



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened 7pm at Lincoln on 15th June 2016

- 1. Present:** Wayne Rollinson, Janice Rennell, Graham Scammell, Monique van Vugt, Brigitte Mahan (Late)

Wayne (Chairperson) welcomed those present

- 2. In Attendance:** Amanda MacLeod (Administrator)

- 3. Apologies:** Ashley Cassin, Michael Toomey, Brigitte Mahan (lateness)

Moved: Wayne

Seconded: Monique

Carried

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

Moved: Monique

Seconded: Graham

Carried

- 5. Matters arising:**

- 6. Correspondence in / out:**

SNZ

Junior Pan Pacific Championships - 2016 New Zealand Team
Further Rational Behind the Proposed Changes to the SNZ Competition Structure
Outward Bound Camp - 2016 Team Announced
SNZ Service, Honours, Life Membership Awards
SWIMMING NEW ZEALAND ANNOUNCEMENT – CEO STEPS DOWN
SNZ Information of Voting Requirements
Membership Fees and Swimming Trust Payment

Regions

South Island Secondary Schools - Entries closing 17th June

Sport Canterbury

Clubs

Wharenui – Permission to Swim at Hamilton
Geraldine/Timaru/ Temuka - Permission to swim at Neptune
Timaru – Permission to swim at Otago Winters
Timaru – Request quantum for their August meet
QEII – Permission to travel for Sophie Pascoe to Nth Shore Swim Fest and Auckland Winters



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Other

NZ Ocean Swim Series Event Dates
Position Vacant - Head Coach Selwyn Aquatic Centre
Sport and Recreation Nominations for Sensational Selwyn Awards

Correspondence Moved: Janice Seconded: Monique Carried

7. Transfers

Miss K R Mathie from Aquagym Swimming Club to North Canterbury Swim Club Inc.
Mr C M Porter from Aquagym Swimming Club to United Swimming Club.
Mr L R McBride from Aquagym Swimming Club to Jasi Swim Club
Miss K R McBride from Aquagym Swimming Club to Jasi Swim Club
Miss C R Johns from Aquagym Swimming Club to Jasi Swim Club
Miss M Nel from Waitaha Swim Club to Jasi Swim Club.
Mr I L Johnston from Wharenui Swim Club to Jasi Swim Club
Miss H Rahurahu from Wharenui Swim Club to North Canterbury
Mr I Cone from Wharenui Swim Club to Aquagym Swimming Club
Mr B T Smith from Wharenui Swim Club to Jasi Swim Club.
Mr J M Hooker from Waitaha Swim Club to Aquagym Swimming Club.
Miss J Hughes from Tawa Swimming Club to Aquagym Swimming Club.
Oliver Hansen from Wharenui Swim Club to Halswell Amateur Swim Club.
Mr J Adcock from Greymouth Amateur Swimming Club to North Canterbury Swim Club Inc.
Mr G C A Newell from Waitaha Swim Club to Selwyn Swim Club.
Ms S J Stokes from Ashburton Swim Team to Central Swim School
Miss I A J Haugh from Jasi Swim Club to Selwyn Swim Club.
Miss S H Haugh from Jasi Swim Club to Selwyn Swim Club
Miss H A Abdou from QEII Swim Club to Jasi Swim Club
Mr E J Pine from Jasi Swim Club to QEII Swim Club
Mr B N Kamminga from Jasi Swim Club to QEII Swim Club.
Miss J N Kamminga from Jasi Swim Club to QEII Swim Club.
Mr S J Dobbie from Jasi Swim Club to QEII Swim Clu
Mr J K Boorer-Lilley from Geraldine Swimming Club to Swim Timaru.
Miss H C Boorer-Lilley from Geraldine Swimming Club to Swim Timaru.

