



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at 7pm on 5th August 2019 at the Wharenui Club Meeting Room

- 1. Present:** Chris Ponga, Scott Wagenvoord (left at 9pm), Simon Moore, Kim Berquist, Christelle Savry, Nicky Edwards
- 2. In Attendance:** Debbie Rahurahu, Jill Perriam (until 8pm), Rhys Pryde-Wall (arrived 7:05pm)
- 3. Apologies:** Nil
- 4. Minutes of the previous meeting read and accepted**

Moved: Scott

Seconded: Kim

Carried

- 5. Matters arising:** Nil
- 6. Declarations of interest:** Nil
- 7. Correspondence in / out:**

SCWC Board Charter was distributed and signed by each member of the SCWC Board

SNZ

Amber Piggott- 2019/20 Membership Rollover - Final Steps
Steve Johns- Minutes of SGM
Steve Johns- 2019 SNZ Board Appointments Panel
Steve Johns- NEW Regional Constitution for Adoption
Cameron Leslie- The next step for Para swimming officiating learning
Steve Johns- Voting Delegate
Steve Johns- SNZ Board Positions Available
Steve Johns- Amended SNZ Constitution
Steve Johns- SGM Process Example - SCWC - Special General Meeting
Anthony Bowler- Medals Plus
Lucy Mills- 2019 SNZ Annual Report
Andy Kent- DRAFT 2020 Junior Festival Doc
Anthony Bowler- Mako's Junior Festival, 13-15 March 2020
Steve Johns- Adoption of New Regional Constitution
Andy Kent- SNZ Team Manager Guidelines At National Championships

Makos

Ben Close- Makos Administrator Position Vacancy

Regions

Otago- South Island Championships Dinner

Sport Canterbury



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9. Records

Men 15-15 50 Back

26.81 Taiko H. Torepe-Ormsby at 2019 Aon NZ National Age Group Championships 16/04/2019
26.43 Taiko H. Torepe-Ormsby at 2019 Aon NZ Open Championships 17/06/2019

Men 15-15 50 Fly

25.91 Taiko H. Torepe-Ormsby at 2019 Aon NZ National Age Group Championships 16/04/2019
25.86 Taiko H. Torepe-Ormsby at 2019 Aon NZ Open Championships 17/06/2019

Men 17-17 100 Back

58.82 Ezekiel J. Pine at 2019 Aon NZ National Age Group Championships 16/04/2019
56.97 Angus W. Kelliher at 2019 Aon NZ Open Championships 17/06/2019

Men 17-17 200 Back

2:07.50 WILLIAM J. CAMPBELL at Mayfair Pools 2013 NZ Age Group Championships 26/02/2013
2:04.28 Angus W. Kelliher at 2019 Aon NZ Open Championships 17/06/2019

Men 50 Fly

24.93 Oliver R. Rayner at 2018 NZ Open Championships 2/07/2018
24.68 Oliver R. Rayner at 2019 Aon NZ Open Championships 17/06/2019

Men 200 IM

2:07.67 MATTHEW T. HUTCHINS at Mayfair Pools 2013 NZ Age Group Championships 26/02/2013
2:06.60 Jeremy Tasker at 2019 Aon NZ Open Championships 17/06/2019

Men 800m Freestyle

8:09.71 Jeremy Clement 08/09/1993
8:05.96 Quinton Hurley at 14th FINA World Championships 11/12/2018

Women 12-12 200 Free

2:10.41 Kyra E. Forrest at 50th Wharenui Junior Olympics 5/04/2013
2:10.39 Hanna A. Abdou at Wharenui Winter Olympics 2019 4/07/2019

Women 12-12 800 Free

9:44.18 Hanna A. Abdou at 2018 SCWC Distance Meet 28/10/2018
9:39.79 Hanna A. Abdou at Wharenui Winter Olympics 2019 4/07/2019

Men 17-17 200 Back

2:02.81 CAMERON J. JAMES at 2011 South Island Championships 23/09/2011
2:02.42 Angus W. Kelliher at Wharenui Winter Olympics 2019 4/07/2019

Men 15-15 50 Free

23.50 Taiko H. Torepe-Ormsby at 2018 State Teams Championships 3/10/2018
23.49 Taiko H. Torepe-Ormsby at 2019 SCWC Short Course Champs 19/07/2019

Men 17-17 50 Back

25.88 Ezekiel J. Pine at 2018 State Teams Championships 3/10/2018
25.68 Angus W. Kelliher at 2019 SCWC Short Course Champs 19/07/2019

