \$40.00
  - Voting Technical - \$0.00
  - Competitive Swimmer - \$66.50 (\$60.00 + \$5.50 Awards Levy and \$1.00 Swimming Trust)
  - Club Swimmer - \$60.00
  - Club - \$250.00
- June Meet – CHB Swim Club agreed to host this event.
- Police Vetting of HBPB Swimming Board – Moved at the last Board meeting but currently only a couple of Board members currently police vetted through NZSCTA. Board members to action. **Board to follow up**
- SNZ and HB Pool Development Presentation – Held on Saturday 10<sup>th</sup> July during HBPB Winter Championships, with approximately 40-50 people attending.
- Backstroke Ledges – Sundevils ledges were used at HBPB Winter Championships. Decided to defer any purchases until we have our new facilities to ensure compatibility, as well as need.

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

- Inwards of Significance – 18<sup>th</sup> May – 17<sup>th</sup> July 2021
  - Bus Companies – Quotes for Wairoa Trip
  - Clubs – SOY Nominations
  - S Johns – SNZ – Affiliation Fees 2021-22
  - K Owen – Sport HB – Disability and Inclusion Newsletters
  - H Fletcher – SNZ – 2022 Event Dates
  - Clubs – Chair Reports and Financials
  - Clubs – Notification of Club Committees
  - H Latham – NZSCTA – Police Vetting Lists by Club – June and July
  - SNZ – Various Membership Rollover Details
  - D Johnson – SNZ – May, June and July Regional Admin Call Minutes
  - S Johns – SNZ – Health and Safety
  - G Hamblyn – Comet – Para Queries
  - D Kamper – Touch Pad Quotes
  - D Johnson – SNZ – FINA Approved Events for 2022 COMM Games and World Champs
  - D Johnson – SNZ – Updated Event Policy 007 – Events Policy
  - D Johnson – SNZ – Updated Event Policy 003 – Records Policy
  - D Johnson – SZ – Updated Event Policy 008 – Withdrawals and Protests
  - G Avery – Various – Presentation and Q & A Session – HB Olympic Pool
  - Greendale – Balance is Better Presentation
  - A White – SNZ – Withdrawal from Australia State Teams (Covid-19)
  - Greendale – HBPB Swimming Board Nomination – D Kamper
  - NZ Swimming (Alumni) Trust AGM 2021 Notification
  - S Johns – SNZ – 2021 Board Appointments Panel Nomination
  - S Bird – Sport HB Wairoa – Confirmation of Pool Booking – 26 September 2021
  - My TOGS APP – Announcement
  - Swim Canterbury West Coast – Inaugural Senior Carnival Event
  - K Edwards – Flaxmere Waterworld – Confirmation of 2022 Pool Bookings
  - S Johns – SNZ – SNZ Board Position Vacancies
  - C Leslie – SNZ – J Low Letter of Support
  - OSH Box – H & S System 2021 Free Document Update
  - L Mills – SNZ – Request for Annual Report Information
  - Various Administrative Communications – HBPB Winters 2021, Memberships/Database, Swim Meets/Flyers, Swim Meet Calendar, Coach and Club Communications, Bookings, Funding, SOY Nominations, and Other Admin
- Outwards of Significance – 18<sup>th</sup> May – 17<sup>th</sup> July 2021
  - Clubs – HBPB Swimming Updated Rules

- CLUBS – AGM Information and Notices, Club Requirements and Board Nomination Forms
- SNZ – Notification of 2021-22 Designated Meets
- C Leslie – SNZ - Requests for Para Information
- Incorporated Societies Register – Upload of 2020-21 Financial Accounts
- B Koia – Various Requests for Final Payment – Div II
- G Forsyth – SNZ TAC – Notification of Attendance at HBPB Winter Championships
- Various Updates and Information – HBPB Winters, Meet Information and Flyers/MM Files, Coaches Communication, Club Correspondence, Invoices, Div II 2021, Funding, and Other Admin
- Move that the inwards and outwards be approved. Jacqui/Karen

#### **Transfers and Clearances**

- Swimmer Transfers – S Tasker (GDL to TRO), N Fraser (NAQ to GDL), K Hayes (COM to GGHS), L Clark (Levin to NAQ), R Good (NAQ to St Peters), M Jones (Capital to SUN), M Galloway (ENT to SUN), M Drain (NAQ to SUN)
- Non-Swimmer Transfers – None
- Clearances – None

#### **Health and Safety Report**

- No issues to report.

**Meeting Close – 8.30pm**

**Next meeting – TBC**