



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at 7pm on 24th June 2019 at The Good Home

1. **Present:** Wayne Rollinson, Chris Ponga, Scott Wagenvoord, Simon Moore, Kim Berquist, Monique Van Vugt
2. **In Attendance:** Debbie Rahurahu, Rhys Pryde-Wall
3. **Apologies:** Nil
4. **Minutes of the previous meeting read and accepted**

Moved: Chris

Seconded: Kim

Carried

5. **Matters arising:** Nil
6. **Declarations of interest:** Nil
7. **Correspondence in / out:**

SNZ

Anthony Bowler- Aon NZ Open Championships – Accreditation
Andy Kent- FW: Changes to Coaching membership
Amber Piggott- RE: Meets held over "rollover weekend"
Amber Piggott- 2019/20 SNZ Membership Rollover
Steve Johns- SNZ Constitution Review
Andy Kent- SNZ Service, Honours & Life Membership Award Nominations
Steve Johns- Special General Meeting - 27 June 2019
Steve Johns- Updated Agenda

Makos

Lorraine McMath- SIC&T 2020

Regions

Counties Swimming- 'Appointed' Technical Officials Funding
Swimming Otago- South Island Championships
Swimming Wellington- Tiered structure

Sport Canterbury

Haidee Stratford- Sport Report 'Snapshot'

Clubs

Geraldine- EOY Club Documentation
Waitaha- EOY Club Documentation



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

4:11.03 North Canterbury Swim Club at 2019 SCWC Relay Champs 11/05/2019
H. Rahurahu, A. Marsh, E. Schroder, V. Higgs

Women 15-16 400 Medley Relay

5:06.25 Standard 12/05/2018

4:44.17 North Canterbury Swim Club at 2019 SCWC Relay Champs 11/05/2019
H. Rahurahu, E. Schroder, V. Higgs, A. Marsh

Women 800 Free Relay

9:30.99 Standard 12/05/2018

9:19.71 Jasi Swim Club at 2019 SCWC Relay Championships 11/05/2019
B. O'Sullivan, M. Horton, L. Gordon, M. Butler

Men 10 & Under 200 Medley Relay

3:09.87 Standard 12/05/2018

3:00.98 Jasi Swim Club at 2019 SCWC Relay Championships 11/05/2019
J. Allison, J. Parmenter, S. Song, M. Allison

Men 13-14 400 Free Relay

4:10.88 Standard 12/05/2018

4:00.67 Jasi Swim Club at 2019 SCWC Relay Championships 11/05/2019
O. Heaton, D. Bridgman, C. McCullough, H. Wrathall

Men 13-14 400 Medley Relay

4:50.76 Standard 12/05/2018

4:32.77 Jasi Swim Club at 2019 SCWC Relay Championships 11/05/2019
C. McCullough, O. Heaton, D. Bridgman, H. Wrathall

Men 15-16 200 Free Relay

1:42.06 Wharenui T. MacGibbon, Z. Baker, N. Kelly Foleni, I. Perigo 14/06/2018

1:42.02 Wharenui at 2019 SCWC Relay Championships 11/05/2019
B. Shearer, M. Treacy, N. Kelly Foleni, T. Torepe-

Men 15-16 400 Free Relay

4:04.98 Standard 12/05/2018

3:55.80 Wharenui at 2019 SCWC Relay Championships 11/05/2019
N. Kelly Foleni, M. Treacy, B. Shearer, T. Torepe-Ormsby

Men 15-16 400 Medley Relay

4:18.33 Standard 12/05/2018

4:17.95 Wharenui at 2019 SCWC Relay Championships 11/05/2019
T. Torepe-Ormsby, N. Kelly Foleni, M. Treacy, B. S

Mixed 10 & Under 200 Free Relay

3:11.09 Standard 12/05/2018

2:30.37 North Canterbury Swim Club at 2019 SCWC Relay Champs 11/05/2019
E. Savry, J. Galway, M. Glintmeyer, M. Bell

Mixed 11-12 200 Free Relay

2:08.41 Standard 12/05/2018

2:07.43 Swim Timaru at 2019 SCWC Relay Championships 11/05/2019
J. George, J. Boorer-Lilley, A. Scott, A. Tudgey

Mixed 15-16 200 Free Relay

1:51.74 Standard 12/05/2018

1:47.56 North Canterbury Swim Club at 2019 SCWC Relay Champs 11/05/2019
M. Jenkins, V. Higgs, H. Rahurahu, A. Kelliher

Mixed 15-16 200 Medley Relay

2:04.88 Standard 12/05/2018

1:56.88 North Canterbury Swim Club at 2019 SCWC Relay Champs 11/05/2019
A. Kelliher, V. Higgs, M. Jenkins, H. Rahurahu