Moved: Graham Seconded: Monique Carried



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8. Records

Men 12-12 50 Fly

| | | | |
|---------|---|------------|----------|
| 30.60 | Oliver R. Rayner at NCSC Ribbon Meet 2012 | 14/09/2012 | NCSCB |
| 30.38** | Taiko H. Torepe-Ormsby at Neptune Queen's Birthday Swim Meet 2016 | 3/06/2016 | WHACB-CB |

Men 16-16 100 Fly

| | | | |
|----------|---|-----------|-----------|
| 56.03 | WILLIAM J. CAMPBELL at 2012 Trans Tasman | 2/07/2012 | WHACB |
| 55.82 ** | Satori J. Dobbie at Neptune Queen's Birthday Swim Meet 2016 | 3/06/2016 | JASCB -CB |

Moved: Janice

Seconded: Graham Carried

Financial records

ACCOUNTS PAID:

| | | |
|-----------|------------------------------|----------|
| 6-Apr-16 | BBIT Solutions Email Servic | 57.44 |
| 6-Apr-16 | Christine Cassin Officials | 62.50 |
| 6-Apr-16 | Geoff Bryce officials sub | 62.50 |
| 6-Apr-16 | J & M Russell officials sub | 62.50 |
| 6-Apr-16 | Wal & Jill Perriam officials | 62.50 |
| 6-Apr-16 | Helen Tait Officials Sub | 62.50 |
| 6-Apr-16 | Christine Cassin Officials | 74.01 |
| 6-Apr-16 | Wayne Rollinson Officials | 74.01 |
| 6-Apr-16 | Roger Jackson Officials Su | 74.01 |
| 6-Apr-16 | Robina Dobbie Officials Su | 74.01 |
| 6-Apr-16 | QEII Swim Club Officials | 98.68 |
| 6-Apr-16 | Andrea Woolf Officials Sub | 98.68 |
| 6-Apr-16 | Wharenui Amateur Swi | 122.50 |
| 6-Apr-16 | SNZ Coach & Tech Fees | 200.00 |
| 6-Apr-16 | Helen Tait Officials Sub | 222.04 |
| 6-Apr-16 | Swim Timaru Officials | 222.04 |
| 6-Apr-16 | Jasi Swim Club Div II | 550.00 |
| 6-Apr-16 | Greymouth Swim Club | 197.37 |
| 6-Apr-16 | SNZ Awards Ticke Bates | 150.00 |
| 6-Apr-16 | Vikings Swimming Clu | 172.70 |
| 6-Apr-16 | Waitaha Swimming Clu | 187.50 |
| 6-Apr-16 | SNZ Award ticket H Tait | 47.00 |
| 6-Apr-16 | SNZ Awards Ticke Cassin | 450.00 |
| 6-Apr-16 | Officials Subsidy Cham | 567.44 |
| 6-Apr-16 | Vanguard Barriers etc | 1,051.56 |
| 11-Apr-16 | New World (Card - Fiona) | 4.60 |
| 12-Apr-16 | Pro Aqua Services Lt squad | 282.00 |
| 12-Apr-16 | SNZ Nags Relays Payment | 350.00 |
| 15-Apr-16 | Office Exp | 65.00 |
| 15-Apr-16 | Ph/Internet Payment | 121.13 |
| 15-Apr-16 | XCM Clothing SIC&T top | 22.00 |
| 15-Apr-16 | Memorial Mee Pool Hire | 1,692.50 |
| 15-Apr-16 | Carnival 1 Pool Hire | 690.00 |
| 15-Apr-16 | Carnival 2 pool hire | 665.00 |
| 15-Apr-16 | Warehouse Stationary | 339.00 |
| 15-Apr-16 | SNZ Affiliations Payment | 222.00 |
| 15-Apr-16 | Carnival ribbons 17915544 | 151.81 |
| 15-Apr-16 | Sport Canterbury Tickets | 900.00 |



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| | | |
|-----------|-----------------------------|----------|
| 15-Apr-16 | Fiona Campbell SNZ Award | 100.00 |
| 15-Apr-16 | Helen Tait SNZ Award | 53.00 |
| 19-Apr-16 | Countdown (Card - Sophie | 11.98 |
| 20-Apr-16 | WESTPAC Business Crd | 95.47 |
| 29-Apr-16 | SNZ Tech Fees Payment | 30.00 |
| 29-Apr-16 | North Canterbury Swi Zonal | 145.00 |
| 29-Apr-16 | Swim Timaru Zonal Payout | 145.00 |
| 29-Apr-16 | Ashburton Swimming C | 145.00 |
| 29-Apr-16 | SNZ Affiliations Payment | 166.50 |
| 29-Apr-16 | Wal & Jill Perriam Nags Reg | 434.00 |
| 29-Apr-16 | Swimming Nelson Marl | 435.00 |
| 29-Apr-16 | Selwyn Aquatic Centr Pool | 703.50 |
| 29-Apr-16 | Swim Otago Pool Hire Cant | 7,261.38 |
| 29-Apr-16 | Swim Otago Stationery Cant | 234.51 |
| 29-Apr-16 | Swimming Southland Zonal | 1,116.91 |
| 29-Apr-16 | Overdue ACC Payment | 1,255.38 |
| 29-Apr-16 | Swim Otago Zonal Payout | 1,958.90 |

