



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

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

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

2. **In Attendance:** Debbie Rahurahu

3. **Apologies:** Monique van Vugt, Brigitte Mahan

Moved: Janice

Seconded: Kim

Carried

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

Moved: Chris

Seconded: Kim

Carried

5. **Matters arising: Nil**

6. **Correspondence in / out:**

**SNZ**

**Makos**

**Regions**

**Sport Canterbury**

**Clubs**

Swim Timaru- Permission for William Tudgey to swim at the Otago Winter Series Meet in Oamaru

QEII- Permission for Satori Dobbie to swim at the Fiji National Age Groups 3-5 May

**Other**

FINZ- Learn from Corporate Partnerships Superstars!

FINZ- Exciting Jobs in the Charity Sector (weekly)

Donna Stubbs (CCC)- Halswell Lease agreement

CCC Submissions- Hornby Aquatic Centre

CCC Submissions- Linwood Woolston Aquatic Centre

Accomplish Sales- CashManager Did You Know Newsletter

FINZ- Notification of 2018 FINZ AGM

FINZ- FINZ 2018 AGM - Certified Performance Report and Audit Report

FINZ- Exciting Jobs in the Charity Sector 24 April 2018

Moved: Kim

Seconded: Janice

Carried



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

### 7. Transfers

Miss A M McGuinness from Wharenui Swim Club to Aquagym Swimming Club  
Mrs T Graham from Course Contact to Selwyn Swim Club  
Mr T Crestani from Greymouth Amateur Swimming Club to Aquagym Swimming Club

Moved: Kim

Seconded: Janice

Carried

### 8. Records

#### Women 12-12 50 Free

28.55	Hannah F. Bates at State 2013 NZ Junior Championships	16/02/2013
28.25	Arowa Z. Wilson at 2018 NZ Age Group Championships	17/04/2018

#### Men 13-13 50 Free

25.97	Ben Pickersgill-Brown	1/04/2000
25.72	Zachary E. Knowles at 2018 NZ Age Group Championships	17/04/2018

#### Men 14-14 50 Free

25.25	Isaac Leota at Mayfair Pools 2010 NZ Age Group Champs	2/03/2010
24.83	Taiko H. Torepe-Ormsby at 2018 NZ Age Group Championships	17/04/2018

#### Men 14-14 50 Back

28.39	Taiko H. Torepe-Ormsby at 2017 NZ Secondary Schools	15/09/2017
27.11	Taiko H. Torepe-Ormsby at 2018 NZ Age Group Championships	17/04/2018

#### Men 14-14 100 Back

1:00.96	Satori J. Dobbie at State 2014 NZ Open Championships	8/04/2014
59.61	Taiko H. Torepe-Ormsby at 2018 NZ Age Group Championships	17/04/2018

#### Men 14-14 200 Back

2:12.80	Kara Taumaunu	16/12/1980
2:11.91	Taiko H. Torepe-Ormsby at 2018 NZ Age Group Championships	17/04/2018

#### Men 14-14 50 Fly

26.62	Satori J. Dobbie at State 2014 NZ Open Championships	8/04/2014
26.24	Taiko H. Torepe-Ormsby at 2018 NZ Age Group Championships	17/04/2018

#### Men 14-14 100 Fly

58.88	Satori J. Dobbie at 2014 NZ Age Group Championships	29/04/2014
58.88	Taiko H. Torepe-Ormsby at 2018 NZ Age Group Championships	17/04/2018

#### Men 15-15 50 Back

27.95	Satori J. Dobbie at 2015 NZ Age Group Championships	5/05/2015
27.44	Angus W. Kelliher at 2018 NZ Age Group Championships	17/04/2018

#### Men 15-15 100 Back

59.43	Satori J. Dobbie at 2015 NZ Age Group Championships	5/05/2015
-------	---	-----------



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

58.76 Angus W. Kelliher at 2018 NZ Age Group Championships 17/04/2018

### **Men 15-15 200 Back**

**2:09.85 Sean Hibbs 3/04/1991**  
2:08.09 Angus W. Kelliher at 2018 NZ Age Group Championships 17/04/2018

### **Men 16-16 50 Back**

**27.80 Alasdair Shillito at 2009 NZ Age Group Championships 3/03/2009**  
27.70 Ezekiel J. Pine at 2018 NZ Age Group Championships 17/04/2018

### **Men 16-16 100 Back**

**59.37 Satori J. Dobbie at 2016 NZ Age Group Championships 18/04/2016**  
58.76 Ezekiel J. Pine at 2018 NZ Age Group Championships 17/04/2018

### **Men 16-16 200 IM**

**2:11.12 MATTHEW T. HUTCHINS at 2011 NZ Age Group Championships 1/03/2011**  
2:10.25 Ezekiel J. Pine at 2018 NZ Age Group Championships 17/04/2018

