



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened 7pm at 14th December 2017 at the Wharenui Sports Centre

1. **Present:** Wayne Rollinson, Janice Rennell, Kim Berquist, Monique van Vugt (by phone), Brigitte Mahan, Chris Ponga

2. **In Attendance:** Debbie Rahurahu (Administrator)

3. **Apologies:** Nil

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

Moved: Janice

Seconded: Chris

Carried

5. **Matters arising:** Nil

6. **Correspondence in / out:**

SNZ

Events Advisory Committee
2018 regional Events / Board Meetings

Clubs

Temuka- Permission for Logan Pannett to attend the Kiwi Club Meet (19 Nov)
Aquagym- Permission for Ollie Salt and Jordan Astley to attend the Otago Junior Champs
Geraldine- Permission for Rafael Johnson and Emily Coleman to attend Otago Junior Champs

Other

Linwood-Central-Heathcote - The Week in Brief 30 October 2017
Linwood-Central-Heathcote - The Week in Brief 6 November 2017
Linwood-Central-Heathcote - The Week in Brief 13 November 2017
FINZ New Look Website
Linwood-Central-Heathcote - The Week-in-Brief newsletter 27 November 2017
Linwood-Central-Heathcote Community Governance Team Week in Brief 4 December 2017
The Week-in-Brief newsletter - 11 December

Correspondence

Moved: Chris

Seconded: Janice

Carried

7. **Transfers**

Miss J N Owen from Wharenui Swim Club to Vikings Swim Club
Mr J C Tasker from Neptune Swim Club to North Canterbury Swim Club
Miss H M Dungey from Oamaru Swimming Club to Waimate Amateur Swimming Club
Miss N M Lovatt from QEII Swim Club to Wharenui Swim Club
Miss K T Lovatt from QEII Swim Club to Wharenui Swim Club



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Miss H R Piper from Kings Swim Club to Jasi Swim Club

Mrs Christine Cassin from Halswell Amateur Swim Club to Wharenui Swim Club

Moved: Monique

Seconded: Kim

Carried

8. Records

Men 14-14 50 Back

28.48 Angus W. Kelliher at 2017 NZ Age Group Championships 21/03/2017
28.39 Taiko H. Torepe-Ormsby at NZ Secondary Schools Championships 15/09/2017

Women 11-11 50 Free

28.86 Arowa Z. Wilson at Swim Timaru Winter Meet 5/08/2017
28.78 Arowa Z. Wilson at 2017 Aquagym Challenge 3/11/2017

Women 11-11 100 Free

1:04.58 Hana McKenzie at Jasi Christmas Cracker Meet 2011 9/12/2011
1:03.03 Arowa Z. Wilson at 2017 Aquagym Challenge 3/11/2017

Women 11-11 200 IM

2:39.73 Kyra E. Forrest at Jasi Winter Meet 2012 22/06/2012
2:39.41 Arowa Z. Wilson at 2017 Aquagym Challenge 3/11/2017

Women 11-11 100 Free

1:03.03 Arowa Z. Wilson at 2017 Aquagym Challenge 3/11/2017
1:02.84 Arowa Z. Wilson at Jasi Christmas Cracker Meet 2017 1/12/2017

Women 11-11 50 Fly

31.69 Jenny Song at Swim Timaru Winter Meet 5/08/2017
31.50 Arowa Z. Wilson at Jasi Christmas Cracker Meet 2017 1/12/2017

Moved: Kim

Seconded: Monique

Carried

9. Financial records

ACCOUNTS PAID:

DATE	DETAILS	AMOUNT
29-Sep-17	Briscoes Rangiora (SNZ Certificate Frames)	112.94
2-Oct-17	Albany Rosedale Motl Officials Accommodatn	5,382.00
16-Oct-17	SNZ Affiliation Swimmer/Tech	29.95
16-Oct-17	Pro Aqua Services Lt Squads Time Trials	200.00
16-Oct-17	SNZ Affiliation Inv 43589	237.65
16-Oct-17	SNZ SC Tickets Inv 43602	492.00
20-Oct-17	Ilam Watchmakers	50.00



SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

	(Stopwatch repair)	
29-Oct-17	WPT (Annual Card Fee)	50.00
30-Oct-17	BBIT Solutions Email serv	14.95
30-Oct-17	Alan Jeffries Engraving CC	26.50
	Trophies	
30-Oct-17	XCM Clothing Bronze	263.36
	Squad Uniform	
30-Oct-17	SNZ Affiliation Swimmer	966.85
30-Oct-17	Vikings Swim Club	157.50
20-Nov-17	BBIT Solutions email servic	14.95
20-Nov-17	Robina Dobbie Official Acc	142.50
20-Nov-17	Geoff Taylor Officials Ac	159.20
20-Nov-17	Pro Aqua Services Lt Squad	250.00
	camp Pool Hire	
20-Nov-17	Glenys McKenzie Official	363.02
20-Nov-17	Pivot Marketing Squad Caps	1,235.79

OVERDUE ACCOUNTS:

Customer Name	Total	UNPAID AMOUNTS			
		Current	30 Days	60 Days	90 Days
Ashburton Swim Club	150.00	150.00			
2-Oct-17 Inv 15279	48.00	48.00			
2-Oct-17 Inv 15287	109.00	109.00			
25-Oct-17 Crm 15295	-7.00	-7.00			
Roly Crichton	360.00				360.00
15-Mar-17 Inv 15118	360.00				360.00
Jasi Swim Club	72.00	72.00			
2-Oct-17 Inv 15281	72.00	72.00			
North Canterbury Swim Club	-7.00	-7.00			
30-Oct-17 Crm 15303	-7.00	-7.00			
Oamaru Swim Club	21.00	21.00			
26-Oct-17 Inv 15300	21.00	21.00			
Selwyn Swimming Club	34.95	34.95			
13-Oct-17 Inv 15291	15.00	15.00			
13-Oct-17 Inv 15290	19.95	19.95			
Swim Timaru Inc	113.00	113.00			
2-Oct-17 Inv 15278	40.00	40.00			



SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

25-Oct-17	Cm	15294	-7.00	-7.00			
25-Oct-17	Inv	15298	80.00	80.00			
Vikings Swim Club			-7.00	-7.00			
26-Oct-17	Cm	15301	-7.00	-7.00			
Waitaha Swim Club			65.00	75.00			-10.00
24-Jul-17	Cm	15170	-10.00				-10.00
25-Oct-17	Inv	15296		75.00			
Wharenui Swim Club				2236.00			
18-Oct-17	Inv	15292		2250.00			
30-Oct-17	Cm	15302		-14.00			
				3037.95	0.00	0.00	350.00

Accounts

Moved: Janice

Seconded: Chris

Carried

10. Funding Report

Provider	Purpose	Amount
NZ Racing Board	Pool Hire- Memorial/Canterbury/Junior Champs	\$8000.00
Mainland Foundation	National Meets Accommodation and Rental 2016/2017	\$20,000.00
First Sovereign Trust	Bronze Squad Tour 2016	\$6555.65
Four Winds Foundation	Ribbons 2016/17	\$500.00
Pub Charity	Pool Hire Shortfall& trophies Cant Champs	\$2463.00
Lions Foundation	Officials Accommodation & Car Hire Nationals	\$4000.00
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

Declined Applications

Provider	Purpose	Amount
TTCF	Pool Hire for Regional Meets	\$15059.94

Pending Application

Provider	Purpose	Amount
Pub Charity	Balance of Pool Hire for Regional Meets	\$5890.85
Youthtown	Keepsake & Perpetual Trophy	\$805.55
Four Winds	Ribbons for 2018 season	\$2675.00



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

11. Membership

Previous Seasons

Date	Competitive Swimmers	Club Swimmers
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	

Current

Membership Numbers (as at 31 September 2017)

