



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at 7pm on 20th August 2018 at Wharenui Pool Meeting Room

1. **Present:** Wayne Rollinson, Kim Berquist, Chris Ponga, Monique Van Vugt, Scott Wagenvoord, Simon Moore

2. **In Attendance:** Debbie Rahurahu

3. **Apologies:** Rhys Pryde-Wall

Moved: Simon

Seconded: Monique

Carried

4. **Minutes of the previous meeting read and accepted**

Moved: Chris

Seconded: Monique

Carried

5. **Matters arising:** None

6. **Correspondence in / out:**

SNZ

Jackie Clarke Award - Volunteer of the Year
SNZ Board Appointments Panel
Board Advert
SNZ Service, Honours & Life Membership Nominations
2017-2018 Membership Data
SNZ Annual Report
SNZ Service, Honours & Life Membership Nominations
Div II & Nags Info
SNZ Technical Advisory Committee Applications
2018 SNZ Board Election

Makos

South Island Makos Meet Rotation/ToR

Regions

Sport Canterbury

Linda Kenny- Applications for 2018-2019 KiwiSport funding

Clubs

Swim Timaru- Permission to swim at Otago LCM Meet
Margaret Fiveash/ Toni Lawson- Templeton Swim Club
Anita Hayes- Halswell Swimming Club
Policy Advisory Committee and Terms of Reference Advisory Committee Metro Sports Facility



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Men 16-16 400 IM

4:30.35	MATTHEW T. HUTCHINS at 2011 NZ Short Course Champs	6/08/2011
4:29.36	Angus W. Kelliher at 2018 SCWC Short Course Champs	3/08/2018

Relay Records

3:32.16	3/08/2018	QEII	400m Free	AQUAGYM	3/08/2018	4:00.30
T Dreaver, F McDonald, B Rumble, S Dobbie			F Lowen, R Wagenvoord, N Johnson, H Bates			
3:52.67	3/08/2018	QEII	400m Medley	AQUAGYM	3/08/2018	4:17.40
S Dobbie, F McDonald, T Dreaver, B Rumble			J Masangkay, R Wagenvoord, H Bates, N Johnson			

Moved: Kim

Seconded: Monique

Carried

9. Financial records

ACCOUNTS PAID:

DATE	DETAILS	AMOUNT
08/05/18	David Ormsby Tech Accom	-141.72
08/05/18	Terry O'Sullivan Tech Accom NAGs	-210.81
08/05/18	Accomplish CM Support Payment	-402.50
08/05/18	Addington Events Cen SCWC Awards Deposit	-690.00
10/05/18	Auditors Confirm Rep	-50.00
14/05/18	Countdown Rolleston (SCWC Relay Meet Cups)	-11.98
16/05/18	Inland Revenue 14982546 Paye	-482.04
16/05/18	Inland Revenue 14982546 GST	-6,945.92
18/05/18	Pak n Save Rangiora	-9.85
25/05/18	HyTek	-879.86
28/05/18	Countdown Northwood (Board Meeting Supplies)	-18.28
07/06/18	Take Your Marks TYM	-50.00
07/06/18	Warehouse Stationery Printer tone Payment	-177.49
07/06/18	SNZ Affiliation Swimmer	-295.80
07/06/18	Wharenui Sports Cent Pool Hire 2 x Carnival	-1,360.00
15/06/18	BP Woodend	-40.00
15/06/18	Bunnings (Padlock & Shackle for Trailer)	-32.10
18/06/18	Selwyn Aquatic Centr Relay Meet Pool Hire	-1,473.50
18/06/18	Swim T3 Wellington L Tri Series Prizes	-713.60



