



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened 7pm at 12th February 2018 at the Wharenui Sports Centre

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

2. **In Attendance:**

3. **Apologies:** Debbie Rahurahu

Moved: Kim

Seconded: Janice

Carried

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

Moved: Chris

Seconded: Janice

Carried

5. **Matters arising: None**

6. **Correspondence in / out:**

SNZ

Steve Johns- 2018 Regional Events / Board Meetings (SNZ Board rep to attend)

Steve Johns- High Performance Update

Steve Johns- Social Sector Accreditation Standards

Media Release: GARY FRANCIS APPOINTED TARGETED ATHLETE AND COACH MANAGER FOR SWIMMING NEW ZEALAND

Makos

Regions

Sport Canterbury

Nexia New Zealand 2018 Canterbury Sports Awards Finalists

Clubs

Aquagym- Permission for Hannah Bates to attend the 2018 SNM Country & Town Champs

Aquagym- Permission for 26 Club members away on Camp to compete in the Aquagym vs Nelson

Sth Dual meet in Nelson (7th January)

Vikings- Permission for Nathan Penrose to attend to the Otago Anniversary LC Meet (24-25th March)

Greymouth- Permission for 5 Club members to attend the 2018 SNM Country & Town Champs

Swim Timaru- Permission for Club to attend Alexandra Waimate Challenge (3rd Feb)

Temuka- Permission for Logan Pannett to attend Alexandra Waimate Challenge (3rd Feb)



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Geraldine- Permission for Campbell Plows and Nicholas Huston to attend Alexandra Waimate Challenge

Wharenui- Permission for a number of swimmers to attend the Otago Anniversary LCM Meet

Swim Timaru- Permission to attend the Mosgiel Meet (3rd March), and Otago Anniversary LCM Meet

Other

The Week-in-Brief newsletter 18 December 2018

The Week-in-Brief newsletter 15 January 2018

The Week-in-Brief newsletter 22 January 2018

The Week-in-Brief newsletter 29 January 2018

Fundraising Institute of NZ- Exciting Jobs in the Charity Sector 31 January 2018

One on One Admin- Social Enterprise Course

Todd Mason- Hollander Cup thoughts

The Week-in-Brief newsletter 5 February

Correspondence

Moved: Janice

Seconded: Monique

Carried

7. Transfers

Mr S M Hallaway from Wharenui Swim Club to Vikings Swim Club Inc

Miss I M Wilson from Waitaha Swim Club to Jasi Swim Club

Mr G S Wilson from Waitaha Swim Club to Jasi Swim Club

Mr C R Rahurahu from Wharenui Swim Club to North Canterbury Swim Club

Mr L M D Foy from Swim Timaru to Temuka Swimming Club

Miss K G Jackson from Jasi Swim Club to QEII Swim Club

Mr F Z McDonald from Jasi Swim Club to QEII Swim Club

Mrs K van Kuppevelt from Westport Swim Team to Greymouth Amateur Swimming Club

Mr A A Mokokoko from Westport Swim Team to Greymouth Amateur Swimming Club

Mr L B Mokokoko from Westport Swim Team to Greymouth Amateur Swimming Club

Mr B J Mokokoko from Westport Swim Team to Greymouth Amateur Swimming Club

Miss I J Barrell from Westport Swim Team to Nelson South Swim Club

Miss A Voight from Wharenui Swim Club to Jasi Swim Club

Mr J R Adcock from North Canterbury Swim Club Inc to Selwyn Swim Club

Mr L D Clark from Wharenui Swim Club to Aquagym Swimming Club

Mr M Clark from Wharenui Swim Club to North Shore Swimming Club

Moved: Kim

Seconded: Janice

Carried



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8. Records

Women 11-11 50 Free

30.45	Emma Ashley	7/08/2007
28.45	Arowa Z. Wilson at 2017-2018 Southland LCM Champs	14/12/2017

Women 11-11 100 Free

1:03.61	Nichola West	20/01/1987
1:03.36	Arowa Z. Wilson at 2017-2018 Southland LCM Champs	14/12/2017

Women 11-11 50 Fly

32.24	Mine Nel at State 2014 NZ Junior Championships	14/02/2014
31.29	Jenny Song at 2017-2018 Southland LCM Champs	14/12/2017

Women 17-17 200 IM

2:18.06	Helen Norfolk	24/08/1999
2:17.29	Hannah F. Bates at 2018 Canterbury West Coast Champs	17/01/2018

Women Open 200 IM

2:17.35	Helen Norfolk	01/04/2000
2:17.29	Hannah F. Bates at 2018 Canterbury West Coast Champs	17/01/2018