Mixed 15-16 400 Medley Relay

4:38.39 Standard 12/05/2018

4:22.14 North Canterbury Swim Club at 2019 SCWC Relay Champs 11/05/2019
H. Rahurahu, E. Schroder, A. Kelliher, M. Jenkins

Mixed 400 Free Relay



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

3:54.79	Standard	12/05/2018
3:53.93	Jasi Swim Club at 2019 SCWC Relay Championships	11/05/2019
L. Moloney, M. Butler, L. Gordon, Q. Hurley		
<u>Mixed 400 Medley Relay</u>		
4:22.32	Standard	12/05/2018
4:17.18	North Canterbury Swim Club at 2019 SCWC Relay Champs	11/05/2019
A. Marsh, J. Tasker, O. Rayner, V. Higgs		
<u>Women 10-10 50 Breast</u>		
40.21	Natasha A. Lloyd at Jasi Christmas Cracker	2/12/2006
39.47	Bridie Quayle at Ash Splash	18/05/2019
<u>Women 10-10 200 Breast</u>		
3:06.59	Natasha A. Lloyd at Jasi Christmas Cracker	2/12/2006
3:01.20	Bridie Quayle at Ash Splash	18/05/2019
<u>Women 10-10 50 Fly</u>		
35.06	Mine Z. Nel at QEII Sprint Meet	2/02/2013
34.78	Bridie Quayle at Ash Splash	18/05/2019
<u>Women 10-10 100 IM</u>		
1:17.89	Hanna A. Abdou at 2017 Selwyn Spring Classic	24/09/2017
1:17.53	Bridie Quayle at Ash Splash	18/05/2019
<u>Women 10-10 200 IM</u>		
2:48.40	Hanna A. Abdou at Vikings Battle of the Ages 2017	20/08/2017
2:46.15	Bridie Quayle at Ash Splash	18/05/2019

Moved: Simon

Seconded: Monique

Carried

10. Financial records

ACCOUNTS TRANSACTIONS:

27/05/2019	Geraldine Swimming C	Geraldine	\$	54.00
28/05/2019	SNZ	Affiliation	-\$	122.00
28/05/2019	SA & TM Moore	Timing pad rings	-\$	298.89
28/05/2019	Addington Events Cen	SCWC Awards	-\$	805.00
28/05/2019	Moller-Young	Badges	-\$	845.25
29/05/2019	WAITAHA SWIM	inv 0003	\$	50.50
29/05/2019	SWIMMING NZ	100115 26	\$	64.00
4/06/2019	Swim Timaru Inc	Inv 0002	\$	152.00
11/06/2019	SWIMMING NZ	100116 22	\$	1,585.00
13/06/2019	Warehouse Stationery	Photocopying	-\$	8.23
13/06/2019	BBIT Solutions	Email Serv	-\$	16.21
13/06/2019	SNZ	Affiliation	-\$	30.50
13/06/2019	Swim Timaru	Engraving	-\$	60.00
13/06/2019	Team Bookkeeping	Set up & Reporting	-\$	1,027.72
13/06/2019	Medals Plus	Medals 19 20	-\$	3,006.10
17/06/2019	WAITAHA SWIM	Inv 0010	\$	25.25
17/06/2019	XCM Clothing	Relay Towels XLR8	-\$	197.80
17/06/2019	Selwyn Aquatic Centre	Relay Ch Pool Hire	-\$	1,698.00



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

OVERDUE ACCOUNTS:

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	41.25	(9.50)	0.00	0.00	0.00	0.00	31.75
Ashburton Swim Club	162.00	0.00	0.00	0.00	0.00	0.00	162.00
BBIT Solutions	16.21	0.00	0.00	0.00	0.00	0.00	16.21
Geraldine Swimming Club.	20.00	0.00	0.00	0.00	0.00	0.00	20.00
Jasi Swim Club	25.25	0.00	0.00	0.00	0.00	0.00	25.25
North Canterbury Swim Club	24.00	0.00	0.00	0.00	0.00	0.00	24.00
QEII Swim Club	133.25	0.00	0.00	0.00	0.00	0.00	133.25
Temuka Swimming Club	0.00	32.00	0.00	0.00	0.00	0.00	32.00