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18/06/18	BBIT Solutions Email serv	-39.90
18/06/18	Warehouse Stationery Ink	-130.69
18/06/18	DJ Rahurahu Trailer tyre	-43.00
18/06/18	NZRB Gaming Part Refund	-26.08
18/06/18	Inland Revenue 14982546 Paye	-482.04
26/06/18	Medals Plus Medals Dev/J/CWC/SC	-6,888.04
26/06/18	Medals Plus Medals Sislands	-3,159.05
26/06/18	Fiona Campbell Barriers	-196.00
26/06/18	Coronation Park Mote TriSeries Accommodatio	-200.00
26/06/18	HTS Group Laptop setup	-136.56
04/07/18	Rubber Monkey Sales (Ipad Mount for Live Feed)	-66.57
10/07/18	XCM Clothing Squad Unifrm Payment	-2,007.81
10/07/18	Pivot Marketing Ltd Squad Caps Payment	-1,682.05
10/07/18	SNZ Affiliation Swim/Coach	-700.65
10/07/18	David Prattley Tri series Trophy/Stnry	-106.15
10/07/18	BBIT Solutions Email Serv	-4.95
13/07/18	XCM Clothing Carnival Towels	-69.00
13/07/18	XCM Clothing Squads Uniforms	-954.50
13/07/18	Coronation Park Mote Tri Series Accom	-1,580.00
13/07/18	TBHS Hostal TriSeries Accom	-5,093.00
18/07/18	Food	-210.97
19/07/18	Bella Vista Motel Accom Depost Silver Sqd	-312.00
19/07/18	David Prattley Aus Airfares Refund x 3	-1,655.00
19/07/18	Louise Boyle Squad Meals Refund	-42.76
19/07/18	Inland Revenue Paye	-482.04
23/07/18	Petals Network (Flowers for Allister Johnston)	-76.90
27/07/18	Ashburton Swimming C Tri Series Catering	-1,920.00
27/07/18	SNZ Affiliation Swimmer	-3,791.40
27/07/18	Travlon Coachlines Tri Series Bus Transprt	-1,985.00
27/07/18	Swim T3 Wellington L Tri Series Prizes	-373.60
27/07/18	JP Mizon SCWC Awards Trophies Dep	-200.00
01/08/18	NZ Post (Post Bag for JC Towel)	-5.50
01/08/18	Pak n Save Rangiora (AGM Refreshments)	-79.37



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02/08/18	Couplands Bakeries (AGM Refreshments)	-80.50
06/08/18	Victoria Florists (Flowers- Janice and Brigitte)	-165.00
06/08/18	Sushi Express (AGM Refreshments)	-50.00
06/08/18	Pak n Save Riccarton (AGM Refreshments)	-24.92
07/08/18	Wharenui Sports Cent CWC	-200.00
07/08/18	Pro Aqua Services Lt TID & Dev Camp-Pool	-300.00
07/08/18	Ashburton Pool TriSeries Pool Hire	-360.00
07/08/18	CBay Aquatic Centre Tri Series Lane Hire	-666.00
09/08/18	D Rahurahu SC Champs Catering	-24.37
09/08/18	SNZ Affiliation Swimmer	-791.75
09/08/18	Peter Davidson & Ass Audit Fees Annual Accts	-1,733.00
09/08/18	BBIT Solutions Email Serv	-14.95

OVERDUE ACCOUNTS:

Customer Name	Current	30 Days	60 Days	90 Days
Jasi Swim Club				160.00
Waitaha Swim Club				40.00
	0.00	0.00	0.00	200.00

Accounts

Moved: Monique

Seconded: Scott

Carried



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10. Funding Report

Provider	Purpose	Amount
Youthtown	Ribbons for 2017/2018	\$2327.50
Southern Trust	PA System	\$5153.91
CERT	Officials Accommodation NZSC 2017	\$4680.00
First Sovereign Trust	Regional Representative Caps	\$1725.00
Pub Charity	Medals for the 2017/2018 Season	\$6180.20
Mainland Foundation	Canterbury Squads end of year trips	\$20,000.00
NZCT	Administrator's Salary	\$30,000.00
NZRB	Pool Hire for Regional Meets (\$14021.96)	\$7500.00
Pub Charity	Balance of Pool Hire (\$5890.85)	\$3000.00
Four Winds	Ribbons for 2018 Season (\$2675.00)	\$1000.00
First Sovereign Trust	Administrator Laptop	\$1200.00
Lions Foundation	Medals for 2018/2019 season	\$3000.00
Southern Trust	Bal. of Medals for 2018/19 & Sth Islands (\$5462.00)	\$4500.00
Youthtown	Pool Hire for South Islands	\$3866.00

Declined Applications

Provider	Purpose	Amount
TTCF	Pool Hire for Regional Meets	\$15059.94
Youthtown	Keepsake & perpetual trophy	\$605.55

Pending Application

Provider	Purpose	Amount
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Moved: That SCWC apply to First Sovereign (One) Trust for funding for pool hire costs associated with the SCWC Development, Junior, Senior and Relay Championships, as well as our 2 XLR8 meets.

Moved: Simon

Seconded: Kim

Moved: That SCWC apply to the New Zealand Racing Board for funding for 10 new timing pads.