ACCOUNTS to PAY:

OVERDUE ACCOUNTS:

| | | |
|------------------------|------------------------------|----------------|
| Hokitika Swim Club | | 1713.00 |
| 4-Apr-16 | Due 04/04/16 Inv 14868 | 10.00 |
| 14-Apr-16 | Due 14/04/16 Inv 14887 | 1688.00 |
| 27-Apr-16 | Due 27/04/16 Inv 14897 | 15.00 |
| Oscar van Stekelenborg | | 25.00 |
| 23-Feb-16 | Due 23/02/16 Inv 14816 | 25.00 |
| Selwyn Swimming Club | | 106.10 |
| 9-Mar-16 | Due 09/03/16 Inv 14846 | 0.60 |
| 15-Apr-16 | Due 15/04/16 Inv 14889 | 105.50 |
| Waitaha Swim Club | | 1183.00 |
| 21-Mar-16 | Due 21/03/16 Inv 14862 | 105.50 |
| 4-Apr-16 | Due 04/04/16 Inv 14873 | 80.00 |
| 12-Apr-16 | Due 12/04/16 Inv 14881 | 48.00 |
| 13-Apr-16 | Due 13/04/16 Inv 14885 | 105.50 |
| 15-Apr-16 | Due 15/04/16 Inv 14890 | 844.00 |
| Wharenui Swim Club | | 105.50 |
| 30-Apr-16 | Due 30/04/16 Inv 14899 | 105.50 |
| | TOTAL | 3132.60 |

Accounts Moved: Graham Seconded: Janice Carried



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9. Funding Report

| Provider | Purpose | Amount |
|------------------------|---|--------------|
| NZ Community Trust | Administration | \$ 20,000.00 |
| Mainland Foundation | Swimmers & Officials National Meets | \$20,000.00 |
| Trust Aoraki | Junior Champs Pool Hire | \$3000.00 |
| NZ Racing Board | Pool Hire Memorial Meet & Canterbury Champs | \$6579.89 |
| Pub Charity | Championship Medals | \$8238.00 |
| 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 |

Declined Applications

| Provider | Purpose | Amount |
|----------------------------|---------------------------------|-------------|
| Canterbury Community Trust | Administration Expenses | \$30,000.00 |
| Infinity Foundation | Administration Top Up | \$10,000.00 |
| Ashburton Licensing Trust | SIC&T Pool Hire & Ribbons | \$5077.00 |
| Lions Foundation | SIC&T Pool Hire & Regional Caps | \$3966.00 |

Pending Application

| Provider | Purpose | Amount |
|---------------------|---|-----------|
| Air Rescue Services | Pool Hire, SC Regional Champs, Distance, 1 Junior Carnival Meet, 2 Training Camps | \$3759.80 |
| Infinity Foundation | Regional Caps | \$2760.00 |
| NZ Racing Board | Pool Hire Champs, Memorial Champs, Junior Champs | \$ |

Moved: Graham

Seconded: Monique Carried



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10. Membership

Current Membership Numbers (as at 1 June 2016)

| < 12 Years | 13/14 | 15/16 | 17/18 | >19 | Total |
|------------|-------|-------|-------|-----|-------|
| 308 | 200 | 125 | 53 | 34 | 720 |

Previous Seasons

| Date | Competitive Swimmers |
|------------|----------------------|
| 30/06/2015 | 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 |
| 30/6/2005 | 807 |
| 30/6/2004 | 757 |

