



**CAPITAL SWIM CLUB**  
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MINUTES OF THE CAPITAL SWIM CLUB  
HELD VIA ZOOM DUE TO COVID-19 LOCKDOWN,  
ON 1 JUNE 2020 @ 7.30PM

1. *Present*

Catherine Millar, Lynda Hart, Mike Heath, Joe O'Callaghan (Deputy Chair), Matt Titcombe (Chair)

Meeting started at 7.34pm. Lynda confirmed and agreed to take the minutes.

2. *Apologies*

Nathan Masters

3. *Coaches Report*

The Board confirmed that everyone had read Gary's report. Questions were raised regarding the changes made to the squads and the fairness of each group. Neither Andre nor Brandon were made aware of or consulted on this decision. Parents are questioning the reasoning behind this, which Andre, Brandon and the Board are unable to provide until Gary can explain and confirm the rationale behind this change and his decision to do so.

Andre also provided a very comprehensive report to the Board. All Board members confirmed that they had read this report.

Andre expressed he would like to set the Swimming NZ Short Course event as a targeted meet for his squad and would like to take a team to Auckland for this. The Board support Andre with this decision and will advise him of this.

Andre has ensured the Board that he is following all rules set out by WRAC regarding swimmer distancing. As of Tuesday next week, this rule may no longer apply. Clarification needs to be sort on this once lockdown is moved to Alert Level One.

No decision has been made yet regarding the yearly maintenance closure of WRAC. Confirmation for training facilities will be required once this has been

confirmed. The use of both Thorndon and Freyburg pools will be used and can be split between the squads. Gary has mentioned Freyburg will only be used for the senior squad, however this requires further discussion around the rationale behind this. In the past, both pools have been shared equally between all squads. Confirmation regarding lane availability is required from Freyburg prior to planning.

Sharon and Joe have had communication around squad fees. Some members have yet to pay their fees or advise the club of their intention to return to swimming. It would be useful to have swimmer numbers provided so we can ensure the club is utilising the resources provided to the full potential and will assist in helping to plan where squads will train once WRAC confirms it's closure dates. Matt commented that approximately 117 swimmers had returned to date.

#### 4. *Approval of previous Board Minutes*

Minutes 12 May 2020	Joe/Catherine
Minutes 18 May 2020	Mike/Matt

#### 5. *Management, Finance and Risk*

##### *A. Financial Report*

Eileen produced a 6 month financial forecast based on a reduction in membership to show what we may moving forward.

##### *B. Health and Safety*

Draft Drugs & Alcohol and Anti Bullying policies sent through by Catherine need finalising and to be ready for the next Board meeting so these can be minuted and implemented. Catherine found the Employment Lawyer she contacted to be a very useful source. Once these policies are finalised, they will need to be made available on the Capital Swim Club website.

#### 6. *Events and Communications*

##### *A. Events*

There are no events to currently report on.

##### *B. Instagram/Facebook*

Senior swimmers have been managing the social media sites.

##### *C. Newsletter*

Clarification was sort on who was responsible for co-ordinating the club newsletter. Catherine will continue doing this. Good feedback was received

from the last newsletter by Dave Crampton.

## 7. General Business

### A. AGM

A date for the AGM is required with a venue to be booked. This should take place between 1 August and 31 August.

Lynda has agreed to look into this and secure a venue.

Confirmation required on timing and process for implementing proposed changes to constitution prior to the AGM.

People approached for being nominated have been *(In Committee)*

### C. Constitution

Hari and Eugene have now put this document together. Eugene will use this as a base for other clubs to use.

Matt will check with Martyn Newman-Hall from Swim WLG if an extension can be sort due to COVID-19.

### D. The Hub Membership

Joe has agreed to speak with Nathan before contacting the Hub to cancel the clubs membership.

### E. Coaches Salary Reduction

The coaching team are currently receiving 80% of their pay rate. This is reviewed every fortnight.

Causal coaches are still receiving 100% of their pay rate.

Pam is concerned that we may need to pay this money back if its not used.

Matt has agreed to touch base with Pam regarding the subsidy.

### E. Administrators Role

Joe has commented that the role of Manager is very time consuming for a voluntary role and wonders if there is an option for job sharing and breaking down the current Managers role into manageable areas.

The role entails:

- New Contacts / organisation of trials with coaching team

- Lane hire with WCC

- Resignations from the club

- Uniform

Would the Board consider making this into a paid role again? Or can we secure more volunteers from the membership to help pick up parts of this role? A

message can be shared through the newsletter looking for volunteers to offer help.

As Sharon has previously done all these roles, Mike has agreed to give Sharon a heads up that we are looking for volunteers and that the Board has no expectations for her to resume doing any of these roles.

The role of uniform co-ordinator can be made into a separate role. Lynda suggested Michelle Burke may be interested in taking this role on and will contact her regarding this.

Catherine noted that the morning lane space used for the senior squad could be better utilised. Matt has agreed to get an update from Gary on what training will look like once the pool goes to single lanes.

Brandons Linkdin profile still has the incorrect titles. Matt will ask him to change this.

In Committee Discussions.

Meeting closed at 9.19pm.

*Next Meeting:*

Monday 8<sup>th</sup> June @ 7.15pm

Refresh Physio, Kilbirnie

CERTIFIED AS BEING A TRUE AND CORRECT RECORD

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CHAIRPERSON

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DATE