Moved: Monique

Seconded: Kim



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11. Membership

Registered Swimmers- Previous Seasons

Date	Competitive Swimmers	Club Swimmers
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	
30/6/2007	666	
30/6/2006	728	

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



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Current Membership Numbers (as at 30 August 2018)

CLUB		<12 yrs	13/14YRS	15/16YRS	17/18YRS	>19YRS	TOTAL SWIMMERS
Aquagym	Comp	9	18	17	3	6	50
	Club	5	1	1			7
Ashburton	Comp	16	6	3	2		27
	Club						
Geraldine	Comp	1	4	1			6
	Club						
Greymouth	Comp	2	2	3			7
Hokitika	Comp						
	Club						
Jasi	Comp	17	16	13	7	4	57
	Club	11	4	3			18
MacKenzie	Comp						
	Club						
North Canterbury	Comp	21	26	12	4	2	65
	Club	2					2
QEII	Comp		2	4	6	2	14
	Club	7	1				8
Selwyn	Comp	6	11	7	5		29
	Club	10	2	1			13
Swim Timaru	Comp	22	13	9	2		46
	Club	8	1				9
Temuka	Comp	2	1	1			4
	Club						5
Vikings	Comp	18	8	8	4	2	40
	Club	9					9
Waimate	Comp						
	Club						
Waitaha	Comp	19	12	6		1	38
	Club						
Westport	Comp	4					4
	Club	4					4
Wharenui	Comp	15	14	10	2	4	45
	Club	10	5	1			16
Totals by age		218	147	100	35	21	521

Updated figures above include Registered Financial swimmers only



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12. Health & Safety

a) Lag indicators

b) Lead indicators

Inspection of event equipment carried out - looking in particular at: test and tag of electrical components, IP rating (waterproof) of power sockets, RCD switching, condition of electrical cables and plugs and general condition of other equipment. Also noted were congestion on poolside.

c) Risks – items to be actioned

<p>Risk: safety of SCWC events equipment for swimmers and officials.</p> <p>Inspection of equipment carried out- Electrician to be contracted to test and tag electrical components, and test IP rating (waterproof) of power sockets, RCD switching, condition of electrical cables and plugs and general condition of other equipment.</p> <p>Touch pads are beginning to show their age with slats becoming brittle and perishing. A funding application for ten new pads is to be prepared, with the existing pads to have any slats replaced as required until as new set is acquired.</p>	<p>Chris/Wayne/Debbie</p>
<p>Risk: safety of swimmers and officials from SCWC events equipment.</p> <p>Create an inspection checklist of events equipment so that the checklist can be completed prior to and after each event. Once a checklist is compiled it will be part of a dress/undress protocol for Clubs to follow. This will be completed once all testing has been carried out.</p>	<p>Chris</p>

13. Technical Committee

Report pending

A report on KPIs and updated statistics are required for the next SCWC Board meeting- Simon will follow up with the Technical Committee.

14. Events Committee

Awaiting finalised calendar for next year. Once this is received it will be released to the membership along with a detailed explanation of the Tier system

Moved: The Events and Technical Committee reports be filed at least one (1) week before the SCWC Board meeting they are intended for.

Moved: Wayne

Seconded: Scott



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15. Follow up Items from Previous Meetings	
<p>SCWC Annual Awards evening- to present a new set of awards, in addition to the Service Awards and any SNZ Awards.</p> <p>Addington Raceway is booked, and deposit paid for 26th October 2018- booking has moved from Terror to Love to Silks which will accommodate 250 comfortably.</p> <p>Jess Smith is confirmed as MC, and Grace Prendergast as speaker.</p> <p>The deposit for Brothers Grimm has been paid, Muggy and Ronny are not available</p> <p>Ticket price set at \$60 for SCWC members (\$85 for non-members), this includes a substantial subsidy from SCWC for all members, which was a preferred option to paying for finalists.</p> <p>SNZ may be prepared to pay for some tickets for numbered athlete special presentations- Debbie to contact SNZ to see how many they would like to pay for at the non-members price</p> <p>Nominations sheet have been forwarded to Clubs, for a maximum of 2 nominations per category</p> <p>Trophies have been ordered from Neil, medium size with an embossed SCWC Logo- silver engraved plaque on the base to be ordered from the Trophy Shop</p> <p>Kim is happy to be the SCWC photographer for the evening.</p> <p>Ben Smith (Jasi) has been approached to be our "tech" guy, to set up the finalist power point and run the o/head projector for the evening</p>	Debbie
<p>Water polo were prepared to consider contributing to a multi-purpose wall mounted scoreboard, however the originally costed unit no longer complies with NZs Electrical Standards, and the board that does is far more expensive. CCC are still to get back to us with a response from water polo but they are likely to decline.</p> <p>CCC have advised they are happy to fund \$15,000 towards to cost of a swimming only scoreboard in that event. (Total cost for a swimming only Calypso Score Board, plus mounting system is \$27918 ex GST</p> <p>The SCWC Board is happy to pay the balance to a maximum of \$15,000 towards the cost</p>	Wayne/Debbie
<p>SCWC need to establish RSA business agreement with CCC going forward as it relates to booking charges and billing for all lane space allocated to SCWC- still to be discussed and finalised with CCC</p> <p>CCC want SCWC to bear the responsibility of allocating our share of lane space to individual clubs. SCWC negotiated lane space with water-polo and CCC which has since been allocated to the QEII club, but do not want to be involved in the negotiations for Jellie Park as this involves a private contractor</p> <p>Moved: SCWC to contact the Jasi Club Committee to gain an understanding of what they see as the arrangement with regards to lane space going forward</p> <p>Moved: Wayne Seconded: Simon</p>	Wayne
<p>Canterbury Squads- funding from Mainland to be confirmed this month</p>	Debbie
<p>Templeton and Halswell Swim Club- distribution of funds to a) school, b) Officials, c) remainder on term deposit. An email has been sent to each of the Clubs contacts to confirm the aforementioned and the accountability requirement</p>	Debbie



