



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at 7pm on 3rd December 2018 at Wharenui Pool Meeting Room

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

2. **In Attendance:** Debbie Rahurahu

3. **Apologies:** Scott Wagenvoord, Rhys Pryde-Wall

Moved: Kim

Seconded: Monique

Carried

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

Moved: Chris

Seconded: Simon

Carried

5. **Matters arising:** Nil

6. **Declarations of interest:** Scott Wagenvoord now South Island Regional Manager for Chartered Accountants Australia and New Zealand

7. **Correspondence in / out:**

SNZ

Steve Johns- Constitution Review

Steve Johns- Constitution Review Panel

Amanda White- 7th FINA World Championships - SNZ Selection Criteria now published

Cameron Leslie- Hello

Amanda White- 2019 Selection Criteria - Swimming New Zealand National teams

Amanda White- Important update to World University Games 2019 Selection Criteria (Swimming)

Amber Piggott- Vic Age Champs Relay Teams

Makos

*Makos, SNZ, Otago, SNM, Southland- Makos - Junior Festival

Regions

Swimming Waikato- Club Merger

Swimming Nelson Marlborough- Introduction of Technical Suit Policy

Sport Canterbury

Megan Jones- 2019 Canterbury Sports Awards nominations are OPEN

Clubs

*All Clubs- SCWC Awards Survey

*All Clubs- 2018/19 Club Duty List

Aquagym- Thank you letter

Deb Lynch- Vikings Swim Club Reference

Jasi- Permission for James Criglington to swim at Southland LC Champs on 13th-16th December

Aquagym- Permission for Emma Dick to swim at the Otago Championships, Kiwi Challenge Meet and Alexandra Waitangi Challenge Meet



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Vikings- Possible Club Sponsorship
Vikings- Letter of support

Other

Sarah Palmer- Bookings at Jellie Park 2nd November
FINZ- 2018 Seasonal Networking Drinks
Grace Prendergast- SCWC Annual Awards
FINZ- 2018 Speaker Tour: Special discount released!
TDC- Invoice for Oscar van Stekelenborg
Christine Cassin- Jellie Park Spectators
Alanah Batt (HOT)- Brisbane booking updated
Anthony Bowler- NZ Open Water and Epic Swim, Taupo 12-13 Jan 2019
Bill Grogan- Canterbury School Sports Swimming Meeting
Anthony Bowler- SNZ Health and Safety video as presented by Angie from OSH Box
TST- RE: Accountability for Reference 139321
Martin McGregor- Scoreboard
Moana Pool- 2019 Swimming Canterbury Championships booking confirmation
*HDPS- Button Stands for Swimming Canterbury
Nelson College- Accommodation & Catering Facilities in Sunny Nelson - Swimming Clubs
Anita Leney- Cryotherapeutics NZ

Correspondence

Moved: Monique

Seconded: Kim

Carried

8. Transfers

Miss K G Jackson from QEII Swim Club to Jasi Swim Club
Miss C G Chiles from Wharenui Swim Club to Jasi Swim Club
Miss A E McConnochie from Waitaha Swim Club to Selwyn Swim Club
Mr G Smith from Ashburton Swim Team to Geraldine Swimming Club
Mr D Bradley from Murchison Swimming Club to Mackenzie Swimming Club
Miss L Shields from Wharenui Swim Club to Aquagym Swimming Club
Mrs S McClelland from Aquagym Swimming Club to QEII Swim Club
Miss R Shortus from Oamaru Swimming Club to Waimate Amateur Swimming Club

Moved: Simon

Seconded: Kim

Carried



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9. Records

Women 12-12 800 Free

9:56.02 Hope R. Chmiel at Wharenui Winter Olympics 2018 14/06/2018
9:44.18 Hanna A. Abdou at 2018 SCWC Distance Meet 28/10/2018