Men 17-17 100 Back

55.72 Ezekiel J. Pine at 2018 State Teams Championships 3/10/2018
55.23 Angus W. Kelliher at 2019 SCWC Short Course Champs 19/07/2019

Men 17-17 200 Back

2:02.42 Angus W. Kelliher at Wharenui Winter Olympics 2019 4/07/2019
1:57.70 Angus W. Kelliher at 2019 SCWC Short Course Champs 19/07/2019
2:00.67 Angus W. Kelliher at 2019 SCWC Short Course Champs 19/07/2019



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Men 17-17 100 IM

57.82	Matt PHILLIPS at State 2013 NZ Short Course Champs	29/09/2013
56.99	Ezekiel J. Pine at 2019 SCWC Short Course Champs	19/07/2019

Men 50 Back

26.55	Cameron James at 2017 NZ Open Championships	03/04/2017
26.43	Taiko H. Torepe-Ormsby at 2019 Aon NZ Open Championships	17/06/2019

Men 100 Back

57.26	Cameron James at 2017 NZ Open Championships	3/04/2017
56.97	Angus W. Kelliher at 2019 Aon NZ Open Championships	17/06/2019

Men 17-17 200 Back

2:04.45	Angus Kelliher at 2019 OPTUS Victorian Age Group Championships	7/12/2018
2:04.28	Angus W. Kelliher at 2019 Aon NZ Open Championships	17/06/2019

Men 17-17 200 Back

1:58.08	Angus W. Kelliher at South Island Championships 2018	24/08/2018
1:57.70	Angus W. Kelliher at 2019 SCWC Short Course Champs	19/07/2019

Nicky enquired about setting up regional Para records, Debbie will look into this. New national Para records have just been released by SNZ.

Moved: Kim

Seconded: Nicky

Carried

10. Financial records

All financials were emailed to the SCWC Board along with the agenda prior to the meeting. The budget will be set this year for next year- Chris advised he will be being conservative in setting the amount of funding in the budget as there is a realistic risk of losing some of this.

ACCOUNTS TRANSACTIONS:

Per emailed financials

OVERDUE ACCOUNTS:

Per the emailed financials
Accounts

Moved: Christelle

Seconded: Scott

Carried



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11. Funding Report

Approved Applications

Provider		Purpose	Amount
Mainland Foundation	09/2017	Canterbury Squads end of year trips	\$20,000.00
NZCT	10/2017	Administrator's Salary	\$30,000.00
NZRB	10/2017	Pool Hire for Regional Meets (\$14021.96)	\$7500.00
Pub Charity	11/2017	Balance of Pool Hire (\$5890.85)	\$3000.00
Four Winds	12/2017	Ribbons for 2018 Season (\$2675.00)	\$1000.00
First Sovereign Trust	01/2018	Administrator Laptop	\$1200.00
Lions Foundation	02/2018	Medals for 2018/2019 season	\$3000.00
Southern Trust	03/2018	Bal. of Medals for 2018/19 & Sth Islands (\$5462.00)	\$4500.00
Youthtown	04/2018	Pool Hire for South Islands	\$3866.00
Mainland Foundation	07/2018	Funding for SCWC Squads 2018/19	\$20,000.00
One Foundation	09/2018	Pool Hire for Regional Meets to Feb 2019	\$12,941.65
NZCT	11/2018	Administrator's Salary	\$28,500.00
NZRB	12/2018	10 x Timing Pads	\$8000.00
Pub Charity	03/2019	Medals for the 2019/2020 season	\$5228.00

Declined Applications

Provider		Purpose	Amount
TTCF		Pool Hire for Regional Meets	\$15,059.94
Youthtown	09/2018	Keepsake & perpetual trophy	\$605.55
Selwyn Community Fund	01/2019	Pool Hire SCWC Relay Championships	\$1276.00
CERT	03/2019	Officials Accommodation NAGs/Opens	\$4348.71

Pending Application

Provider	Purpose	Amount
Mainland Funding	Swimmers accom. 2020 SCWC Ch & Junior Fest	\$29,040.00

Presentation to Mainland Foundation made on Monday 10th June, decision is pending- we are still waiting for final invoices to complete the accountability for Tri-series for the previous round of funding.

SCWC has had an offer from a commercial sponsor to provide funding for our Technical Officials travel in return for advertising of their brand on a frame to be placed around the wall mounted scoreboard at Jellie Park. This would be front of house, full time advertising at a council facility- Debbie to approach Martin and the promotions manager at CCC to enquire about the possibility.

