



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting opened at 7pm on 11<sup>th</sup> June 2018 at the Wharenui Sports Centre

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

2. **In Attendance:** Debbie Rahurahu

3. **Apologies:** Monique Van Vugt

Moved: Kim

Seconded: Janice

Carried

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

Moved: Chris

Seconded: Kim

Carried

5. **Matters arising:** None

6. **Correspondence in / out:**

### **SNZ**

Steve Johns- SNZ Roadshow Presentations

Rachael Goodall- NZ Opens - updated Para Qualifying times and entries

Andy Kent- 2018 LEGENDS RELAY EXPRESSION OF INTEREST

Steve Johns- SNZ Records & Rewards Policy

Amber Piggott- High School Membership

### **Makos**

South Island Championships meet flyer

### **Regions**

Brett Green- ASA Competition Plan

### **Sport Canterbury**

### **Clubs**

Wharenui- Permission for Bridie Quayle to swim at the Wellington Summer Champs 15-16 December

QEII- Final allocation of pool space





# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### 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
30/6/2017	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**



# 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>		376	237	140	47	39	839

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 style="text-align: center;">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.</p>	<p style="text-align: center;">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 next meeting.</p> <p>Warm up processes review (previously distributed) to be approved by Board, for implementation.</p>	<p style="text-align: center;">Chris</p>
<p>Risk: Team Manager guidelines for away meets</p> <p>SCWC needs to adopt an updated Athletes Code of Conduct Agreement, for swimmer attending away meets as SCWC Squad representatives. This new document could then be adopted by any member clubs who do not have one of their own.</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 handle this differently however they should all 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>Debbie to prepare a document to be presented at the next Board meeting for consideration</p>	<p style="text-align: center;">Board/Debbie</p>



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### 13. Technical Committee

In response to the new SCWC Technical Committee Terms of Reference- The SCWC Technical Committee must also meet the SNZ TAC Terms of Reference.

Whilst we agree that ideally the Region should have more Referees than places on the Committee, this is not the current situation.

Again whilst there is no requirement for Senior Technical Officials who are charged with training incoming Officials to be on the Committee, previous experience has been that it is difficult to find Officials outside the Committee to fulfil these roles.

With regards to the minimum standard for Officials for Unapproved Meets, the Committee is not happy with the Boards "minor changes".

We are concerned that the Board asked for suggested numbers and then changes the standard with no consultation.

The Referees on the Technical Committee will not accept the Board's minimum standard, as we do not believe those numbers of Officials will give all swimmers a fair and equal opportunity.

Swimmers on the referees side of the pool will be disqualified for infringements of the rules, whilst swimmers on the far side of the pool go unobserved.

For this reason we will not Referee at an Unapproved Meet, without

1 Referee (min Regional Referee)

1 Starter ( Regional Starter) - who will also JOS

1 National IOT or Regional JOS – to JOS on the far side

Plus 4 qualified IOTs and 2 timekeepers per lane.

The Committee would like to thank the Board for the \$600 contribution towards Officials cost in attending upcoming National meets, which is appreciated.

The Committee are reviewing our training and assessments to encourage more Officials to get qualified.

We have qualified 2 Regional IOTs in May and June, and Ron Clarke SCWC National Assessor will be at the Wharenui Winter Meet to assess several IOTs for their National IOT.

### 13. Events Committee

SCWC Calendar close to finalised, has been submitted to the Coaches Group to finalise dates for the 2018

<b>14. Follow up Items from Previous Meetings</b>	
<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</li> </ul>	<b>Debbie/Janice</b>



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

<ul style="list-style-type: none"> <li>• Outstanding Contribution to SCWC</li> <li>• Outstanding Achievement Award (for swimmer, coach or volunteer)</li> </ul> <p>Addington Raceway booked and deposit paid for 26<sup>th</sup> October 2018          Speaker and MC need to be booked          Debbie to design nominations sheet to be forwarded to Clubs, for a maximum of 2 nominations per category          Trophies to be sourced          Janice to contact Jess Smith (RNZ) as MC          Jill Perriam to check with Wal re possibility for a speaker</p>	
<p>Jellie Park alterations- New two-tiered seating on Rec Pool side completion date is hoped to be before WWO. The SCWC trailer will be left in the AW enclosure overnight during any weekend meets at the venue until works are completed.          Waterpolo are now prepared to consider contributing to a multi-purpose wall mounted scoreboard- meeting to be held to confirm final costs to each organisation</p>	<b>Wayne/Debbie</b>
<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>	<b>Wayne</b>
<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 to draw up a policy document to formalise this.</p>	<b>Chris</b>
<p>South Island Championships- relay prizes as determined by the Coaches Group have been agreed to by the Makos Committee. Entry fees have been increased by \$1 per entry to cover the cost, as agreed by the Makos Committee representative.</p>	

<b>15. General Business</b>	
<p>Linwood pool has the green light- work with CCC to ensure minimum standards for the pool are met (correct length for training purposes, dive blocks and depth to meet the SNZ Diving Policy criteria)</p>	<b>Wayne</b>
<p>TOR for SCWC Awards Committee needs revisiting</p>	<b>Wayne</b>
<p>Proposed motion: That Janice and Brigitte be co-opted on to the SCWC Board's Award selection panel for the inaugural SCWC Awards</p>	

**The meeting closed at 9:07pm**

**The next meeting will be held at Trevino's Restaurant  
on the 16 July 2018**