



Minutes of HBPB Swimming Board Meeting 9th February 2022 via Zoom at 6.30am

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

Apologies: None

Governance/Strategic

Pathways

- Participation and Competitive Pathways – Board to continue to have strategic discussions at future meetings. S Hewitt provided some background information on this to give a better understanding. SNZ has set up Participation Working Groups, with two subgroups – Competitive Focused and Recreational Focused. These groups are aimed at “more people swimming more often” and in forming the group, importance was placed on having variety so there was representation from most of the country, as well as individuals with different backgrounds/viewpoints within swimming (e.g.: swimmer, coach, administrator, parent, etc). W Benson is in the Competitive focused subgroup. This leads into the SNZ Strategic Framework and will also lead to discussions at a regional level. **Board to follow up**
- 2023 SNZ National Age Group Programmes and the Regions – Congratulations to Caleb Carlisle (GDL), Breeze van Veldhuizen (NAQ) and Lance Dustow (GDL) on their acceptance into the current programme. A Johnson has indicated that SNZ is looking at the development pathway of bronze selected athletes to be delivered at a regional basis, with regions presumably having a form of development pathway for swimmers. Discussion on how this would be done when we have minimal athletes. Collaboration with other regions was discussed, along with various support that may be given. Coaches need to provide input on what these athletes need. S Hewitt to get further clarity on this from A Johnson. **S Hewitt to follow up**

SNZ Strategic Framework 2022-2028 and Strengthen and Adapt Programme

- A document has been circulated from SNZ to Board Chairs and Administrators and has been forwarded to the Board. The new framework is about a collective approach, with the scope widened to include more swimmers, rather than focusing just on club and competitive swimmers. The membership of SNZ has halved in the last 10 years, so we need to change what we do, get more people involved in more different ways – essentially increasing the base of our sport.
- Three pillars – Water Safety and Education, Participation and Competition, and Performance and Coaching.
- The SNZ Strengthen and Adapt Programme (Swimming Connect) provides detail about the project, with the aim being that it should not only be club and competitive swimmers that are members of SNZ – and that SNZ should be relative to all those that identify as swimmers. SNZ communications, website and social media interaction will change. A positive time for the sport as we look to build.
- Regions will need to do more Water Safety and Education work, and look to innovative ways of getting people in the pool without barriers – e.g. membership requirements, cost etc. SNZ bringing regional administrators together with SNZ staff, when possible, to go through this.
- Discussion on how this relates to the region. Including and being involved in different types of events – e.g. Mahia to Gisborne, Iron Maori, Masters etc.

Balance is Better and Good Sports

- SNZ has adopted the “Balance is Better” philosophy, and formally signed up to Good Sports (Active NZ). Information on these have been circulated to the Board. As a region we should be looking at making this visible, and incorporating these principles into flyers, events, and the way in which we communicate.
- A ZOOM with D Johnson and A Piggott with the HBPB Board was organized for 6 December 2021 but on the day most Board members could not attend. A further date to be determined with D Johnson and notified to the Board. **S Hewitt to follow up**
- Good Sports to be mentioned on fliers and promotion of the principles to clubs and via social media. **S Hewitt to follow up**

SNZ Club Survey

- SNZ has sent out a club survey, which can also be filled out by individuals. Some common functions and capabilities were used, with all regions asked to contribute any others – Regional Events Calendar, Participation Pathways, Athlete Development Programme, Para Athlete Support, Club Support and Capability, Coach Development, Technical Official Training, Policies and Governance, Community Networking, Health and Safety – with additions of Providing Resources, Regional Connectivity and Collaboration, and Funding and Athlete Support.
- SNZ will be conveying results to the regions which could provide a platform for a strategic plan review, and annual plan.

Policies

SNZ Covid 19 Vaccination Policy – Regional and National Events

- Move to ratify the email adoption (16 December 2021) of the SNZ Covid-19 Vaccination Policy. AB/DK
- S Hewitt to seek clarification on Clause 4.2 – Medical exemptions for Vaccine. **S Hewitt to follow up**

Covid-19 Terms and Conditions

- A template used by Otago Swimming has been circulated to the Board. This could be used on meet flyers, and in the Terms and Conditions when entering an event.
- Clubs and the region to use this and incorporate into the T&C's on the database. Clubs running meets need to notify the region prior. **S Hewitt to follow up**

SNZ Protocol for a Positive Case

- SNZ has developed a draft for of this. The region needs to have a standard protocol/procedure with all clubs also adhering to this as member clubs. If someone comes down with Covid or is notified as a close contact during an event, any club running an event needs to adhere to a process, not just adhere to venue requirements,
- S Hewitt to contact C Francis to get confirmed protocol. **S Hewitt to follow up**

Awards

- Congratulations to Sharon Dunn on her Life Membership Award. Sharon has been a long serving and very committed volunteers for 20 years and has contributed hugely to swimming in the region, particularly in the Gisborne area.

