



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting opened at 7pm on 16<sup>th</sup> July 2018 at Trevino's Restaurant

1. **Present:** Wayne Rollinson, Janice Rennell, Kim Berquist Brigitte Mahan (arrived at 7:30pm), Chris Ponga, Monique Van Vugt

2. **In Attendance:** Debbie Rahurahu

3. **Apologies:** None

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

Moved: Chris

Seconded: Kim

Carried

5. **Matters arising:** None

6. **Correspondence in / out:**

### SNZ

Andy Kent- 2018 Swimming New Zealand Annual Awards  
Andy Kent- Service, Honours Awards and Life Membership nominations  
Andy Kent- Missing SNZ Trophies  
Steve Johns- Zonal Championships Survey  
Amber Piggott- Membership Rollover 2018/19  
Rachael Goodall- NZ Opens Update  
Amanda White- Drug Free Sport NZ  
Andy Kent- Jackie Clarke Award - Volunteer of the Year  
Steve Johns- SNZ Board Appointments Panel

### Makos

South Island Championships meet flyer

### Regions

SCWC- SCWC Board, Committee and Appointment Panel nominations  
SCWC- Approved for Police Vetting  
SCWC- Elected Member of the SCWC Board- VOTING IS NOW OPEN  
SCWC- Policy Member Protection  
Swimming Otago- NEW Technical Suit Policy  
Swimming Wellington – Guidelines SW Awards  
Swimming Otago- Swimming Otago Regional Champs

### Sport Canterbury

Linda Kenny- Applications for 2018-2019 KiwiSport funding



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### Clubs

Cindy Robinson- Aquagym AGM invitation  
Rachel Craythorne- Selwyn Spring Classic  
Merryn Maguire- Vikings Meet  
Toni Lawson- Templeton Swimming Club Inc.

### Other

Michael Toomey- Draft Partnership Agreement  
Karen Haigh- Swim Canterbury RAMS form  
Youthtown- Results from the 30th May 2018 Grants Meeting  
Reagan Radford- Proposal  
Robyn Timmings- Aquagym Pool Hire  
Neil Clayton- SCWC Awards Trophies  
Donna Stubbs- Pool hire quotes  
Scott McQueen- Southern Trust Survey  
Canterbury Sports Foundation- Membership  
Tony Grant- Swimming Club Liability Insurance Scheme due 1st August 2018  
Karen Haigh- Pre-departure get-together at Council  
CCC Martin McGregor- SLA  
FINZ- Various  
Otakaro- Metro Sports Facility Update - July 2018  
Andrew Cliffe- Touchpad slats  
The Star News- NZ Open article

### Correspondence

Moved: Janice

Seconded: Monique

Carried

### 7. Transfers

Mr L D Pannett from Temuka Swimming Club to Swim Timaru  
Miss A T Elliott from Ashburton Swim Team to St Peter's Swimming Club  
Miss C R Elliott from Ashburton Swim Team to St Peter's Swimming Club  
Mr J Hu from Waitaha Swim Club to Jasi Swim Club  
Ms M Brett from Jasi Swim Club to Jasi Masters  
Miss S Marshall from Wharenui Swim Club to Burnside High School  
Mrs K Rea from Westport Swim Team to Greymouth Amateur Swimming Club  
Miss P Bennett from Waitaha Swim Club to Selwyn Swim Club  
Miss B Bennett from Waitaha Swim Club to Selwyn Swim Club  
Miss E L Dick from Alexandra Swimming Club to Aquagym Swimming Club  
Miss C P E Graham from North Canterbury Swim Club Inc to Aquagym Swimming Club  
Mr W C S Graham from North Canterbury Swim Club Inc to Aquagym Swimming Club  
Mr M L Treacy from QEII Swim Club to Wharenui Swim Club  
Miss N M Lovatt from Wharenui Swim Club to Mt. Albert Grammar  
Miss K T Lovatt from Wharenui Swim Club to Mt. Albert Grammar  
Mr L D Ainsworth from Wharenui Swim Club to Vikings Swim Club Inc

Moved: Monique

Seconded: Kim

Carried



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### 8. Records

#### Women 9 & Under 100 Back

1:23.25	Emma Ashley	3/06/2000
1:22.71	Bridie Quayle at Ash Splash	19/05/2018

#### Women 9 & Under 100 IM

1:26.26	Emma Ashley	3/06/2000
1:25.85	Bridie Quayle at Ash Splash	19/05/2018

#### Men 10-10 50 Free

31.48	Taiko H. Torepe-Ormsby at SNM Winter Meet 2014	2/08/2014
30.72	Jackson Close at Ash Splash	19/05/2018

#### Men 10-10 100 Free

1:07.94	Jackson Close at 2018 SCWC Junior Championships	27/01/2018
1:07.77	Jackson Close at Ash Splash	19/05/2018