Accounts

Moved: Scott

Seconded: Simon

Carried

11. Funding Report

Approved Applications

Provider		Purpose	Amount
Mainland Foundation	09/2017	Canterbury Squads end of year trips	\$20,000.00
NZCT	10/2017	Administrator's Salary	\$30,000.00
NZRB	10/2017	Pool Hire for Regional Meets (\$14021.96)	\$7500.00
Pub Charity	11/2017	Balance of Pool Hire (\$5890.85)	\$3000.00
Four Winds	12/2017	Ribbons for 2018 Season (\$2675.00)	\$1000.00
First Sovereign Trust	01/2018	Administrator Laptop	\$1200.00
Lions Foundation	02/2018	Medals for 2018/2019 season	\$3000.00
Southern Trust	03/2018	Bal. of Medals for 2018/19 & Sth Islands (\$5462.00)	\$4500.00
Youthtown	04/2018	Pool Hire for South Islands	\$3866.00
Mainland Foundation	07/2018	Funding for SCWC Squads 2018/19	\$20,000.00
One Foundation	09/2018	Pool Hire for Regional Meets to Feb 2019	\$12,941.65
NZCT	11/2018	Administrator's Salary	\$28,500.00
NZRB	12/2018	10 x Timing Pads	\$8000.00
Pub Charity	03/2019	Medals for the 2019/2020 season	\$5228.00

Declined Applications

Provider		Purpose	Amount
TTCF		Pool Hire for Regional Meets	\$15,059.94
Youthtown	09/2018	Keepsake & perpetual trophy	\$605.55
Selwyn Community Fund	01/2019	Pool Hire SCWC Relay Championships	\$1276.00
CERT	03/2019	Officials Accommodation NAGs/Opens	\$4348.71

Pending Application

Provider	Purpose	Amount
Jennian Homes	Officials accommodation expenses	TBA
Mainland Funding	Swimmers accom. 2020 SCWC Ch & Junior Fest	\$29,040.00

Presentation to Mainland Foundation made on Monday 10th June, decision is pending.

The Mainland Board observed that they had received applications for funding from two of the region's clubs, and that this is potentially in direct conflict with any applications received from SCWC. Mainland has



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

historically been a funder for the Region, this funding benefits swimmers from all Clubs, and this needs to be reiterated.

Motion: Reiterate earlier correspondence to all members Clubs that Mainland Foundation is a major funding opportunity for the Regional body and that Clubs be asked to respectfully refrain from applying to this funder on an individual basis.

Moved: Simon

Seconded: Wayne

Carried

12. Contractual Obligations-

13. 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	

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 20TH June 2019)

Club Name	Membership Type Description	Count
Aquagym Swimming Club	Club Swimmer	21
Aquagym Swimming Club	Competitive Swimmer	58
Ashburton Swim Team	Competitive Swimmer	28
Geraldine Swimming Club	Club Swimmer	3
Geraldine Swimming Club	Competitive Swimmer	16
Greymouth Amateur Swimming Club	Competitive Swimmer	44
Hokitika Amateur Swim Club	Club Swimmer	8
Hokitika Amateur Swim Club	Competitive Swimmer	35
Jasi Swim Club	Club Swimmer	21
Jasi Swim Club	Competitive Swimmer	86



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Mackenzie Swimming Club	Club Swimmer	31
Mackenzie Swimming Club	Competitive Swimmer	14
North Canterbury Swim Club Inc	Club Swimmer	14
North Canterbury Swim Club Inc	Competitive Swimmer	66
QEII Swim Club	Club Swimmer	20
QEII Swim Club	Competitive Swimmer	21
Selwyn Swim Club	Club Swimmer	23
Selwyn Swim Club	Competitive Swimmer	36
Swim Timaru	Club Swimmer	11
Swim Timaru	Competitive Swimmer	53
Temuka Swimming Club	Club Swimmer	4
Temuka Swimming Club	Competitive Swimmer	22
Vikings Swim Club Inc	Club Swimmer	11
Vikings Swim Club Inc	Competitive Swimmer	46
Waimate Amateur Swimming Club	Club Swimmer	1
Waimate Amateur Swimming Club	Competitive Swimmer	6
Waitaha Swim Club	Club Swimmer	15
Waitaha Swim Club	Competitive Swimmer	30
Westport Swim Team	Club Swimmer	13
Westport Swim Team	Competitive Swimmer	12
Wharenui Swim Club	Club Swimmer	28
Wharenui Swim Club	Competitive Swimmer	63
TOTAL SWIMMERS		860

14. Health & Safety

- a. Any incidents to report
- b. Risk items to be actioned
 - I. Risk: pool swimming lesson diving accident in Australia
Have approached SNZ to confirm their policy and Swimming Australia policy on pool diving depths after courts ruled 1.2m was too shallow. Waiting for response from SNZ.
 - II. Risk: Club health and safety
Health and safety group has been set up to produce the health safety and wellbeing guidelines for SCWC region. The aim is to create an online resource to support our region's clubs and event organisers. The group includes six people from around the region with a good cross section of interest in swimming. Currently the group is working on a draft policy.