Competition and Events

Regional Events

- HBPB Summer Championships 2021
 - Due to Covid-19 and the Gisborne District Council regulations the postponed event was unfortunately cancelled. Difficult event to run over different locations due to lack of LC pools.
- Brainstorming Ideas for Meets
 - Consensus that it is necessary to look to run some events, within the framework and regulations, while ensuring as much as possible that the health and wellbeing of everyone is protected as much as possible. Potential for real loss to the sport if events continue to be postponed/cancelled. Vaccination has occurred and vaccination passes for 12 years 3 months and over are in place.
 - S Hewitt mentioned that some clubs are running club nights and leagues in a club setting currently, while other clubs and coaches are looking for opportunities to race with others.
 - Both HB competition pools can accommodate 100 people.
 - New Sport NZ rules state that each group of 100 persons must stay as is for the duration of the event.
 - Discussion around ways to split athletes to reduce numbers – by club, by age, by deck seeding etc. Splitting by age is the easiest and can also link to age-appropriate events, racing and general delivery of the event.
 - Junior meets can be run easily by clubs getting together with another club. Suggestion to clubs to do this. **S Hewitt to follow up**
 - Senior Meets - 13 and over numbers of competitive and club swimmers (maximum – with many having left the sport) – CHB (13), GDL (21), SUN (64), NAQ (26), and TRO (11) – Total HB 135. COM (19), ENT (31) – Total Gisborne 50. This makes running one senior meet across two pools (Gisborne and HB) very possible. S Hewitt to suggest to coaches. **S Hewitt to follow up**
 - HBPB Up & Comers to go ahead. S Hewitt to ensure that Covid requirements are met, with changes to the flyer and format being inevitable. **S Hewitt to follow up**

SNZ Events

- **2022 National Events – NZ Opens and NAG’s**
 - SNZ is running all events as “Red” under Covid-19 restrictions until June so that certainty can be given, and plans can be made. There will be significant changes made to these events, which has been communicated to the swimming community. Details still to be confirmed.
 - Decision to celebrate and acknowledge all National Qualifiers, despite many not being able to attend.
S Hewitt to follow up
- **2022 Division II Competition**
 - It is looking almost certain that this event will not go ahead, and that SNZ may request that there is some sort of delivery regionally. Funding of \$12666.00 has been received from Pub Charity which would need to be paid back. Flights, accommodation, and van hires also need to be cancelled. Move to return money to Pub Charity and cancel all bookings when a confirmed decision is made by SNZ.
JM/AB

My Togs/My Squads

- S Hewitt provided the Board with some information around these two APP’s. These have some great functionalities for both swimmers and coaches.
- The team at SNZ are working hard on adding several push notifications for swimmers. Currently there is a PB push notification that swimmers receive. Senior swimmers can also see their rankings. At a junior level all these will be consistent with Balance is Better. The revised version of XLR8 being developed by D Johnson will also be included.
- Results of meets need to be submitted by clubs and the regions, and clubs and swimmers need to be made fully aware of these APP’s and their functions.
S Hewitt to follow up

Facilities and Equipment

HB Olympic Pool

- N Manu has been contact around the timeline for construction. Space allocation drafts to be out shortly to clubs and the region. Pool is likely to be finished in August 2022.
- HBPB Winter Championships 2022 – It looks very unlikely that this could be held in the new pool, so will be scheduled at the usual time at Flaxmere Waterworld.
- HBPB Summer Championships 2022 – To be discussed at next meeting.

Funding Report

- Grant Outcomes
 - Pub Charity – Div II 2022 – Approved \$12666.00 This will need to be returned if Div II does not go ahead.
 - Grassroots Trust – Pool Hire HBPB Summer Championships - \$3571.00. This will need to be returned due to cancellation.
- Grant Applications – Apply to Grassroots Trust for 6 months Administration Contract costs. JM/KB
S Hewitt to follow up
- Accountability
 - NZCT – Accountability – Final Accountability Submitted.