#### Men 10-10 100 Fly

1:17.73	Callum R. Haughin at 48th Wharenui Junior Olympics	25/03/2011
1:16.73	Jackson Close at Ash Splash	19/05/2018

#### Women 9 & Under 200 IM

3:04.11	NATASHA A. LLOYD at Jasi Christmas Cracker	17/12/2005
3:00.87	Bridie Quayle at Wharenui Winter Olympics 2018	14/06/2018

#### Women 12-12 800 Free

9:57.05	Cassandra M. Forrest at 2011 South Island Championships	23/09/2011
9:56.02	Hope R. Chmiel at Wharenui Winter Olympics 2018	14/06/2018

#### Men 10-10 50 Free

30.72	Jackson Close at Ash Splash	19/05/2018
30.53	Jackson Close at Wharenui Winter Olympics 2018	14/06/2018

#### Men 10-10 100 Free

1:07.77	Jackson Close at 2018 Ash Splash	19/05/2018
1:05.87	Jackson Close at Wharenui Winter Olympics 2018	14/06/2018

#### Men 10-10 200 Free

2:27.07	Thomas J. Wilson at Aquagym Challenge Meet SC 2010	24/10/2010
2:22.85	Jackson Close at Wharenui Winter Olympics 2018	14/06/2018

#### Men 100 Back

54.83	CAMERON J. JAMES at Jasi Christmas Cracker Meet 2016	2/12/2016
54.72	CAMERON J. JAMES at Wharenui Winter Olympics	14/06/2018

#### Women 15-16 200 Free Relay

1:57.84	Standard	12/05/2018
1:54.01	Jasi Swim Club	14/06/2018
O. Wrathall, A. Richardson, B. O'Sullivan, M. Butler		

#### Women 15-16 200 Medley Relay

2:07.76	Standard	12/05/2018
2:03.70	Aquagym Swimming Club	14/06/2018
J. Masangkay, N. Johnson, C. Linkhorn, C. Rogers		

#### Women 200 Free Relay

1:52.08	Standard	12/05/2018
1:51.27	Aquagym Swimming Club	14/06/2018
F. Lowen, R. Wagenvoord, E. Barron, H. Bates		