Competitive numbers = combined numbers of CWC and ED prior to amalgamation

Technical KPI's

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

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

Nothing new to report from the Technical Committee this month



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| Follow up Items from Previous Meetings | |
|--|-----------------------|
| a) Annual Report Layout | Janice WIP |
| <p>b) Meeting with Christchurch based clubs on future going forward This will include detail on shifts in housing that have occurred throughout the city pre and post-earthquake.</p> <p>Michael queried where the cutting and merging of clubs would take place – would it be based around pools and water space geographically. The Board need to encourage and assist where necessary and the changes need to be in place by the time the new Metro facility opens.</p> | Wayne WIP |
| c) Janice to look at adding some more details to Graham’s pamphlet and sourcing some quotes from older well known swimmers. | Janice WIP |
| d) SI Committee – We currently have a representative on the committee however the Board now feels this position would be better represented by someone on our events committee. Wayne to approach Fiona | Wayne WIP |

| General Business | |
|---|---------------|
| a) Wayne to look at opportunities for funding and sponsorship that may exist with some Corporate businesses for our electronic touch pads, trailer and Squad pathways. | Wayne |
| <p>b) Police Vetting – Monique discussed with the Board the need to have our Team Managers police vetted, many other regions are now doing this and the Board agreed we should too.</p> <p>Monique moved that any SCWC Coaches and Team Managers associated with SCWC teams or Squads will need to be police vetted.</p> <p>Moved: Monique Seconded: Graham carried</p> <p>Amanda to email all clubs and strongly urge them to have their coaches and managers police vetted. Amanda to attach the police vetting form to the email to clubs.</p> | Amanda |
| <p>c) Wayne moved to apply to NZCT for the Administrator’s Salary for the coming season.</p> <p>Moved: Wayne Seconded: Monique carried</p> | |



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| | |
|--|---------------|
| <p>d) Pool Barrier has been purchased and will be used at our next meet which will be the SCWC Regional Short Course Champs in July.</p> | |
| <p>e) SCWC Short Course Champs – Medals have been ordered and should be here soon and entries are now open.</p> | |
| <p>f) Mako Zone Committee – Nelson Marlborough has proposed the setting up of a Mako’s zone committee and has also offered the services of an admin person on this committee once formed. SCWC Board suggested that someone from the Events Committee (or co-op someone) be the representative on the Mako Zone Committee from our region.</p> | |
| <p>g) Amanda tendered her resignation</p> <p>Janice moved to advertise the SCWC Administrators position on the SCWC website and circulate to clubs.</p> <p>Moved: Janice Seconded: Graham</p> | |
| <p>h) The Board decided that with the start of the new season (1st July) it would enforce swimmers entering and paying for their own entries online in the hope that it will reduce Administrators time in having to create invoices.</p> | |
| <p>i) Monique moved to apply to the Infinity Foundation for the cost of regional swimming caps.</p> <p>Moved: Monique Seconded: Graham carried</p> | |
| <p>j) Janice is continuing to work on the Annual report, the Board agreed to scale down on the content of the annual report as much of the information can now be sourced by our members online in various forms (e.g. records and meet results)</p> | |
| <p>k) Graham moved to apply to Air Rescue Services for funding to cover pool hire for the Tri series Training Camp, SC Regional Champs, the November distance meet as well as the Squad pathways Olympic training camp and the Junior Carnival in December.</p> <p>Moved: Graham Seconded: Janice carried</p> | |
| <p>l) Amanda to purchase an upgrade HY-Tek site licence for Meet Manager.</p> | Amanda |
| <p>m) Brigitte moved to apply to the New Zealand Racing Board for pool hire for the Memorial Meet, Senior championships and Junior Champs</p> <p>Moved: Brigitte Seconded: Wayne carried</p> | |
| <p>n) Amanda to ask SNZ if they would prefer a hardcopy or electronic copy of our Annual Report</p> | Amanda |



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- | | |
|--|--|
| o) Wayne moved to apply to the Rata Foundation to cover the Squad pathways coaching costs for the season where they are travelling outside our region. | |
|--|--|

Moved: Wayne Seconded: Janice carried

The meeting closed at 9.18pm
The next meeting will be held at the HP Centre prior to the AGM 14th August