Financial Report

- Ratify Payment of Accounts Approved via Email – 16th November 2021 – 5 February 2022
 - CHB Swim Club – Swim HB Fund Distribution – \$3505.00
 - Greendale Swim Club – Swim HB Distribution – \$3690.00
 - Heretaunga Sundevils – Swim HB Distribution - \$8820.00
 - Napier Aquahawks – Swim HB Distribution - \$2280.00
 - Trojans Swim Club – Swim HB Distribution - \$2280.00
 - R Kyle – Repay HBPB Dec Summer Champs Entries - \$35.00
 - S Sisam – Repay HBPB Dec Summer Champs Entries - \$42.50
 - Engrave O Print – HBPB Summer Champs Medals - \$2794.50
 - Quality Presentations – HBPB Summer Champs Ribbons - \$356.27
 - S Hewitt – Reimburse Coaches Airfares – Div II - \$987.20
 - R Somerton – Reimburse Flowers S Dunn – Life Member - \$150.00
 - J Margerison – Reimburse Grocery Voucher – C Drager - \$250.00
 - S Hewitt – Reimburse Towels – Age Group Prizes - \$246.00

- Crombie Lockwood – Insurance - \$2056.18
- All Admin Payments
- All SNZ Affiliation Payments
- Approve Additional Payments
 - M Sisam – HBPB Summer Championships Entry Fee Refund - \$25.00
 - K McEntee – HBPB Summer Championships Entry Fee Refund - \$35.00
 - L McEntee – HBPB Summer Championships Entry Fee Refund - \$40.00
 - P Nettle – HBPB Summer Championships Entry Fee Refund - \$35.00
 - Plus More – Xero Sub - \$165.60
 - Grassroots Trust – Repay Grant - HBPB Summer Championships Pool Hire - \$3571.00
 - Pub Charity – Repay Grant – Division II 2022 - \$12666.00
- Approve Financial Reports JM/AB
- Swim HB Funds – Swim HB have passed all funds across to HBPB Swimming to be held in reserve for the benefit to HB swimmers. Total amount transferred was \$37794.36. Of this \$22780.00 was distributed to HB clubs on a per competitive swimmer basis. \$10000.00 is to be retained for electronic equipment for the whole region. The HB club reserve also includes HBPB Winter Championships 2021 income of \$4784.11 – total of \$9798.47 to be used to benefit HB swimmers.
- Plus More Audit Shield Master Policy – Decision to pursue looking at cover. S Hewitt to follow up

Sub-Committee Reports

Technical

- New Technical Officials – K Skidmore, R Botes, T Hurley, F Hurley (NAQ) – Regional JOS, S Nicholls, G Murillo Gastro, A Rasmussen, E Ennor, S van Veldhuizen, J Lott, A Wairama (NAQ) – Regional Starter and IOT. Congratulations to all, and to NAQ for encouraging involvement in technical.
- K Bone – Difficulties during Covid-19 with training with lack of events, and parents/spectators not being able to attend events.
- December Referee Seminar – S Keepa, D Blair, J Joblin, and K Bone attended over ZOOM with G Forsythe (TAC).
- Gisborne Assessor Update - S Keepa has confirmed that she no longer wishes to fill this role. With travel being difficult for K Bone, and no one else in Gisborne currently interested, Gisborne parents may have to travel to obtain their accreditations. Continue to look for technical officials in both Gisborne and HB to move into the more senior technical roles.
- Para Classifications – C Leslie has added a para classification after the name of the swimmer on the database. This is to make para-athletes visible and ensure that their needs are met, their technical requirements known, and regions make opportunities for para finals and ensure that athletes do not miss these.

Records

- Short and Long Course Records - None

Previous Minutes

- Minutes of meeting – 18th November 2021 moved. AB/JMc

Matters Arising (not already discussed):

- Club Constitutions – Enterprise Swim Club has forwarded through a revised constitution that appears to align with the SNZ and HBPB constitution. Awaiting on Greendale Swim Club to submit. S Hewitt to follow up
- Disability and Para Clinic 2022 – S Hewitt to work with C Leslie on the delivery of this. S Hewitt to follow up
- Events Committee – Deferred at this stage.
- 2023-2024 SNZ National Event Tender – S Hewitt to work with D Johnson on this. S Hewitt to follow up
- Backstroke Wedges – Still to be Investigated.

Correspondence: (as per notified by email).