#### Men 13-14 200 Free Relay

1:56.17	Standard	12/05/2018
---------	----------	------------



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

1:46.71	Jasi Swim Club	14/06/2018
D. Porter, A. Jahangiri, H. Wrathall, J. Currie		
<b><u>Men 13-14 200 Medley Relay</u></b>		
<b>2:09.34</b>	<b>Standard</b>	<b>12/05/2018</b>
2:01.37	Aquagym Swimming Club	14/06/2018
Connor Barr, T. McCallum, Z. Reid, O. Graves		
<b><u>Men 15-16 200 Free Relay</u></b>		
<b>1:44.80</b>	<b>Standard</b>	<b>12/05/2018</b>
1:42.06	Wharenui Swim Club	14/06/2018
T. MacGibbon, Z. Baker, N. Kelly Foleni, I. Perigo		
<b><u>Men 15-16 200 Medley Relay</u></b>		
<b>1:55.36</b>	<b>Standard</b>	<b>12/05/2018</b>
1:55.03	Jasi Swim Club	14/06/2018
J. Nicholls, L. Moloney, J. Staples, A. Perriam		
<b><u>Men 200 Medley Relay</u></b>		
<b>1:47.36</b>	<b>Standard</b>	<b>12/05/2018</b>
1:46.73	QEII Swim Club	14/06/2018
E. Pine, F. McDonald, S. Dobbie, B. Rumble		
<b><u>Women 17-17 50 Breast</u></b>		
<b>32.54</b>	<b>Annabelle Carey at 2006 NZ Summer LC Championships</b>	<b>12/12/2006</b>
32.47	Kaylee Jackson at 2018 NZ Open Championships	2/07/2018
<b><u>Women 50 Back</u></b>		
<b>28.78</b>	<b>Sophia S. Batchelor at 2011 NZ Age Group Championships</b>	<b>1/03/2011</b>
28.41	Cassandra J. Wright at 2018 NZ Open Championships	2/07/2018
28.58	Cassandra J. Wright at 2018 NZ Open Championships	2/07/2018
<b><u>Men 16-16 50 Back</u></b>		
<b>27.70</b>	<b>Ezekiel J. Pine at 2018 NZ Age Group Championships</b>	<b>17/04/2018</b>
27.51	Ezekiel J. Pine at 2018 NZ Open Championships	2/07/2018
<b><u>Men 16-16 200 Back</u></b>		
<b>2:08.45</b>	<b>Sean Hibbs</b>	<b>1/01/1992</b>
2:07.62	Ezekiel J. Pine at 2018 NZ Open Championships	2/07/2018
<b><u>Men 16-16 200 IM</u></b>		
<b>2:10.25</b>	<b>Ezekiel J. Pine at 2018 NZ Age Group Championships</b>	<b>17/04/2018</b>
2:03.29	Ezekiel J. Pine at 2018 NZ Open Championships	2/07/2018
<b><u>Men 17-17 800 Free</u></b>		
<b>8:26.50</b>	<b>Arjun Haszard</b>	<b>19/01/2003</b>
8:14.34	Quinton Hurley at 2018 NZ Open Championships	2/07/2018
<b><u>Men 200 Breast</u></b>		
<b>2:13.41</b>	<b>George L. Schroder at 2017 NZ Open Championships</b>	<b>3/04/2017</b>
2:12.80	George L. Schroder at 2018 NZ Open Championships	2/07/2018
<b><u>Men 50 Fly</u></b>		
<b>25.12</b>	<b>MATTHEW T. HUTCHINS at 2013 NZ Age Group Champs</b>	<b>26/02/2013</b>
24.93	Oliver R. Rayner at 2018 NZ Open Championships	2/07/2018
24.98	Oliver R. Rayner at 2018 NZ Open Championships	2/07/2018

Moved: Kim

Seconded: Janice

Carried



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### 9. Financial records

#### ACCOUNTS PAID:

Date	Other Party Name	Particulars	Analysis Code	Amount
8/05/2018	David Ormsby	Tech Accom	NAGs	-\$ 141.72
8/05/2018	Terry O'Sullivan	Tech Accom	NAGs	-\$ 210.81
8/05/2018	Accomplish	CM Support	Payment	-\$ 402.50
8/05/2018	Addington Events Cen	SCWC Awards	Deposit	-\$ 690.00
10/05/2018		Auditors	Confirm Rep	-\$ 50.00
16/05/2018	Inland Revenue	14982546	GST 30042018	-\$ 6,945.92
7/06/2018	Take Your Marks	TYM	Membership	-\$ 50.00
7/06/2018	Warehouse Stationery	Printer tone	Payment	-\$ 177.49
7/06/2018	SNZ	Affiliation	Swimmer	-\$ 295.80
7/06/2018	Wharenui Sports Cent	Pool Hire	2 x Carnival	-\$ 1,360.00
18/06/2018	NZRB Gaming	Part Refund	Funding	-\$ 26.08
18/06/2018	BBIT Solutions	Email serv	Payment	-\$ 39.90
18/06/2018	DJ Rahurahu	Trailer tyre	Refund	-\$ 43.00
18/06/2018	Warehouse Stationery	Ink cartridg	Payment	-\$ 130.69
18/06/2018	Swim T3 Wellington L	Tri Series	Prizes	-\$ 713.60
18/06/2018	Selwyn Aquatic Centr	Relay Meet	Pool Hire	-\$ 1,473.50
26/06/2018	HTS Group	Laptop setup	Payment	-\$ 136.56
26/06/2018	Fiona Campbell	Barriers	Refund	-\$ 196.00
26/06/2018	Coronation Park Mote	TriSeries	Accommodatio	-\$ 200.00
26/06/2018	Medals Plus	Medals	Sislands	-\$ 3,159.05
26/06/2018	Medals Plus	Medals	Dev/J/CWC/SC	-\$ 6,888.04

#### OVERDUE ACCOUNTS:

No data available- End of Financial Year

Accounts

Moved: Monique

Seconded: Janice

Carried



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### 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
----------	---------	--------

### 11. Membership

#### 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



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### Membership Numbers (as at 30 April 2018)