Women 12-12 50 Free

28.10 Arowa Z. Wilson at South Island Championships 2018 24/08/2018
27.72 Arowa Z. Wilson at 2018 Aquagym Meet 2/11/2018

Women 12-12 50 Back

30.97 Kyra E. Forrest at Jasi Winter Meet 2013 14/06/2013
30.67 Hope R. Chmiel at 2018 Aquagym Challenge Meet 2/11/2018

Women 12-12 200 Back

2:22.43 Hope R. Chmiel at South Island Championships 2018 24/08/2018
2:20.53 Hope R. Chmiel at 2018 Aquagym Challenge Meet 2/11/2018

Women 13-14 200 Free Relay

1:57.35 Standard 12/05/2018
1:56.85 North Canterbury Swim Club Inc at 2018 Aquagym Challenge 2/11/2018
C.Taylor, I McConchie, N Savry, L Marsh

Women 13-14 200 Medley Relay

2:11.26 Standard 12/05/2018
2:06.47 North Canterbury Swim Club Inc at 2018 Aquagym Challenge 2/11/2018
H. Rahurahu, C. Taylor, N. Savry, I. McConchie

Men 13-14 200 Medley Relay

2:01.37 Aquagym Swimming Club , T. McCallum, Z. Reid, O. Graves 14/06/2018
2:00.97 Jasi Swim Club at 2018 Aquagym Challenge Meet 2/11/2018
D. Bridgman, J. Currie, H. Wrathall, M. Chang

Moved: Kim

Seconded: Chris

Carried

10. Financial records

ACCOUNTS PAID:

DATE	DETAILS	AMOUNT
05/11/18	Ilam Watchmakers (4 x Stopwatch Battery	-100.00
06/11/18	Addington Events Cen Meal & Venue SCWC Awards	-7,831.87
06/11/18	GE Prendergast Speaker	-500.00
06/11/18	SCWC Awards 27761124	-200.00
06/11/18	SCWC Funding Holly Rahurahu Aus State Tm 27760950	-84.95
06/11/18	Wayne Rollinson Wine,Flowrs SCWC Awards	-16.22
06/11/18	BBIT Solutions Email Serv Payment 27760811 (B/state	-664.24
13/11/18	Apex Car Rentals Rental	



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13/11/18	Van 2 Squad Waikat Bella Vista Motel Waik Accom Silver Squad	-3,363.00
13/11/18	Wharenui Sports Cent Pool Hire Distance Mt 27834755	-800.00
13/11/18	Apex Car Rentals Rental Van 1 Squad Waikat	-405.27
13/11/18	Pro Aqua Services Lt Pool Hire TID & Dev 27870069	-375.00
13/11/18	Nico Electrical Elect tags Plant 27795754 (B/state)	-69.00
16/11/18	Bayview Eden Melbourne	-8,406.12
20/11/18	Warehouse Stationery Stationery Admin 27935302	-32.97
23/11/18	SNZ Affiliation Swimmers	-1,104.75
23/11/18	Jasi Swim Club Affiliation Refund swimr 28027456	-60.00
23/11/18	Ribbons and Rosettes SCWC Carnivl PBT Ribbons	-223.68

OVERDUE ACCOUNTS:

Customer Name	Total	Current	UNPAID AMOUNTS		
			30 Days	60 Days	90 Days
Christchurch Swimming Club	418.95			418.95	
QEII Swim Club	70.25		70.25		
Timaru District Council	110.50			110.50	
Waverley Swimming Club	115.00			115.00	
	714.70	0.00	70.25	644.45	0.00

Accounts

Moved: Simon

Seconded: Kim

Carried

11. Funding Report

Provider	Purpose	Amount
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
Mainland Foundation	Funding for SCWC Squads 2018/19	\$20,000.00
One Foundation	Pool Hire for Regional Meets to Feb 2019	\$12,941.65
NZCT	Administrator's Salary	\$28,500.00
NZRB	10x Timing Pads	\$8000.00