- Inwards of Significance – 16th November 2021 – 5 February 2022
 - SNZ – Welcome to Lewis Ryan – SNZ Communications Manager
 - L Ryan – SNZ – Covid-19 Guidelines re Abusive Comments/Messages
 - D Johnson – SNZ – Balance is Better and Good Sports
 - D Johnson – SNZ – Recreational Swimmer Survey
 - Pub Charity – Div II – Funding of \$12666.00
 - Swimming Canterbury West Coast – League Flyer Example
 - D Johnson – Request for Regional Offerings for Club Survey
 - S Dunn – Eastland Swim – Meeting Minutes

- D Johnson – Club Survey
- D Johnson – Notification of Participation Work Groups - Competitive Focused and Recreational Focused Sub-Groups
- K Dalldorf – SNZ – Disability and Inclusion Workshop/Upskilling for Swim School Instructors 2022
- G Avery – HB Community Fitness Trust – Resignation as Chair
- Pauikura Swim Club Rarotonga – Re Gisborne Club for Scholarship
- H Latham – NZSCTA – Provisional Courses for 2022
- S Keepa – Withdrawal of Interest – Gisborne Technical Assessor
- C Francis – SNZ – Cancellation of Junior Festivals
- A Johnson – SNZ Coach – Re 2021-22 National Age Group Programme
- Enterprise Swim Club – Revised Updated Constitution
- K Owen – Sport HB – November, December and January Disability and Inclusion Newsletters
- C Francis – SNZ – NZ Champs and NAG’s Restructure
- P Melhuish – Swim Meet League
- G Knight – Junior Meet Idea
- N Manu – HB Community Fitness Trust – HB Olympic Pool Update
- C Leslie – SNZ – Para Swimmer Classifications and Swimmer List
- Swimming Otago – Covid Terms and Conditions Example
- T Motu – Sport HB – Contingency Planning for Secondary School Events/Competitions
- OSHBox, Sport NZ and Sport HB – Various Covid-19 Information
- S Johns/D Johnson/C Francis – SNZ – Various Covid-19 Alert Level Restriction Guidelines and Information
- Various Div II 2022 Communications
- Various Administrative Communications – Covid Communications, Competitions/Swim Meets/Flyers, Memberships/Database, Coach and Club Communications, Bookings, Funding, and Other Admin
- Outwards of Significance – 16th November 2021 – 5 February 2022
 - HBPB Clubs – Reviewed SunSmart Policy
 - HB Clubs – Re Swim HB Fund Distribution
 - Grassroots – Grant Application – Pool Hire HBPB Summer Championships
 - Clubs – Revised HBPB Summer Championships 2021 Flyer
 - Clubs – Revised 2022 Swim Meet Calendar
 - G Meade and S Dunn – Thank you
 - A Blair – Congratulations Tairawhiti Legend
 - G Meade – Thank You re Eastland Swim
 - S Dunn – Thank You re Eastland Swim and Life Member Congratulations
 - Clubs – SNZ Covid-19 Vaccination Policy
 - Clubs – HBPB Summer Bubble Meet 2021 Flyer
 - Clubs – Swimmer and Club Surveys
 - Swim Schools – Notification of Disability and Inclusion Workshop/Upskilling for Swim Teachers
 - A Johnson – SNZ Coach – Re National Age Group Programme
 - N Manu – HB Fitness Community Trust – Request for Update on Pool and Space Allocation
 - Clubs – Health and Safety Reminder/Updates
 - Various Updates and Information – Covid, Div II 2022, Competition/Swim Meets/Flyers/MM Files, Coaches Communication, Club Correspondence, Invoices, Funding, and Other Admin
- Move that the inwards and outwards be approved. AB/KB

Transfers and Clearances

- Swimmer Transfers – H Ryan (TRO to SUN), E Brooker (COM to ENT), K Reynolds (ENT to SUN), R Bright (ENT to Ham Aquatics), M Lansdown (TRO to NAQ), L Duross (SUN to Capital), C Roberts (TRO to Northwave), C Wolmarans (Ham Aquatics to TRO) – Cancelled
- Non-Swimmer Transfers and Clearances- None

Health and Safety

- No incidents to report. Clubs to be reminded to send in incident reports for forwarding to SNZ and for the H & S Register, with the aim being to ensure all risks are mitigated. **S Hewitt to follow up**
- Covid-19 continues to be a significant H & S issue and clubs have been reminded of the H & S page on the SNZ website, which includes a number of usual resources and up-to-date information and links.

Meeting Close – 8.05pm

Next meeting – TBC