



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting opened 7pm at 13<sup>th</sup> February 2017 at the Wharenui Sports Centre

1. **Present:** Wayne Rollinson, Janice Rennell, Graham Scammell, Monique van Vugt (via phone), Brigitte Mahan (arrived 7.30pm), Michael Toomey

Wayne (Chairperson) welcomed those present

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

3. **Apologies:**

None

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

Moved: Monique

Seconded: Janice

Carried

5. **Matters arising:**

None

6. **Correspondence in / out:**

### **SNZ**

Technical Official Applications - 2017 National Championships  
2017 NZ Division II Competition – Updated Qualifying times for IMs  
Technical Officials Invitation to the Australian Open Water Championships.  
2017 NZ Junior Festival - Makos - Event Brief/Hosting Agreement  
2017 NZ OW Champs - Important Wetsuit Information

### **Makos**

Zonal Selection Letters (swimmers)  
Letter to Makos Regional Boards – 2017 Zonal budget  
Zonal Selection Letters (coaches and TMs)

### **Regions**

Orca Labour Weekend 2016 – Results and SNZ Decision

### **Sport Canterbury**

Lynn Bourne - End-of-Year Networking & Nibbles  
Lynn Bourne- Forward Foundation Ambassador Programme  
Tim Shannahan - Sport Canterbury Report Card 2016 – Swimming  
Pathway to Podium Canterbury: Summer 2016 Update

### **Clubs**

Selwyn- permission for Hannah Bates and Callum Sutherland to compete in the 2016 SNM Country and Town Championships  
Aquadym- permission for Zander Reid, Eli Wilson, Ollie Salt and Jordan Astley to compete at Otago Juniors  
Swim Timaru- permission for Matthew and Olivia Moore to attend the Otago Anniversary LC Meet  
Swim Timaru- PrimePort Timaru Ocean Swim Event  
Geraldine- permission for Nic Houston to attend the Alexandra Swim Meet 6<sup>th</sup> Feb 2017



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Temuka- permission for Campbell Lindblom to attend Otago Anniversary Meet  
Temuka- permission for Josh & Brody Young, Campbell Lindblom to attend Alexandra Meet

### Other

Linwood-Central-Heathcote - The Week in Brief Monday 7 November 2016  
Hui E! Panui – November 2016  
SWIMSYNC APP for any swimmer  
Linwood-Central-Heathcote - The Week in Brief Monday 14 November 2016  
BDO - Not-for-Profit Reserves Survey  
NZ Swimming Trust Nomination Form  
Linwood-Central-Heathcote - The Week in Brief Monday 21 November 2016  
Linwood-Central-Heathcote - The Week in Brief Monday 28 November 2016 – Alteration  
Charities Services Newsletter - November 2016  
NZTA Estate & Trust Bulletin #133 November 2016  
Linwood-Central-Heathcote - The Week in Brief Monday 5 December 2016  
Insurance Renewals - Material Damage & Motor Vehicle Policy Covers  
Polypak- Funding reply  
Snell – Funding reply  
Hally Labels – Funding reply  
Parafed Canterbury - Canterbury Para Swimming Clinic  
Linwood-Central-Heathcote - The Week in Brief Monday 12 December 2016  
Linwood-Central-Heathcote - The Week in Brief Monday 19 December 2016  
Canterbury Sports Foundation – Newsletter  
Linwood-Central-Heathcote - The Week in Brief Monday 9 January 2017  
Linwood-Central-Heathcote - The Week in Brief Monday 16 January 2017  
Linwood-Central-Heathcote - The Week in Brief Monday 23 January 2017  
Linwood-Central-Heathcote - The Week in Brief Monday 30 January 2017  
NZTA Estate & Trust Bulletin #134 January 2017  
Linwood-Central-Heathcote - The Week in Brief Tuesday 7 February 2017

### Correspondence

Moved: Michael                      Seconded: Graeme                      Carried