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Declined Applications

Provider	Purpose	Amount
TTCF	Pool Hire for Regional Meets	\$15,059.94
Youthtown	Keepsake & perpetual trophy	\$605.55
Selwyn Community Fund	Pool Hire for SCWC Relay Champs	\$1276.00

Pending Application

Provider	Purpose	Amount
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12. 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

Current Membership Numbers (as at 26 November 2018)



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CLUB		<12 yrs	13/14YRS	15/16YRS	17/18YRS	>19YRS	TOTAL SWIMMERS
Aquagym	Comp	8	18	15	6	8	55
	Club	9	4	3			16
Ashburton	Comp	16	4	6	2		28
	Club						
Geraldine	Comp	4	6	3			13
	Club	3					3
Greymouth	Comp	20	3	5	1		29
Hokitika	Comp	9	6		2		17
	Club	26					26
Jasi	Comp	18	22	14	9	5	68
	Club	13	5	3		1	22
MacKenzie	Comp	5	3				8
	Club	22	10	4			36
North Canterbury	Comp	15	31	13	4	2	65
	Club	4	1				5
QEII	Comp		2	1	7	3	13
	Club	10	1	1			12
Selwyn	Comp	8	10	10	1		29
	Club	14	5	1			20
Swim Timaru	Comp	22	14	12	2		50
	Club	8	2				10
Temuka	Comp	8	6	1			15
	Club	5					5
Vikings	Comp	17	11	7	5	3	43
	Club	15					15
Waimate	Comp	2					2
	Club						
Waitaha	Comp	19	17	7		1	44
	Club	3		1			4
Westport	Comp	8	2				10
	Club	11	2				13
Wharenui	Comp	13	8	13	4	4	42
	Club	20	7	1		4	32
Totals by age		355	200	121	43	31	750

Updated figures above include Registered Financial swimmers only



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13. 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 has been carried out- Electrician has tested and tagged electrical components, and tested 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 has been submitted, with the existing pads to have any slats replaced as required until as new set is acquired.</p>	<p>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>

14. Technical Committee

The Technical Committee Meeting held a meeting on 6 November.

Christine Cassin was re-elected as Chairperson.

Christine and Geoff Bryce will be required to stand down at the 2019 AGM, having served three terms on the Committee.

We held a training seminar for IOTs at Wharenuui on 10 November, we had 15 attendees.

Lesley Huckins took the seminar.

SCWC hold some funds for Technical Officials (currently about \$1,000) from donations and raffle s. The Committee would like these funds to continue to be held and used for training, so all SCWC officials can benefit from it.

We are lucky enough to have access to the Wharenuui meeting room here and are currently not being charged for its use.

We would like to hold training seminars on the West Coast and in Timaru and these would incur expenses for travel etc.



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In the New Year the Committee will contact the Clubs Officials coordinators offering to go to the Clubs "Club nights" to encourage more parents to become IOTs.

Canterbury Championships Dunedin 2019

Currently we only have 6 names for Officials for Day 1.

The SNZ minimum number for the Meet to be approved is 10 qualified Officials.

Please note that if the minimum numbers are not met for any one session the whole Meet will be unapproved.

We need to go back to the Clubs and Officials urgently to get more commitment before Christmas.

13. Events Committee

Report Pending

1. Follow up Items from Previous Meetings	
SCWC Annual Awards Google Form survey has been sent out to all Clubs and attendees to ask for feedback and suggestions for improving the event going forward- Debbie to report	Debbie
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 \$28580.50 ex GST The SCWC Board is happy to pay the balance to a maximum of \$15,000 towards the cost- CCC are now working through the procurement process and will contact us when ready to ship & install	Wayne/Debbie
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. The details of the RSA with CCC are still to be addressed	Wayne
Ongoing Policy development- Declaration of interests, annual budgets, risk management Chris is developing a Financial Management Policy as part of the ongoing review of the Health and Safety Plan	Chris
SCWC Championships- Event date has changed to Thur-Sun Debbie has emailed Clubs, and Otago and Southland, to get an indication for the number of Officials who are already prepared to commit to assisting at this meet. Numbers currently sit at 10 tech officials, 2 timekeepers, quantum, announcer and recorder are covered- Clubs have been advised of their duty days and requirements. We are short of a referee for the Thursday sessions at this stage	Debbie
Doreen Brown Trust- Marlene Morrison, along with the other Trustees, would like to begin winding this trust up and expend the remaining	