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13. General Business	
<p>Board response to Waitaha Open Letter regarding using the LCM pool in Timaru for SCWC Championships: Other options were extensively worked through at a meeting in 2012. The LCM pool in Timaru is not the correct length and cannot be used to produce National times or break records. Cost is also a massive factor, we cannot use the touch pads and there are H&S concerns. The letter from Waitaha was generated from an inquiry by parents and because it has been sent as an open letter the Board will send a response out to all clubs.</p> <p>Board response to Wharenui Letter regarding the possible reconfiguration of the outdoor pool at Jellie Park for SCWC Championships: CCC are using earthquake funds for the current repair work and are funding the development of a children's splash area. The pool is 55yds, 7 lanes which includes the Lido pool at a depth of 1.1m to 1.4m. There are no blocks and no seating. They have no interest in developing this pool as a competition pool.</p> <p>Response to be sent to Wharenui.</p>	Debbie
<p>A Board member is required to take over from Janice as signatory on Bank accounts and funding applications. The SCWC Board determined that Scott Wagenvoord should take over as Bank signatory and Simon Moore as the signatory on funding applications, with Wayne Rollinson remaining on the list of Bank signatories also.</p>	Debbie
<p>SNZ AGM attendance: Wayne and Debbie will be attending the SNZ AGM, with SNZ paying for one regional representative to attend. SNZ have confirmed they will be holding a Member's forum prior to the AGM again this year, with the topics for discussion being High Performance, Participation, H&S and the Metro Sports Facility. SNZ had divorced itself from the Regions in previous years. Gary Francis presented the new HP Pathway via the SNZ Roadshow but there has been little since with regards what happens next. Have SNZ moved away from the Regional Hub model discussed at last year's meeting, and moving back to an Auckland centralised model? It is hope the H&S will be in line with what has already been developed. It would be disappointing for SNZ to impose a financial burden on Regions if they chose to employ a different model.</p> <p>SCWC have a duty to ensure Clubs are observing H&S protocol. H&S questionnaire has been distributed to Clubs, for them to take a snapshot of their H&S preparedness.</p> <p>Do we need to hold a H&S educational seminar hosted by Chris Ponga?</p>	
<p>SCWC Touchpads in Blenheim- do we want them back or are we happy to leave them in their ownership, if so will SCWC be charging SNM a nominal fee of \$2500 for them. Debbie to advise SNM.</p>	
<p>Ongoing Policy development- Declaration of interests, annual budgets, risk management. Chris to develop financial management policy to set out the manner in which the financial management of SCWC should be conducted. Declarations of interest are to be stated in writing annually with any changes noted in writing as they may occur and will be reviewed at each Board meeting as a matter of course henceforth.</p>	Chris



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<p>The following persons are approved members of the SCWC Technical Committee: Christine Cassin, Geoff Bryce, Joanne Russel, Helen Tait, Stuart Challenger and Simon Moore (also SCWC Board Liaison)</p> <p>The following persons are approved members of the SCWC Events Committee: Fiona Campbell, David Pratley, Andrew Cliffe, Martin Russell and Christine Cassin. The SCWC Board welcomes Simon on to the SCWC Technical Committee and Christine on to the SCWC Events Committee and thanks all Committee members for their ongoing service to SCWC.</p>	
<p>An application for funding for Junior Pan Pacs was received from Hannah Bates and considered by the SCWC Board.</p> <p>Moved: That funding in the amount of \$375.00 be awarded towards Hannah's expenses for attending the 2018 Junior Pan Pacs</p> <p>Moved: Kim Seconded: Simon</p>	
<p>The SCWC Board approved the Relay money for SI Champs (\$1600) to be paid into Administrator's account so it can be withdrawn in cash for distribution to relay winners at the meet</p>	

The meeting closed at 10.15pm

**The next meeting will be held at the Wharenui Sports Centre
Meeting Room on the 17th September 2018**