Women 9 & Under 50 Back

39.75	Ava Danholt at Swim Timaru Winter Meet	5/08/2017
39.44	Bridie Quayle at 2018 SCWC Junior Championships	27/01/2018

Men 10-10 100 Free

1:08.52	Taiko H. Torepe-Ormsby at SNM Winter Meet 2014	2/08/2014
1:07.94	Jackson Close at 2018 SCWC Junior Championships	27/01/2018

Women 12 & Under 200 Free Relay

1:58.45	QEII Swim Club	01/02/2014
1:56.06	Wharenui Swim Club at 2018 SCWC Junior Championships	27/01/2018

Men 12 & Under 200 Medley Relay

2:20.03	Wharenui Swim Club	30/1/2016
2:18.26	Wharenui Swim Club	27/01/2018

Moved: Kim

Seconded: Monique

Carried

9. Financial records

ACCOUNTS PAID:

DATE	DETAILS	AMOUNT
27/11/17	Waitaha Swim Club (Crn: 15170)	-10.00
27/11/17	XCM Clothing Dev Champs	-271.40
	Towels	
27/11/17	Apex Car Rentals NZ	-650.40
	Squads Akl Van Rental	
27/11/17	Apex Car Rentals NZ	-650.40
	Squads Akl Van Rental	
27/11/17	Apex Car Rentals NZ	-650.40



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27/11/17	Squads Akl Van Rental Apex Car Rentals NZ	-650.40
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27/11/17	Squads Akl Van Rental Quality Hotel Lincol Squads	-7,864.50
27/11/17	Akl Accommoda 23991231 AK West Motel Auckla	-14,647.50
27/11/17	Squads Akl Accommoda Inland Revenue- GST	-1,341.97
28/11/17	NZ Post	-8.00
06/12/17	NZ Post (Trailer Registration)	-36.03
07/12/17	Christine Cassin Refund Offcl Functn	-48.81
07/12/17	SNZ Affiliation Swim/Coach	-1,151.65
07/12/17	XCM Clothing Squad Unifrm	-2,848.48
07/12/17	Alan Jeffries Dev Champs Engraving	-15.00
08/12/17	NZ Post	-8.00
11/12/17	David Prattley Refund Akl Squad	-802.32
14/12/17	Pak n Save Rangiora (Plastic cups)	-9.94
18/12/17	BBIT Solutions Email Serv	-14.95
18/12/17	Geraldine Swimming Club.	-26.00
18/12/17	David Prattley Squad Food Sthld Champs	-61.82
18/12/17	Ribbons and Rosettes Dev Champs Ribbons	-97.18
18/12/17	G Taylor SC champs Off Accom	-159.20
18/12/17	XCM Clothing Squad Unifrm Sthld	-307.29
18/12/17	J Currie & N Little Squad Meals Akl Champs	-15,206.45
19/12/17	Petals Network (Flowers for Nellie Corn)	-92.90
22/12/17	AquaGym Swimming Club (Inv: 15382)	-32.50
22/12/17	Alan Jeffries Engraving Cant Champs	-190.00
22/12/17	Enwood House Squad Accom Sthld Champs	-10,687.00
27/12/17	Pak n Save Rangiora (Gift Basket)	-100.05
16/01/18	Pak n Save Rangiora (Trophy Cleaner)	-22.63
17/01/18	Travlon Coachlines Canty Squads Sthld Bus	-3,835.00
17/01/18	Selwyn Aquatic Centr Pool Hire Dev Champs	-2,817.50
17/01/18	HTS Group Timing buttn Quant Pwr	-1,285.26
17/01/18	Marsh Limited Insurance Plant/Trailr	-2,191.65
17/01/18	Warehouse Stationery New printer Folders/pens	-949.30
17/01/18	BBIT Solutions Email Serv	-14.95
23/01/18	Fiona Campbell C Champs Prize Money	-1,145.00



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OVERDUE ACCOUNTS:

Customer Name	Total	Current	30 Days	60 Days	90 Days
AquaGym Swimming Club	205.00	133.00	72.00		
18/12/17 <i>Inv</i> 15370	72.00		72.00		
31/01/18 <i>Inv</i> 15424	28.00	28.00			
31/01/18 <i>Inv</i> 15409	105.00	105.00			
Ashburton Swim Club	-13.00		-13.00		
18/12/17 <i>Crn</i> 15381	-13.00		-13.00		
Greymouth Swimming Club	15.00	15.00			
11/01/18 <i>Inv</i> 15391	15.00	15.00			
Jasi Swim Club	515.50	388.00	127.50		
12/12/17 <i>Inv</i> 15362	75.00		75.00		
18/12/17 <i>Crn</i> 15380	-19.50		-19.50		
18/12/17 <i>Inv</i> 15371	72.00		72.00		
17/01/18 <i>Inv</i> 15392	90.00	90.00			
30/01/18 <i>Inv</i> 15399	49.00	49.00			
31/01/18 <i>Inv</i> 15407	165.00	165.00			
31/01/18 <i>Inv</i> 15417	84.00	84.00			
North Canterbury Swim Club	273.00	280.00			-7.00
30/10/17 <i>Crn</i> 15303	-7.00				-7.00
30/01/18 <i>Inv</i> 15401	91.00	91.00			
31/01/18 <i>Inv</i> 15408	105.00	105.00			
31/01/18 <i>Inv</i> 15422	84.00	84.00			
Oamaru Swim Club	427.00	427.00			
31/01/18 <i>Inv</i> 15418	42.00	42.00			
31/01/18 <i>Inv</i> 15402	385.00	385.00			
QEII Swim Club	75.00	75.00			
31/01/18 <i>Inv</i> 15415	75.00	75.00			
Selwyn Swimming Club	-24.00		-24.00		

Accounts

Moved: Janice

Seconded: Monique

Carried



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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
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

Declined Applications

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

Pending Application

Provider	Purpose	Amount

Resolution: To apply to the Lions Foundation for funding for the Gold, Silver and Bronze medals for the four SCWC Regional Championships in the 2018/2019 season

Resolution: To apply to Youthtown for funding for the pool hire cost for the 2018 South Island Championships

Moved: Monique Seconded: Chris Carried



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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 January 2018)

CLUB		<12 yrs	13/14YRS	15/16YRS	17/18YRS	>19YRS	TOTAL SWIMMERS
Aquagym	Comp	15	13	13	1	7	49
	Club	8	3	1		1	13
Ashburton	Comp	18	8	8	4	2	40
	Club						
Geraldine	Comp	10	5	1	1		17
	Club	8	4				12
Greymouth	Comp	19	7	6			32
Halswell	Comp					0	0
Hokitika	Comp	13	7	1		1	22
	Club	10					10
Jasi	Comp	20	19	14	7	5	65
	Club	9	14	5		1	29
MacKenzie	Comp	7	6				13
	Club	4		1	1		6
North Canterbury	Comp	35	28	12	5	3	83
	Club	2	1				3
QEII	Comp		5	3	9	1	18
	Club	5	1				6
Selwyn	Comp	6	14	13	2		35



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	Club	18	6		1		25
Swim Timaru	Comp	21	16	3	4		44
	Club	7	1				8
Temuka	Comp	14	5	2			21
	Club	5					5
Vikings	Comp	24	11	10	3	2	50
	Club	9		1			10
Waimate	Comp	6	4		1		11
	Club	2					2
Waitaha	Comp	31	15	7		1	54
	Club	3	1				4
Westport	Comp	11					11
	Club	3					3
Wharenui	Comp	20	15	10	9	9	63
	Club	19	11	1	2	3	42
Totals by age		385	220	112	50	36	803

Updated figures above include Registered Financial swimmers only

12. Health & Safety

a) Lag indicators

No incidents to report

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. These are on back order with Para Rubber</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>	<p>Chris/Debbie/Wayne</p>
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<p>14. Follow up Items from Previous Meetings</p>	
<p>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</p>	<p>Janice WIP</p>
<p>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</p>	<p>SCWC Events</p>
<p>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</p>	<p>SCWC Events</p>
<p>Technical and Events Committee- TOR 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. TOR for the Technical Committee- Composition of the Committee needs to be amended to read "At least 4 members must be qualified National Officials and up to 2 members need not be qualified Regional or National Officials" The SCWC Board will call for nominations. Once nominations are submitted the SCWC Board needs to consult with the Committee on the selection of a candidate</p>	<p>Wayne/Debbie</p>
<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. Gary Francis now appointed targeted athlete and Coach manager for SNZ</p>	<p>Wayne</p>
<p>SCWC Regional Team Manager- A relevant job description needs to be developed then signed off by the SCWC Board</p>	<p>Debbie</p>
<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. 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 costed thus far as follows: Addington Raceway- \$1000+GST and \$60 per head (buffet) Riccarton Park- \$460 inc GST and \$59 per head (buffet) Hornby WMC- \$625+GST and \$37 per head (buffet) Chateau on the Park- \$650 and \$58 per head (buffet) Rydges Latimer- Savoy West \$700 (to be confirmed) and \$65 per head (buffet)</p>	<p>Debbie</p>