12. Contractual Obligations

SwimT3
Halswell Swim Club and Templeton Swim Club funds held on behalf
Doreen Brown Trust



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13. Membership

Registered Swimmers- Previous Seasons

Date	Competitive Swimmers	Club Swimmers
30/6/2019	624	212
30/6/2018	643	191
30/6/2017	681	476
30/6/2016	684	179
30/6/2015	689	
30/6/2014	605	
30/6/2013	648	
30/6/2012	762	
30/6/2011	866	
30/6/2010	929	
30/6/2009	696	
30/6/2008	612	

Note: 2017 totals for Club swimmers included all non-registered entrants for Canterbury Secondary Schools, who were loaded as Club swimmers. This was not necessary from 2018, hence the drop in numbers

Current Membership Numbers (as at 31st July 2019)

Club Name	Membership Type	Count
Aquagym Swimming Club	Club Swimmer	21
Aquagym Swimming Club	Competitive Swimmer	49
Ashburton Swim Team	Club Swimmer	1
Ashburton Swim Team	Competitive Swimmer	31
Geraldine Swimming Club	Club Swimmer	3
Geraldine Swimming Club	Competitive Swimmer	16
Greymouth Amateur Swimming Club	Competitive Swimmer	33
Hokitika Amateur Swim Club	Club Swimmer	8
Hokitika Amateur Swim Club	Competitive Swimmer	35
Jasi Swim Club	Club Swimmer	29
Jasi Swim Club	Competitive Swimmer	77
Mackenzie Swimming Club	Club Swimmer	31
Mackenzie Swimming Club	Competitive Swimmer	14
North Canterbury Swim Club Inc	Club Swimmer	24
North Canterbury Swim Club Inc	Competitive Swimmer	51
QEII Swim Club	Club Swimmer	22
QEII Swim Club	Competitive Swimmer	21



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Selwyn Swim Club	Club Swimmer	22
Selwyn Swim Club	Competitive Swimmer	25
Swim Timaru	Club Swimmer	18
Swim Timaru	Competitive Swimmer	47
Temuka Swimming Club	Club Swimmer	5
Temuka Swimming Club	Competitive Swimmer	22
Vikings Swim Club Inc	Club Swimmer	9
Vikings Swim Club Inc	Competitive Swimmer	41
Waimate Amateur Swimming Club	Club Swimmer	1
Waimate Amateur Swimming Club	Competitive Swimmer	6
Waitaha Swim Club	Club Swimmer	15
Waitaha Swim Club	Competitive Swimmer	24
Westport Swim Team	Club Swimmer	15
Westport Swim Team	Competitive Swimmer	4
Wharenui Swim Club	Club Swimmer	25
Wharenui Swim Club	Competitive Swimmer	52
TOTAL NUMBER OF SWIMMERS		797

14. Health & Safety

- a. Any incidents to report
- b. Risk items to be actioned
 - I. Risk: pool swimming lesson diving accident in Australia
Have approached SNZ to confirm their policy and Swimming Australia policy on pool diving depths after courts ruled 1.2m was too shallow. SNZ advised that they have nothing further about this incident and that their policy for safe pool depths for diving is unaffected.
 - II. Risk: Club health and safety
Health and safety group has been set up to produce the health safety and wellbeing guidelines for SCWC region. The aim is to create an online resource to support our region's clubs and event organisers. The group includes six people from around the region with a good cross section of interest in swimming. Currently the group is working on a draft policy.
Clubs are to be reminded that they are responsible for Police Vetting all non-NZSCTA coaches, team managers and parents who travel stay with the team, every 3 years.

15. Technical Committee

No meeting held- an updated meet flyer template needs to be designed, Kim suggested this should include a photography clause.



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13. Events Committee

No report to submit- Fiona is away until the end of the week. Debbie to provide the new Events Committee with a spreadsheet detailing responsibilities that should be covered by the Events Committee members which are currently being overseen by Debbie and Fiona. The equipment needs someone responsible for its upkeep, one new Timing Pad already needs attention. Debbie to check with Events Committee if they wish to approach Scott Criglington to be “gear-man”.

14. Awards Committee

Debbie and Jill to set up a Google Docs spreadsheet for Annual Award nominations and Ticket Sales-ticket process to be set at \$65.00 or \$600.00 for a table of 10.