### **Men 17-17 1500 Free**

**16:04.48 Arjun Haszard 16/04/2003**  
15:52.82 Quinton Hurley at 2018 NZ Age Group Championships 17/04/2018

Moved: Janice

Seconded: Chris

Carried

## 9. Financial records

### **ACCOUNTS PAID:**

DATE	DETAILS	AMOUNT
05/04/18	BBIT Solutions Email serv	-14.95
05/04/18	Catholic Diocese of Printing Leaflet	-67.67
20/04/18	SNZ Affiliation Swimmers	-624.35
20/04/18	H Brown Affiliation Refund	-100.00
20/04/18	Awards Keepsake Trophies	-534.52
20/04/18	Inland Revenue PAYE	-482.04
27/04/18	Geoff Taylor Tech Accom	-351.36
27/04/18	Steve Kelliher Tech Accom	-351.36
27/04/18	Alison Collister Tech Accom	-351.36
27/04/18	Helen Tait Tech Accom	-351.36
27/04/18	Mark Crashley Tech Accom	-632.44
27/04/18	Lesley Huckins Tech Accom	-632.44
27/04/18	Glenys MacKenzie Tech Accom	-210.81



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

27/04/18	Christine Cassin Tech Accom	-351.36
27/04/18	Marlene Morrison Tech	-281.08
27/04/18	Terry O'Sullivan Accom	-210.81

### OVERDUE ACCOUNTS:

Customer Name	Total	Current	30 Days	60 Days	90 Days
Ashburton Swim Club	451.00		451.00		
05/04/18 Due 05/04/18 Inv 15450	15.00		15.00		
11/04/18 Due 11/04/18 Inv 15461	436.00		436.00		
North Canterbury Swim Club	12.00		12.00		
05/04/18 Due 05/04/18 Inv 15448	12.00		12.00		
Westport Swim Club	178.90		74.85	104.05	
07/03/18 Due 07/03/18 Inv 15437	89.05			89.05	
15/03/18 Due 15/03/18 Inv 15445	15.00			15.00	
11/04/18 Due 11/04/18 Inv 15460	74.85		74.85		

Moved: Kim

Seconded: Janice

Carried

### 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

### Declined Applications

Provider	Purpose	Amount
TTCF	Pool Hire for Regional Meets	\$15059.94



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

Youthtown	Keepsake & perpetual trophy	\$605.55
-----------	-----------------------------	----------

### Pending Application

Provider	Purpose	Amount
Southern Trust	Bal. of Medals for 2018/2019 & South Islands	\$5462.00
Youthtown	Pool Hire for South Islands	\$3866.00

## 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 May 2018)

CLUB	<12 yrs	13/14YRS	15/16YRS	17/18YRS	>19YRS	TOTAL SWIMMERS
------	------------	----------	----------	----------	--------	-------------------



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

<b>Aquagym</b>	Comp	10	17	16	3	7	53
	Club	11	5	1		1	18
<b>Ashburton</b>	Comp	18	9	9	4	3	43
	Club						
<b>Geraldine</b>	Comp	9	6	2	1		18
	Club	7	5				12
<b>Greymouth</b>	Comp	18	4	7			29
<b>Hokitika</b>	Comp	12	9	3		1	25
	Club	8					8
<b>Jasi</b>	Comp	17	20	17	7	5	66
	Club	10	13	6		1	30
<b>MacKenzie</b>	Comp	6	7				13
	Club	4		1	1		6
<b>North Canterbury</b>	Comp	31	29	15	6	3	84
	Club	2					2
<b>QEII</b>	Comp		5	11	3	1	20
	Club	8	1				9
<b>Selwyn</b>	Comp	7	14	12	4		37
	Club	17	7		1		25
<b>Swim Timaru</b>	Comp	21	13	6	4		44
	Club	8	1				9
<b>Temuka</b>	Comp	12	7	1	1		21
	Club	5					5
<b>Vikings</b>	Comp	24	11	9	3	3	50
	Club	14		1			15
<b>Waimate</b>	Comp	6	4		1		11
	Club	2					2
<b>Waitaha</b>	Comp	28	20	7		1	56
	Club	6	1				7
<b>Westport</b>	Comp	11	1				12
	Club	3					3
<b>Wharenui</b>	Comp	18	16	11	7	10	62
	Club	23	11	4	1	3	42
<b>Totals by age</b>		376	236	139	47	39	837

Updated figures above include Registered Financial swimmers only

### 12. Health & Safety

- a) Lag indicators
- b) Lead indicators



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

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>Black rubber bevelled edge mats and two new expandable fences have been purchased.</p>	Chris/Wayne
<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>	Chris
<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>	Chris
<p>Risk: Team Manager guidelines for away meets</p> <p>Does SCWC need 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>	Board/Debbie
<p>Risk: Police Vetting for Team Managers</p> <p>Social Sector Accreditation Standards- SCWC wishes to establish mandatory requirements for police vetting for all Team Managers both at home and travelling with away teams. Records of any vetting must be kept on the SNZ Database, with the onus of carrying this vetting out falling to each individual Club. An email is to be sent out to all Clubs outlining</p>	Debbie



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

SCWC’s requirement for all Team Managers to be Police vetted from the 1/1/2019.	
---	--

### 13. Technical Committee

Report Submitted.