### 7. Transfers

Emma Wilson from Temuka Swimming Club to Geraldine Swimming Club.  
Mr M S Finlay from Orca Swimming Club to Jasi Swim Club  
Mr D J Booyens from Wharenui Swim Club to Selwyn Swim Club  
Mr S Petty from Course Contact to Waitaha Swim Club  
Miss H E Hopa-Parke from Geraldine Swimming Club to Swim Timaru  
Miss S J Winward from Aquagym Swimming Club to Waterhole Swimming  
Mrs J Matthews from Course Contact to Hokitika Amateur Swim Club  
Miss A A George from Oamaru Swimming Club to Swim Timaru  
Miss M Nel from Jasi Swim Club to North Shore Swimming Club  
Mr S Cho from Wharenui Swim Club to Pirates Swim Team  
Mr C M Porter from United Swimming Club to Vikings Swim Club  
Miss L G Greenwood from Wharenui Swim Club to Jasi Swim Club  
Miss H R Greenwood from Wharenui Swim Club to Jasi Swim Club  
Mr B Woodley from Raumati Swimming Club to Wharenui Swim Club  
Miss C McKenzie from North Canterbury Swim Club Inc to Swim Timaru  
Miss K McKenzie from North Canterbury Swim Club Inc to Swim Timaru



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Moved: Janice

Seconded: Michael

Carried

### 8. Records

#### Men 400 Free

**3:49.84 MATTHEW T. HUTCHINS 5/04/2016**  
3:48.25 MATTHEW T. HUTCHINS at XXXI Olympics-Rio 6/08/2016

#### Men 1500 Free

**15:45.19 MATTHEW T. HUTCHINS 5/04/2016**  
15:32.60 MATTHEW T. HUTCHINS at XXXI Olympics-Rio 6/08/2016

#### Women 10-10 50 Free

**31.30 Arowa Wilson 21/08/2016**  
31.15 Arowa Z. Wilson at Jasi Christmas Cracker Meet 2016 2/12/2016

#### Women 13-13 50 Back

**30.64 Hannah F. Bates 15/03/2014**  
30.49 Jermaine Z. Masangkay at Jasi Christmas Cracker Meet 2016 2/12/2016

#### Men 100 Back

**55.04 CAMERON J. JAMES 22/07/2016**  
54.83 CAMERON J. JAMES at Jasi Christmas Cracker Meet 2016 2/12/2016

#### Women 15-15 50 Breast

**33.14 Annabelle Carey 1/03/2005**  
33.09 Kaylee G. Jackson at 2016 ASA Age Group Champs 9/12/2016

#### Men 17-17 50 Fly

**25.96 MATTHEW T. HUTCHINS 6/03/2012**  
25.93 Oliver R. Rayner at 2017 Otago Canterbury Champs 18/01/2017  
25.83 Oliver R. Rayner at 2017 Otago Canterbury Champs 18/01/2017

#### Men 50 Back

**27.27 Steven Lim 16/04/2003**  
27.27 CAMERON J. JAMES at 2017 Otago Canterbury Champs 18/01/2017

#### Men 11-11 50 Back

**34.08 Taiko H. Torepe-Ormsby 11/04/2015**  
33.92 Daniel Z. Bridgman at 2017 SCWC Junior Champs 28/01/2017

#### Men 12-12 100 Free

**1:00.43 Matthew Harford 31/05/2013**  
1:00.39 Oliver Graves at 2017 SCWC Junior Champs 28/01/2017

Moved: Michael

Seconded: Monique

Carried



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### 9. Financial records

#### ACCOUNTS PAID:

4-Nov-16	Alan Jeffries Memorial Mt Engraving	82.00
4-Nov-16	XCM Clothing Towel Printing	120.00
4-Nov-16	SNZ INV 00041745 Swim Affiliation	455.22
4-Nov-16	AUT Millenium Lodge NZSC TM Accom	549.00
11-Nov-16	NZ Post- Trialer Registration	31.39
14-Nov-16	Yaldhurst Shield	119.74
21-Nov-16	WESTPAC Business Crd	66.43
22-Nov-16	BBIT Solutions email Mgt	13.00
22-Nov-16	ACC IPS15984470 Provisional Levy	229.93
22-Nov-16	SNZ INV00041827 Swim Affiliation	638.70
22-Nov-16	Peter Davidson & Ass Audit	1,204.35
22-Nov-16	Inland Revenue KSR	172.52
22-Nov-16	Inland Revenue PAYE	482.04
25-Nov-16	Inland Revenue GST	2,658.42
28-Nov-16	AK West Motel Akl Squad ASA Age	375.65
28-Nov-16	AK West Motel Auckla	432.00
	SCWC Squad AKL Age	
6-Dec-16	Ribbons and Rosettes Mem	74.70
	Ribbons Payment	
6-Dec-16	SNZ Swim Affil Payment	965.00
6-Dec-16	XCM Clothing Bronze	1,239.99
	Squad Uniform	
6-Dec-16	Asure Townsman Motor	5,504.00
	Bronze Squad	
9-Dec-16	Air New Zealand (Ben Close flights)	286.00
9-Dec-16	AK West Motel Auckla Gold	1,458.00
	Squad Accommodatin	
9-Dec-16	SNZ Swimmer Affi Payment	1,514.00
9-Dec-16	Ashburton Pool Memorial Mt	1,600.00
	Pool Hire	
12-Dec-16	Air New Zealand (Gina Schroder flights)	464.00
19-Dec-16	Air New Zealand (Osca van Stekelenborg flights)	226.00
19-Dec-16	Air New Zealand (Oskar van Stekelenborg flights)	246.00
19-Dec-16	J & E Rennell Gold Sqd Akl Food	76.10



## SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

19-Dec-16	Warehouse Stationery	101.35
	Stationery Payment	
19-Dec-16	ACC Levy-final Payment	107.90
19-Dec-16	BBIT Solutions Email servic	152.95
	Sharepoint	
19-Dec-16	Inland Revenue PAYE	482.04
20-Dec-16	Air New Zealand (Serhyi	266.00
	Palchykov airfares)	
22-Dec-16	Pete Burgon Gold Squad	661.20
6-Jan-17	BBIT Solutions email servic	14.95
6-Jan-17	SNZ Tech Affili Payment	15.00
6-Jan-17	Awards JC Trophies	113.80
6-Jan-17	Awards CC Trophies	396.30
6-Jan-17	Ribbons and Rosettes	
	CC	851.58
	Carnival JC Ribbons	
6-Jan-17	Marsh Limited Insurance	2,106.50
10-Jan-17	Alan Jeffries Engraving	60.00
10-Jan-17	Travlon Coachlines Bronze	3,300.00
	Squad Sthld Bus	
19-Jan-17	HTS Group Timing pads	814.78
20-Jan-17	Christchurch City Co	801.50
	Carnival 2 Pool Hire	
20-Jan-17	Waitaha Swim Club	7.00
20-Jan-17	Inland Revenue PAYE	482.04
26-Jan-17	Wharenui Amateur Swi	69.75
	Engraving Canty Champs	
26-Jan-17	SNZ Swimmer Affi Payment	184.50
26-Jan-17	Swim Timaru Inc	10.00
26-Jan-17	QEII Swim Club	75.00
26-Jan-17	North Canterbury Swim Club	125.00
26-Jan-17	Selwyn Swimming Club	125.00
26-Jan-17	Wharenui Swim Club	255.00
26-Jan-17	AquaGym Swimming Club	260.00
26-Jan-17	Jasi Swim Club	345.00
31-Jan-17	Countdown (Paper cups -	7.96
	Junior Champs)	
31-Jan-17	Countdown (Paper cups -	8.97
	Junior Champs)	



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### OVERDUE ACCOUNTS:

Customer Name	Total	Current	30 Days	60 Days	90 Days
AquaGym Swimming Club	64.50	-30.00	75.00	19.50	
23-Nov-16 Inv 15006	58.50			58.50	
23-Nov-16 Crn 15007	-39.00			-39.00	
19-Dec-16 Inv 15047	75.00		75.00		
16-Jan-17 Crn 15060	-30.00	-30.00			
North Canterbury Swim Club	-20.00	-70.00	50.00		
19-Dec-16 Inv 15050	50.00		50.00		
16-Jan-17 Crn 15062	-70.00	-70.00			
Selwyn Swimming Club	116.50	10.00	106.50		
9-Dec-16 Inv 15042	106.50		106.50		
16-Jan-17 Inv 15064	10.00	10.00			
Temuka Swimming Club	1663.00	80.00		1355.00	228.00
12-Sep-16 Inv 14959	15.00				15.00
13-Oct-16 Inv 14971	213.00				213.00
10-Nov-16 Inv 14985	745.50			745.50	
23-Nov-16 Inv 15000	213.00			213.00	
23-Nov-16 Inv 15008	396.50			396.50	
16-Jan-17 Inv 15065	80.00	80.00			
Waitaha Swim Club	-14.00	-21.00	7.00		
9-Dec-16 Inv 15045	7.00		7.00		
23-Jan-17 Crn 15074	-28.00	-28.00			
23-Jan-17 Inv 15075	7.00	7.00			
Westport Swim Club	791.50	121.50	563.50	106.50	
10-Nov-16 Inv 14987	106.50			106.50	
9-Dec-16 Inv 15046	532.50		532.50		
22-Dec-16 Inv 15055	15.00		15.00		
22-Dec-16 Inv 15056	16.00		16.00		
23-Jan-17 Inv 15072	15.00	15.00			
23-Jan-17 Inv 15071	106.50	106.50			

