



**CAPITAL SWIM CLUB**  
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MINUTES OF THE CAPITAL SWIM CLUB  
HELD AT REFRESH PHYSIO, KILBIRNIE,  
ON 16 MARCH 2020 AT 7.15PM

1. *Present*

Catherine Millar, Lynda Hart, Dave Clareburt, Mike Heath, Nathan Masters, Joe O'Callaghan (Deputy Chair).

Meeting started at 7.18pm. Joe welcomed all. Lynda confirmed and agreed to take the minutes.

2. *Apologies*

Matt Titcombe (Chair)

3. Update on Action Points from Previous Minutes

*Coaching and Membership*

- Joe to arrange a mailchimp survey sent to current members on whether they think Capital is progressing as a club.

*Joe to action this.*

- Brandon travel expenses have been repaid.
- Meet the coaches meeting to introduce Brandon and Andre and revisit the coaching teams philosophy and approach to coaching, led by Gary to be postponed.

*Comms to be sent to members advising them of this.*

*Mike and Nathan to produce a flow chart / process map etc. to implement into our clubs policy and also look at drafting up a Members Protection Policy for our club. Discussion to be had at the next board meeting regarding this matter.*

4. *Approval of previous Board Minutes* Mike/Nathan

5. *Strategic Items For Discussion*

Capital Swim Club Strategy document – ongoing.  
Deferred until a later date.

6. *Coaching and Membership Reports*

a. *Squad management Report*

Joe provided an update noting there wasn't a lot of change from the previous meeting regarding members. There has been interest shown for the fitness group and a steady number of enquiries regarding joining. It was discussed how we could tap into Swim Well's older age group (11 – 12 year olds) and provide a swimming pathway within Capital.

b. *Head Coach Report*

Gary joined the meeting via Zoom. He outlined the proposed changes to the squad model. Questions were asked regarding pool space, having squads train from one pool to try and save costs etc. Unfortunately WRAC do not have enough lane space for the club to be able to do this at this stage. Discussion around implementing the new FAST group and "mini squad" was had and what times and days would be best for all swimming groups. Joe and Nathan will draft an advertisement for this new group and will also put together a schedule of when these classes can be offered. They will also contact Swim Well to try and form a pathway for Swim Wells older swimmers to move to either FAST, mini squads or competitive swimming groups. Communication regarding these changes needs to be sent to Gary for discussion amongst the coaches. Nathan will highlight the changes being made (on the proposed document).

Nathan and Joe to contact Swim Well and arrange to meet to discuss options for their swimmers to progress through Capitals squads.

Nathan and Joe to draft up an advertisement promoting the new FAST group and showing which swim sessions will be available for them.

Nathan to update squad document and send to Gary for coaches meeting.

7. *Management, Risk and Finance*

a. *Financial reports*

Mike commented that the figures are looking healthy driven mainly by some large grants recently received.

Eileen has been asked to provide a report showing the clubs projection until the end of June to get a better understanding of where the club sits.

*b. Invoices*

Sharon's report was discussed. The board agreed to write off Olivia Damiano outstanding resignation fee. The board did not support the cleaning fee issued by the Hub for Aiden's farewell. Mike will follow up on any action points raised from Sharon's report directly with her.

Mike will approve all necessary invoices needing sign off.  
Mike to follow up with Sharon action points raised from her report.  
Joe will manage any suspensions moving forward.

*c. Health and Safety*

Catherine confirmed she has an up coming Health and Safety meeting regarding the use of drugs and alcohol. Nathan was approached by a swimmers parent and asked about swimmers using anti-depressants. Nathan advised the parent to consult their doctor regarding this. The board agreed the Health and Safety Policies needed to be uploaded to the Capital website. Catherine is working on this.

A contingency plan needs to be put in place due to the recent outbreak of the Corona Virus. Our clubs health insurance offers a 3 month cover. The board need to consider and plan should the swimming squads be unable to train because:

- the government advises sporting groups to stop training
- the council close the pools
- an influx of illness amongst swimmers
- we have no coaching staff due to illness

A suggestion was to allow for smaller swimming groups on alternate days for each group.

Nathan has offered to provide the board with a Risk Options paper outlining several scenarios and our ability to continue to operate as best we can.

As our duty of care to swimmers attending NZ Opens, the board will need to email Gary Hollywood regarding the clubs action steps towards the virus and then this needs to be forwarded onto swimmers who are attending NZ Opens and also Jan Larkin as she will be Capitals Team Manager during this meet. Deposits for NZ Opens are due tomorrow. Sharon has asked if we are happy for her to receive the deposits, place these into a holding account and

manage this process going forward. Mike has offered to communicate with Sharon regarding this and answer any questions on behalf of the board.

Mike to follow up with Sharon and manage questions and queries regarding NZ Opens.

8. *Alternative income Update*

a. *Grants Received*

*We have received the following grant:*

Air Rescue Services	\$18,000
For pool lane hire, March to May 2020.	

This was achieved with the assistance of Drew.

b. *Grant applications*

We have applied for the following grant:

Pub Charity Limited	\$6409.74
For pool lane hire at Wellington Regional Aquatic Centre and Freyburg Pool and Fitness Centre for June 2020.	

Mike would like to speak with Drew regarding the application process when applying for grants to cover costs associated with an administrators role and assistance with paying for a coaches work contract.

Mike to speak with Drew regarding the above.

There is a grant available for NZ Women In Sport which has from \$30K available for a nominated woman's programme. The entries close in April. Joe will follow this up in due course.

c. *Fundraising*

Nathan suggested targeting wealthy individuals as opposed to organisations based on the feed back he has recently received. Rod Drewary was mentioned as a possible sponsor for the club.

9. *Events*

a. *Meet the Coaches*

This has been postponed in light of recent events relating to Covid-19.

b. *NZ opens*

Yet to be confirmed if this event is still to go ahead. We need to ensure that any communication regarding this event is also feed through to Jan Larkin who will be Capitals Team Manager at this meet.

c. Div II

Yet to be confirmed if this event is still to go ahead. We need to ensure that any communication regarding this event is also feed through to Brandon as the lead coach for this meet.

10. *Communications*

a. *Newsletter*

The recent newsletter sent to members has been well received with lots of positive feedback coming in.

Can any news be sent to Catherine for the monthly newsletter.

b. *Facebook*

Please be mindful of who has been given access to post on facebook. While it is great to see posts going up, we need to ensure the content isn't limited to posts about the same individuals.

11. *General Business*

a. *AGM*

We need to start thinking about what we have been able to achieve in the past year, in readiness to present this to the membership at the next AGM. Board Roles will need prioritising prior to the AGM.

b. *Squad Fees*

The timeframe to implement this has been pushed forward due to the inadequate notice families require regarding an increase, the division of squads and complaints from various areas within the club. The clubs new structure needs to be nailed first so the board can deliver an increase along with a new structure to the membership.

c. *Administrator*

Are we able to re-look at hiring someone for this position?

d. *Parent email complaints*

Joe and Matt are actioning any issues that arise.

e. *The Hub*

A formal letter is needed from the Chair to formally advise the Hub of our intentions to resign from it's membership.

f. *TeamApp*

Mike will continue to investigate this.

g. *Swim Wellington Board Meeting*

Mike to follow up with Matt regarding his text message relating to this meeting and communicate the outcome to Sharon

In Committee Discussions.

The meeting closed at about 10.17 pm.

*Next Meeting:*

REFRESH PHYSIO, Monday 30 March 2020 @ 7.15pm.

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

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CHAIRPERSON

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DATE