CLUB		<12 yrs	13/14YRS	15/16YRS	17/18YRS	>19YRS	TOTAL SWIMMERS
Aquagym	Comp	8	18	16	4	7	53
	Club	11	6	2		1	20
Ashburton	Comp	18	9	9	4	3	43
	Club						
Geraldine	Comp	9	6	2	1		18
	Club	7	5				12
Greymouth	Comp	18	4	7			29
Hokitika	Comp	12	9	3		1	25
	Club	8					8
Jasi	Comp	17	20	17	7	5	66
	Club	10	13	6		1	30
MacKenzie	Comp	6	7				13
	Club	4		1	1		6
North Canterbury	Comp	31	29	15	6	3	84
	Club	2					2
QEII	Comp		5	11	3	1	20
	Club	8	1				9
Selwyn	Comp	7	14	12	4		37
	Club	17	7		1		25
Swim Timaru	Comp	21	13	6	4		44
	Club	8	1				9
Temuka	Comp	12	7	1	1		21
	Club	5					5
Vikings	Comp	24	11	9	3	3	50
	Club	14		1			15
Waimate	Comp	6	4		1		11
	Club	2					2
Waitaha	Comp	28	20	7		1	56
	Club	6	1				7
Westport	Comp	11	1				12
	Club	3					3
Wharenui	Comp	18	16	11	7	10	62
	Club	23	11	4	1	3	42
<b>Totals by age</b>		<b>376</b>	<b>237</b>	<b>140</b>	<b>47</b>	<b>39</b>	<b>839</b>

Updated figures above include Registered Financial swimmers only



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### 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>Chris/Wayne</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>
<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 the next meeting</p>	<p>Chris</p>
<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 should have a Travel Policy, Code of Conduct (which must be signed by every member attending), and a Health Information form for each member</p>	<p>Chris</p>

### 14. Technical Committee

Report pending

### 15. Events Committee

Awaiting finalised calendar for next year, currently in the hands of the Coaches Group





## SWIMMING CANTERBURY WEST COAST INC.

### MINUTES OF THE BOARD MEETING

16. Follow up Items from Previous Meetings	
<p>SCWC Annual Awards evening- need to present a new set of awards, in addition to the Service Awards and any SNZ Awards. These could include:</p> <ul style="list-style-type: none"> <li>• Male and Female 15&amp;u/16&amp;o Swimmer of the Year</li> <li>• Male and Female Emerging Swimmer of the Year</li> <li>• Coach of the year</li> <li>• Recognition Awards for National Reps- swimmers must have attended the event inside the qualifying period</li> <li>• Outstanding Contribution to SCWC</li> <li>• Outstanding Achievement Award (for swimmer, coach or volunteer)</li> <li>• SCWC Life and Service Awards are also to be presented</li> </ul> <p>Qualifying period for awards is from the end of Opens each year.            Addington Raceway is booked and deposit paid for 26<sup>th</sup> October 2018            Debbie to design nominations sheet to be forwarded to Clubs, for a maximum of 2 nominations per category            Each finalist will receive a Certificate            Board agreed the trophies to be sourced from Neil, medium size with an embossed SCWC Logo if possible- silver engraved plaque on the base            Janice confirms Jess Smith (RNZ) as MC            Jill Perriam to check with Wal re possibility for a speaker            We want a band- Monique to approach someone she knows, Kim will also follow up with a band she knows is good. The band will be need for 3hrs.            Kim is happy to be the SCWC photographer for the evening.</p>	<p><b>Debbie/Janice</b></p>
<p>Waterpolo are now prepared to consider contributing to a multi-purpose wall mounted scoreboard- meeting to be held next Friday to confirm final costs to each organisation</p>	<p><b>Wayne/Debbie</b></p>
<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><b>Wayne</b></p>
<p>Social Sector Accreditation Standards- Police vetting requirements emailed to Clubs, page created on SCWC Website. Do we need to write up a policy or issue an amendment to the SNZ Member Protection policy to formalise this? Chris has drawn up a policy document to formalise this and will also design a H&amp;S checklist for Clubs to work through</p>	<p><b>Chris</b></p>

17. General Business	
<p>2019 SCWC Champs- going it on our own in Otago, and SO swimmers will be welcome to enter if they wish. It will require all clubs full support. SO are holding their Senior/Junior Regional Champs in December now and the dates conflict with Jasi Xmas Cracker so we cannot support them- Debbie to email out to all swimmers that there will be no out of Region dispensation for any swimmer to attend the SO Champs if they qualify for Jasi in any event.</p>	<p><b>Debbie</b></p>