1. Follow up Items from Previous Meetings	
Ongoing Policy development- Declaration of interests, annual budgets, risk management Chris and Debbie to design new user-friendly website layout for all SCWC Policies and Health and Safety information This will be finalised once the H&S working group have completed their review	Chris/Debbie
SNM have confirmed that the Region has agreed to remain a member of the Makos Zone and they will be attending Junior Festival in the Makos Zone from now on	
Simon to provide measurements of storage crate for old pads so we can approach Selwyn Aquatic Centre about storing them there on a permanent basis.	Debbie/Simon
2019 SCWC Annual Awards- Brad Smeele will be our speaker and Jess will be our MC. SCWC Awards Committee now has the old nomination forms they will be contacted re looking at criteria and awards, once this is finalised a nomination form will be sent out to Clubs. A save the date has been sent out via Facebook and email. Kim will be our photographer for the event, and Ben Smith is getting back to us about doing the powerpoint again.	Debbie/Kim
2019 Strategy / Strategic Plan <ul style="list-style-type: none"> • SWOT Analysis – as a team we need to understand what our strength, weaknesses, opportunities and threats are • What are our 2019/20 goals we need to deliver • What activities are we are currently doing to deliver the outcomes required Responses to the strategy questionnaire have now closed. A proposal was made to employ someone to facilitate the discussion and support the Board through the development process. Some concern was raised about the appetite stakeholders would have in getting an unrelated third-party in. Could this support could be sourced through Sport Canterbury- the Board potentially has enough expertise to develop a Strategic Plan without outside assistance.	Chris/Scott



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<p>SLA- SCWC's proposal was presented to CCC on the 21st June. CCC are expected to respond in the next 2 weeks, with the current arrangement for QEII to rollover until CCC respond</p>	<p>Chris</p>
<p>SCWC Charitable Trust still on Companies Register- needs to be removed? This needs to be wound up and removed from the register. Wayne is looking into this</p>	<p>Debbie</p>
<p>2019 Wuhan River Festival- Jill Perriam presented a round-up of the experience and provide a diary of the week in China. A fantastic experience, and very busy few days. If we are asked to attend again Jill feels it would be important to send a swimmer who has already attended with a new swimmer next time. The event is tough with massive currents in the river and experience is key. Nearly all other teams had athletes who had competed more than once, however SCWC would need to consider if we are sending athletes for the experience or to win.</p> <p>Very few of the athletes who competed actually finished the event due to the currents and time constraints, including the SCWC athletes, but it was an amazing experience and we should definitely continue with it if invited again next year.</p> <p>Rhys suggested that potential candidates should be identified before summer and should be expected to swimming at NZ Open Water with shortlisting being based on any OW swimming over the summer.</p>	<p>Jill</p>

<p>General Business</p>	
<p>Four incidents involving a breach of the SNZ Code of Conduct were discussed in a Public Excluded forum SCWC needs to look at the need to rewrite the regional Code of Conduct, or just adopt the SNZ document, and added to the SCWC Disciplinary Policy Moved: Chris Seconded: Simon Carried</p>	
<p>SCWC Board members contact details are to be removed from website</p>	<p>Debbie</p>
<p>Request received for a club hosting a meet: all of the swimmers from that club who do not meet the qualifying times will be allowed to enter up to two 50m or 100m races per session. If a Club's own swimmers cannot swim at their own meet, it makes it a little more difficult to get to volunteers to run the meet if their swimmers are not participating. The proposal is:</p> <ul style="list-style-type: none"> • Swimmers who do not meet the qualifying times but are members of the host club enter up to two 50's or 100's per session • Swimmers who do not meet the qualifying time are not eligible for point/placing/ribbons etc • Swimmers who do not meet the qualifying times are not eligible for relays <p>This suggestion is to be put to the Events Committee for their consideration and trialled at the Selwyn Meet if approved</p>	<p>Rhys</p>



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SCWC Squad Pathways- comments have been received regarding lack of opportunity for junior coach development with pathways being put on hold this year. Rhys advised part of the Coaching Bronze qualification points system requires coaches to work outside their immediate group and if pathways are not available it can limit this avenue for coach development	Rhys
SNZ AGM takes place on the 29 th September- SCWC will be sending Chris and Debbie as representatives. SNZ will pay for Chris' airfare	
Doreen Brown trust- all in agreement to support Option 1, the winding up of the Trust. An email will be sent to Michael Toomey from the SCWC Board to confirm this and advising that no cost associated with the dissolution of the Trust is to be borne by SCWC.	Debbie

The meeting closed at 10pm

**The next meeting will be held at Wharenui Sports Centre Meeting Room
on the 16th September 2019**