Accounts Moved: Janice

Seconded: Graeme

Carried



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### 10. Funding Report

Provider	Purpose	Amount
Four winds Foundations	Ribbons	\$700.00
Youthtown	SIC& T Ribbons	\$2242.50
Pub Charity	SCWC Medals	\$2880.00
Four Winds	Technical Officials Polos	\$1500.00
NZ Community Trust	Administration	\$30,000.00
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

### Declined Applications

Provider	Purpose	Amount
The Trusts Community Foundation	Bronze Squad Tour 2016	\$8699.00
Infinity Foundation	Ribbons 2016/2017	\$1040.00
Air Rescue Services	Officials funding- Cant Champs and Nat shortfall	\$5400.00

### Pending Application

Provider	Purpose	Amount
Lions Foundation	Officials Accommodation for National Meets	\$6034.77

SCWC needs to purchase a portable sound system for use at all swim meets, as only two of the complexes within the entire Region have a sound system which can be used for announcing at meets- several quotes have been obtained with the favored option being a system costing \$5973.00. SCWC to apply for funding from Southern Trust.

SCWC Carnival entries are now in excess of 150, requiring around 600 PB ribbons per meet. An application for funding for ribbons for the Carnivals, Canterbury/Junior and Memorial Champs to be made to Youthtown in the amount of \$2735.00 per quotes received.

Moved: Michael

Seconded: Janice

Carried



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### 11. Membership

#### Previous Seasons

Date	Competitive Swimmers
30/6/2016	720
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 Jan 2017)

CLUB	<12 yrs	13/14YRS	15/16YRS	17/18YRS	>19YRS	TOTAL SWIMMERS
Aquagym	24	17	8		5	54
Ashburton	13	13	11	4	1	42
Geraldine	13	6	1	1		21
Greymouth	32	7	4			43
Halswell					2	2
Hokitika	28	5	5	2	1	41
Jasi	17	17	18	5	3	60
MacKenzie	11	5	2			18
North Canterbury	42	25	6	9	2	84
QEII		4	7	8	2	21
Selwyn	6	10	15	2		33
Swim Timaru	26	12	5	1		44
Temuka	12	2	1			15
Vikings	33	12	6	1		52
Waimate			1			1
Waitaha	23	9	2	1		35
Westport	11	4	1	1		17
Wharenui	22	19	16	9	9	75
<b>Totals by age</b>	<b>313</b>	<b>167</b>	<b>109</b>	<b>44</b>	<b>25</b>	<b>658</b>





## SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

### 12. Technical KPI's

<b>Task</b>	<b>Current Numbers</b>	<b>Target Increase % 12mnth period</b>	<b>Target Numbers</b>	<b>Qualified in the last 3 months</b>	<b>Year to Date Numbers</b>
<b>IOT –Regional</b>	42	20%	50	-1	46
<b>IOT – National</b>	11	25%	14	1	13
<b>Stroke Judge*</b>	5	60%	8	0	6
<b>Starter</b>	7	30%	9	0	10
<b>Regional Referee</b>	6	15%	7	1	6
<b>National Referee</b>	8		8	1	8

**\*New Qualification    \*\* Target 5% increase after first year**

Technical members table needs an overhaul, Christine advised this will be done in the next 2 months.

Technical Committee feels the number of Officials in attendance at meets, while usually over the minimum requirement, is preferable and allows for trainees to have an experienced Official mentoring them. The SCWC Board concurs and views Club meets as an ideal setting for bringing trainees through and encouraging more newly qualified Officials to grow into more senior positions.

<b>13. Follow up Items from Previous Meetings</b>	
a) Janice to look at adding some more details to Graham's pamphlet and sourcing some quotes from older well known swimmers. Matthew Hutchins to provide an article for this	<b>Janice WIP</b>
b) Annual Report- will be completed by the end of April	<b>Janice WIP</b>
c) Participant Assistance forms: now published on the website	<b>Debbie</b>
d) False start poles at Jellie Park have been installed	<b>Debbie</b>
e) SCWC Relay records need updating to reflect new age groupings and Club Relays- new standards required- to be discussed at next Coaches meeting	<b>Brigitte</b>
f) QEII feedback on powerpoint presentation- QEII to ask David Pine to provide a more detailed plan on steps to gain business sponsorship	<b>Wayne</b>