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<p>funds helping Learn to Swim for lower decile schools. The SCWC Board agrees that the trust should be dissolved and will request that Michael Toomey look into the legal requirements. There may be some legal costs incurred by SCWC and these may be refunded as the Trust is wound up.</p>	
<p>Correspondence from Swim Timaru- the Events Committee acknowledge that it has been some time since a regional event was held in Timaru and are looking at moving the 2019 XLR8 Meet in November (the earlier XLR8 meet cannot be moved due to constraints of a funding application). Without a qualified referee Timaru cannot hold their own Tier 3 meet unless a referee from outside the area volunteers- this issue will be tabled with the Technical Committee at their next meeting, with the outcome reported back to the SCWC Board.</p>	<p>Simon</p>
<p>Jellie Park Health & Safety- a response has been received from Jamie- Events Coordinator for CCC at Jellie Park, outlining numbers and their expectations of us. This has been forwarded to all Clubs, Officials and Committees</p>	<p>Debbie</p>
<p>SNM Junior “Makos” are again attending the Wellington All Stars Zonal Festival- the times are easier. SCWC does not support this and believes they should not continue to be allowed to swim at a Festival outside of their Zone. A precedent is being set, and the Zones become meaningless if regions can choose to attend whatever Zonal meet suits best. A letter has been forwarded to Makos, SNZ, and other regions outlining SCWC’s position, as they are the meet organisers.</p>	<p>Wayne</p>

<p>14. General Business</p>	
<p>There has been some indication from Clubs that funding is proving harder to come by. Debbie has contacted all Clubs to ascertain what sorts of things they are applying for, their success rate and what proportion of their amount applied for is being approved, for further consideration. Given the response, some clubs have had moderate success but funding is definitely tougher to get, making support of our within region Club meets by all our members, even more crucial.</p>	<p>Debbie</p>
<p>FINA approved multi-fit backstroke wedges are now available at a discounted price from SCWC partner Swim T3. Motion: That a portion of the SwimT3 store credit be utilised to purchase a set of 10 backstroke wedges. Moved: Wayne Seconded: Kim</p>	<p>Debbie</p>
<p>Visit by Cameron Leslie, National Para Swimming Development Coordinator, between 10th and 20th December- Christine has already indicated she will attend, and Debbie will attend on behalf of SCWC</p>	
<p>Selwyn District Council are constructing a new 25m pool and propose to set it up to competition standards. A meeting is to be held with the SDC Aquatic Facilities Manager to give SCWC the opportunity to have some input- Wayne, Fiona, Chris and Debbie to meet with James</p>	<p>Wayne</p>
<p>SCWC Carnivals- venue and numbers. The previous carnival held at Wharenui had over 250 swimmers and the venue is just not able to cope with these numbers. We need to look at moving the carnivals to Selwyn or Jellie Park.</p>	<p>Simon/Debbie</p>



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<p>Funding for SCWC Officials attending Canterbury Champs- SCWC Board approved \$2500 of funds left by the Templeton Club for SCWC to use with accommodation costs for out of region accommodation costs for Technical Officials, to be distributed to SCWC Officials based on number of sessions they officiated</p>	<p>Debbie</p>
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The meeting closed at 9:38pm

**The next meeting will be held at the Wharenui Sports Centre
Meeting Room on the 4th March 2019**