CLUB		<12 yrs	13/14YRS	15/16YRS	17/18YRS	>19YRS	TOTAL SWIMMERS
Aquagym	Comp	17	17	5	1	7	47
	Club	10	1	1		1	13
Ashburton	Comp	17	7	8	3	2	37
	Club						
Geraldine	Comp	8	4	2	1		15
	Club	3	1				4
Greymouth	Comp	20	5	5			30
Halswell	Comp					0	0
Hokitika	Comp	14	7	1		1	23
	Club	10					10
Jasi	Comp	15	18	15	7	5	60
	Club	10	8	5		1	23
MacKenzie	Comp	6	4				10
North Canterbury	Comp	36	26	11	4	3	80
	Club	5	1				6
QEII	Comp	2	4	3	7	2	18
	Club	6	1				7
Selwyn	Comp	4	10	13	3		30
	Club	22	7	1			30
Swim Timaru	Comp	22	15	6	2		45
	Club	8	1				9
Temuka	Comp	12	3	1			16



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

	Club	6	1				7
Vikings	Comp	24	12	8	3	1	48
	Club	8		1			9
Waimate	Comp	5	3		2		10
Waitaha	Comp	29	15	7		1	52
	Club	7	1				8
Westport	Comp	11	1	1			13
	Club	3					3
Wharenui	Comp	12	13	11	8	9	53
	Club	26	11	2	1	2	42
Totals by age		378	197	107	42	35	759

Updated figures above include Registered Financial swimmers only

12. Health & Safety

a) Lag indicators

NZ Short Course- final outcome

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>Blue mats are to be replaced with bevelled edge black rubber mats to reduce the risk of tripping/slipping.</p> <p>An expandable fence will be purchased to improve safety and limit access around Recorder/Starter area, and a certified electrician will test and supply all necessary electrical upgrades to improve safety of electrical equipment</p>	Chris/Debbie/Wayne
<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</p> <p>Wayne meeting with Christine, Lesley and Monique to discuss the reduction in the number of Officials rostered at each meet</p>	Chris Wayne/Monique



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

<p>Risk: safety and health of swimmers during an event. Create a health and safety outline and recommendation for improving the management of health and safety across the Canterbury and West Coast region. To be distributed to board prior to next meeting.</p> <p>Warm up processes review (previously distributed) to be approved by Board, for implementation.</p>	Chris
<p>Risk: Team Manager guidelines for away meets</p> <p>Clubs to be made aware that they have a responsibility to have guidelines and procedures in place for Team Managers and athletes when attending an 'away' meet. All Clubs handle this differently however they should all have a Travel Policy, Code of Conduct (which must be signed by every member attending), and a Health Information form for each member</p>	Debbie

13. Technical Committee

- A shortened version of the 2 day FINA school was held on Saturday 25th November, delivered by Lesley Huckins. Everyone was welcome and invited to attend, and the session was well supported
- Updated versions of the FINA rules (2017-2021) and FINA rule card have been posted to the SCWC website and email out to all SCWC Officials

13. Events Committee

The Events Committee will be undertaking an assessment of the swimmer numbers and levels to enable a clearer understanding to develop a plan regarding the meets going forward. Some general thoughts based on the existing set up at Jellie Park (which has now altered):

- All meets including SCWC carnivals and Development Champs should be open to Club and Competitive swimmers, with the exception of Canterbury Champs, Junior Champs, SCWC SC Champs and the Distance meets which would be for Competitive swimmers only
- A tier type system could be applied
- Junior Carnivals and the SCWC Development Champs being kept at the same level as the most recent
- It was agreed that the 2018 date for the Waitaha meet was ideally placed in the calendar for those swimmers looking to qualify for National meets so there should be a qualifying meet there
- Offer the same meet criteria to Selwyn and Vikings if they would like it for their meets later in the year.
- The North Canterbury, Ashburton and Timaru meets are already 2 sessions but need QTs or some restrictions based on last year's numbers
- The Aquagym, Jasi and Wharenui meets to remain as 3 sessions but have qualifying times
- The Distance meets work well as separate meets and would like to continue with 2 per year but restrict them to 12 years and over and Competitive swimmers only