- Swimsuit Policy- as discussed during the Education Session, this practical enforcement of this policy is to be handled in a similar manner to the two swimsuit rule. The SCWC Board is happy that there will be enough of an introductory period for this rule, that the need for enforcement will be negligible. Members will be reminded of the implementation of this rule prior to the 1<sup>st</sup> January 2019, when it comes into effect.
- Strapping- the SCWC Board is happy for the strapping rule as it currently stands, to remain; with swimmers reporting to the Referee at the beginning of each session, if they have any strapping.
- Terms of Reference- the new Terms of Reference were agreed to by the SCWC Board as a whole, who see no need for all members of the SCWC Technical Committee to be Referees, ideally the Region should have more Referees than places available on the Committee. There is no requirement for Senior Technical Officials who are charged with training incoming Officials to be on the Committee.
- The SCWC Board agrees with the minimum standard for Officials for Unapproved Meets, with two minor changes, as follows: 1 Referee (min Regionally qualified), 1 Starter (Trainee or qualified), 4 IOTs (min Regionally qualified)+ trainees if desired, 2 Timekeepers per lane min. These requirements are to be the minimum standard for the SCWC Region for times generated from Unapproved Meets to be useable for entry into SCWC Club level meets- Clubs will be notified via email in due course.
- The Board does not feel there is a need for a Technical Committee member to be on the Events Committee, however agrees that it would certainly be helpful for a SCWC Technical Committee member to be involved in the setting of the SCWC Calendar dates going forward and this will be communicated to the SCWC Events Committee to ensure this happens. Meet Flyers are still to be forwarded to the SCWC Technical Committee for approval and for the assigning of a Meet Director prior to publishing on the website as is the status quo.
- Gear- New concertina style security barriers have been purchased to fence off the starter and recorder area at meets and new black rubber bevelled edge mats have also been purchased. The SCWC trailer is currently being housed off site at Debbie’s, due to the ongoing building works at Jellie Park. The trailer will be brought in to Jellie Park as required and will be parked and clamped in the Drop Off Zone parking during a meet lasting more than one day, until the works at Jellie Park are completed.

The SCWC Board wishes to acknowledge and thank the SCWC Technical Committee members and all Technical Officials who have represented our Region at National Events this year. \$600 has been credited to the SCWC Technical Officials available funds, to assist with costs associated with attending upcoming National meets.

### 13. Events Committee

Meeting to be held on the 26<sup>th</sup> May, to finalise the new meet format for the upcoming 2018/19 season.

<b>14. Follow up Items from Previous Meetings</b>	
Janice to look at adding some more details to Graham’s pamphlet and sourcing some quotes from older well-known swimmers- a reminder	<b>Janice</b>





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

<p>email has been sent to Matt Hutchins, who will provide an article about his experiences</p>	<p><b>WIP</b></p>
<p>SCWC Annual Awards evening- need to present a new set of awards, in addition to the Service Awards and any SNZ Awards. These should 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> <li>• Outstanding Contribution to SCWC</li> <li>• Outstanding Achievement Award (for swimmer, coach or volunteer)</li> </ul> <p>Criteria for the above needs to be finalised- check with Swimming Wellington on their criteria An MC and Speaker need to be decided upon Addington Raceway booked and deposit paid for 26<sup>th</sup> October 2018 Speaker and MC need to be booked</p>	<p><b>Debbie</b></p>
<p>Karen Haigh re Wuhan River Race Scholarship- athletes selected, ChristchurchNZ to begin promotional campaign, announcement on website</p>	<p><b>Kim/Debbie</b></p>
<p>SCWC policy on technical suits for 12 &amp; under athletes competing at meets within our region, passed, signed and a review date set. This policy is everyone's responsibility to enforce. Policy emailed out to all Clubs, coaches and both Committees, and the education session with SwimT3 was held and videoed for Facebook</p>	<p><b>Debbie</b></p>
<p>Jellie Park alterations- a quote for the wall mounted scoreboard has been forwarded to CCC, and CCC have confirmed they have had our tiered seating cut down to size and relocated against the outside wall. Cages have been dismantled and all SCWC gear is currently being stored in the container on site at Jellie Park. New two-tiered seating on Rec Pool side completion date is hoped to be before WWO. Trailer has to be removed from site over the winter due to ongoing work outside- Debbie working with CCC to find a suitable location to park the trailer when we have a meet on- may need a wheel lock when left on site during meets.</p>	<p><b>Debbie</b></p>
<p>Pool space allocation review completed- QEII Club were the only SCWC Club to express interest in pool space at Tairoa and have been offered what we have for their consideration, plus two mornings at GC. 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</p>	<p><b>Wayne/Debbie</b></p>
<p>South Island Championships- relay prizes as determined by the Coaches Group have been agreed to by the Makos Committee. The host Region was not consulted with regards the prize money for the relays and SCWC do not approve this. The Makos Committee is to be advised of this and a final determination sought.</p>	<p><b>Debbie</b></p>

<p><b>15. General Business</b></p>	
------------------------------------	--