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

15. Technical Committee

No report to submit from the Committee. As the SCWC Board representative to the Committee, Simon reported that much of the Technical Committee meeting had been dedicated to the assistance being received from Lesley following her appointment as advisor, with regards to comportment of Officials and pathways for trainees.

Changes to the assigning of roles at events should become more apparent at the upcoming Wharenui Winter Olympics and will be a good gauge of the success of Lesley’s initial advice to the Committee.

13. Events Committee

No report to submit from the Committee. Debbie advised the Draft Calendar for the 2019/20 season is just awaiting confirmation of the Junior Festival dates from Swimming NZ. All four Tait radios are operational, however we are still in need of two more so that six in total are useable at larger events.

Motion: SCWC to purchase six (6) new radios from Monique’s source, including earpieces.

Moved: Wayne

Seconded: Simon

Carried

1. Follow up Items from Previous Meetings	
<p>Ongoing Policy development- Declaration of interests, annual budgets, risk management Chris and Debbie to design new user-friendly website layout for all SCWC Policies and Health and Safety information This will be finalised once the H&S working group have completed their review</p>	Chris/Debbie
<p>SNM attending Junior Festival “All Stars” – an email has been received from Southland echoing SCWC’s stand that SNM need to decide what zone they will compete in and required a reply by 31st July. No word as yet from SNM- their AGM is scheduled for 11th August</p>	Wayne
<p>Review of the fixed asset schedule and insurance required. New scoreboard (at Jellie Park) will be on the Council’s balance sheet and they will be responsible for its insurance. Both the new and old pads have been insured for replacement (insurers do not cover for indemnity only) however old pads are not mobile so the premium is far lower. The SCWC Board approved the extra cover for the old pads, with the new pads also being insured for replacement value at the more expensive mobile rate. Simon to provide measurements of storage crate for old pads so we can approach Selwyn Aquatic Centre about storing them there on a permanent basis.</p>	Debbie/Simon
<p>2019 SCWC Annual Awards- Kim has booked Brad Smeele to be our speaker. An invitation has been sent to Jess to be our MC again and she has accepted. Once the new SCWC Awards Committee has forms they will be contacted re looking at criteria and awards, once this is finalised a nomination form will be sent out to Clubs. A save the date is to be sent out via Facebook. Kim will be our photographer for the event, and Ben Smith is to be approached about doing the powerpoint again.</p>	Debbie/Kim



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

<p>2019 Strategy / Strategic Plan</p> <ul style="list-style-type: none"> • SWOT Analysis – as a team we need to understand what our strength, weaknesses, opportunities and threats are • What are our 2019/20 goals we need to deliver • What activities are we are currently doing to deliver the outcomes required <p>The strategy questionnaire is now ready to go out to Clubs. Once we have this information, we can then use it to help deliver/assist with any decisions that need to be made - there is no question relating to mergers, the future financial environment for Clubs may see this need to be revisited.</p> <p>A proposal was made to employ someone to facilitate the discussion and support the Board through the development process. Some concern was raised about the appetite stakeholders would have in getting an unrelated third-party in. Could this support could be sourced through Sport Canterbury- the Board potentially has enough expertise to develop a Strategic Plan.</p> <p>Once the questionnaire feedback is received the Board will be able to better define the need and reason for change.</p> <p>Notification of the questionnaire and its purpose will be sent to the entire SCWC individual membership advising them to contact their Club with any feedback, which Clubs will be able to make via the link provided to them</p>	<p>Scott/Debbie</p>
<p>SLA- SCWC's proposal was presented to CCC on the 21st June. CCC are expected to respond in the next 2 weeks, with the current arrangement for QEII to rollover until CCC respond</p>	<p>Chris</p>
<p>SCWC Charitable Trust still on Companies Register- needs to be removed? This needs to be wound up and removed from the register. Wayne is looking into this</p>	<p>Wayne</p>

14. General Business

<p>15. General Business</p>	
<p>2019 Wuhan River Festival- Evelyn Ponga and Liam Moloney are heading to China with Jill Perriam having been asked to step in as team manager due to Karen (CHCHNZ)not being available SCWC Board thanks Jill for taking the role of TM on at such short notice and agreed to pay costs incurred by Jill Perriam for Visa and Vaccinations for this trip. Moved: Kim Seconded: Simon Abstained: Chris The group is meeting with Jack Chaney CHCHNZ on Monday to go over travel details and ask any questions It was suggested that in future, the applications from each swimmer should be signed of by the swimmer's coach</p>	<p>Debbie/Kim</p>
<p>SNZ Constitutional Review – Draft changes have been approved in principle, SNZ will call an SGM later next month to vote on these changes. Once these changes have been approved, changes will need to be made to Regional Constitutions</p>	<p>Wayne</p>