Please note: The above is still under review and is not final



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

14. Follow up Items from Previous Meetings	
Janice to look at adding some more details to Graham's pamphlet and sourcing some quotes from older well-known swimmers- a reminder email has been sent to Matt Hutchins, who will provide an article about his experiences	Janice WIP
Document detailing ideas proposed by the SCWC Board with regards to a comprehensive review and setting templates for all meets across the SCWC Calendar has been submitted to the SCWC Events Committee for actioning- under action per their report	SCWC Events
SCWC Relay records need updating to reflect current age groupings and Club Relays- new standards required. The SCWC Events Committee to review these and issue new standards	SCWC Events
<p>Technical and Events Committee- TOR need to be changed to reflect a 'term' on a Committee as a set period for each position regardless of when that position is vacated or filled, so there is consistency across all committees for terms and appointments.</p> <p>By the next round of appointments a process for re-election needs to be in place for members of each committee such that positions are not just rolled over and allow new applicants to put in an expression of interest. Once nominations are submitted the SCWC Board needs to consult with the Committee on the selection of a candidate</p>	Wayne/Debbie
<p>Delivery of HP Swimming- Update from the working group. Coach development is the leading factor in achieving success. SCWC will be looking to source a specialist/s to deliver exceptional multi-faceted Coaching development opportunities in areas such as Coaching, Health & Safety, Communications and so on. A budget is to be put together for a 12mth contract. Swimming Waikato have already developed a pathway designed for their Region, SCWC will look at the final draft to give this consideration</p>	Wayne
SCWC Regional Team Manager- A relevant job description needs to be developed then signed off by the SCWC Board	Debbie
<p>Regional end of year awards- should Canterbury have awards to present at the AGM each year, in addition to the Service Awards. These could include Swimmer of the Year, Emerging Swimmer of the Year, Volunteer of the year, Coach of the year.</p> <p>Could be an extra incentive to present to a corporate sponsor to go hand in hand with lane sponsorship to cover pool hire costs? Venues and costs to be explored.</p>	Debbie
<p>Consider proposed SCWC H & S outline.</p> <p>Health and Safety information to be uploaded to the website and communicated to clubs, outlining policies and requirements.</p>	Debbie/Chris

15. General Business	
Karen Haigh re Wuhan River Race Scholarship- an email is to be sent to all eligible swimmers 15years and over, Karen will be supplying a questionnaire for potential Scholarship recipients to complete for the final selection process, which is to be sent with the email	Kim/Debbie



SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

<p>SNZ Advisory Committee- This Committee has been formed and even though all four Makos Regions supported the idea that nominees for this committee should come from more than just coaching backgrounds, however no notification of nominations opening or closing was received by SCWC from SNZ. Nomination requests were only sent out to Coaches.</p>	
<p>Correspondence has been received from the Makos Committee advising that they have agreed that SNM may participate in the All Stars Junior Festival in lieu of the Makos Festival on the proviso that swimmers must meet the Makos QTs to enter. SNM have intimated that they may disregard this recommendation. The majority of the SCWC Board agreed with the Makos committee recommendation in that SNM swimmers should have to meet the Makos QTS to compete. The Board questioned if the Makos Committee should revisit the QTs for the Makos Zone given the change of criteria for the SIC&T meet.</p>	Wayne
<p>The Coaches group wish to propose SCWC impose a ban on technical suits for 12 & under athletes competing at meets within our region. The Board agrees that this policy should be implemented but is seeking clarification as to whether swimmers would be restricted to wearing standard speedo/shorts and one-piece suits, or if the region would allow jammer and kneeskin style suits. If the latter were allowed, how would the enforcement of the rule be policed given the similarity of these suits to tech suits. Brigitte to clarify this with the Coaches Group</p>	Brigitte
<p>Jellie Park alterations- CCC are undertaking alterations to the Sport pool area, which include enlarging the splash zone for the indoor hydroslide. This directly impacts the space and seating available in the Sport pool area with the glass barrier now extending the full width of the space. The large seating unit at the far end of the pool will need to be relocated along the window and will lose a tier.</p>	

The meeting closed at 9:22pm

**The next meeting will be held at the Wharenui Sports Centre
Meeting Room on the 12th February 2018**