<b>14. General Business</b>	
Accreditation Policy- following a Regional Chairpersons conference call with SNZ, and complaints from NZSCTA , fees have been set aside by SNZ and are being reconsidered- consultation will follow	<b>Wayne</b>
New 2017/2018 Calendar released by Coaches group for feedback.	
NZ Junior Festival Makos Zone- feedback to go to SNZ	



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<p>South Island Country and Town- feedback</p>	
<p>Canterbury Squads- not considered in draft 2017/2018 calendar. David will no longer be covering the administrative duties for this and no other Coach has offered to take over in his stead. Squads need to be timetabled and be a priority for those selected- Coaches group need to revisit squad training, pool space and Coach availability- maybe upskill younger coaches Have any end of year tours for 2017 been considered?</p>	
<p>Committees- 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. 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>	
<p>Memorial Meet- does this need to be renamed to attract NFT swimmers and refocus the purpose of this meet to a "Development" championship, and moved within the calendar to better target our summer clubs? Events Committee to give feedback</p>	
<p>Do numbers to the 3 target meets need to be limited, either using QTs, restricting events or entry numbers or some other means. Coaches are concerned with shortened warmup times and the need for extending session times. Events Committee to give feedback Concern now around numbers allowed within each facility for safety reasons. The following are the maximum occupancy numbers for all facilities used regularly by SCWC Clubs to host their meets:</p> <ul style="list-style-type: none"> <li>• Jellie Park: 425 across both indoor pool areas</li> <li>• Selwyn: 680</li> <li>• Ashburton: 500</li> <li>• Timaru: 350</li> <li>• Wharenui: 500</li> </ul>	
<p>SCWC had no Regional manager at Zonals- Jill was Ambassador as we were the host region SCWC had no Regional manager at DivII- Jill was appointed representative for SCWC if needed Debbie was acting Regional manager at NAGs No Regional Manager at NZ Opens- Fiona was appointed representative for SCWC if needed Should the Makos committee appoint a Zonal manager? Age Group have separate Zonal relays and Opens have both club and zone within the same event. Someone needs to be appointed to select, organize these on the day, have caps to hand out etc. How are relay entry costs covered?</p>	
<p>33.3m pools- these results cannot be held in the SNZ Database, so are held by SCWC. Converted times may be used to enter Regional and National events per Kent SNZ. They are still very successful for the clubs, and there are other opportunities for swimmers to swim 25/50m meets to qualify for Nationals if they wish</p>	
<p>Possible future directive for allocation of Mainland funding. We were successful with our funding application to Lions for our Technical Officials.</p>	



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<p>Canterbury Champs Prize money-we paid this by direct credit to swimmers via their club as with bounties- total prize money paid out was \$1195 not including bounties. SCWC Board wishes to continue with the practice of paying bounties by direct credit.</p>	
<p>Paul Carpinter, a member of Taylors Mistake SLSC has recently co-authored a TMSLSC centennial history. During the collection of records Jan Bickley provided him with numerous items from Canterbury swimming, mainly minutes, scrapbooks, pictures and newspaper clippings dating back to the 1920's etc which were held by Doreen. There are records from the past 100 or so years of Canterbury swimming with pictures dating from 1904. The Library acknowledged the value of the collection and is happy to keep the records safely. In the future if there is a keen person to 'write a history' they can be accessed. In order for the Library to receive the collection it would be appropriate for Canterbury Swimming to approve the 'gifting' of the collection.</p> <p>Rosemary O'Neil the Archives Librarian at CCC Libraries has confirmed the 'gifting' of the above records to the library's archives, they are currently being inventoried and catalogued, and will be moved back to the Christchurch Central Library facility from Recall (where it is currently housed) once construction of the new library is completed</p>	
<p>The Carey Cup at Canterbury champs for most points for para swimmers is based on a % of the world record- these are now limited in event and distance. The SCWC Board resolved to use NZ Records in future, and these are now regularly updated by Paralympics NZ on their website</p>	
<p>The Doreen Brown Trust report has been filed with the Charities Commission prepared in accordance with the new legislative requirements. The report covers the year end 31 March 2016. Another report will be filed after the beginning of the new financial year. During 2016 \$2,160.00 was paid to Wharenui Swimming Club to cover the cost of swimming lessons for children from a lower decile school who were unable to swim or in need of improvement. It is proposed that similar assistance be provided for again this year, with a focus on directing the assistance to LTS programmes associated with SCWC Affiliated Clubs.</p>	

**The meeting closed at 9.10pm  
The next meeting will be held at 7pm on 1<sup>st</sup> May 2017  
at the Wharenui Sports Centre**