



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at 7pm on 27th May 2019 at Wharenui Pool Meeting Room

- 1. Present:** Wayne Rollinson, Chris Ponga, Scott Wagenvoord, Simon Moore, Kim Berquist (by phone)
- 2. In Attendance:** Debbie Rahurahu
- 3. Apologies:** Monique Van Vugt, Rhys Pryde-Wall

Moved: Wayne

Seconded: Simon

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

Moved: Scott

Seconded: Kim

Carried

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

SNZ

Amanda White- HP NEWS _ Swimming New Zealand
Anthony Bowler- Swimming New Zealand Event Tender 2020
Amanda White- Australian State Teams CAMP SELECTION
Matt Woofe- Quinton Hurley - Pathway to Podium
Andy Kent- Report request for SCWC- Swimmer numbers by club by age across 3 regions
Andy Kent- 2020 Junior Festival - Proposed DATE
Steve Johns- 2019 AGM Dates
Steve Johns- Notice of Special General Meeting
Steve Johns- Constitution Changes - 1st Phone Call
Amber Piggott- Swimming New Zealand - SNZ Database and Join Online
Anthony Bowler- Aon NZ Open Championships – Accreditation

Makos

Lorraine McMath- 2020 Meet Dates

Regions

Swimming Otago- Neptune Queens Birthday Meet Information
SNM- Junior Festival and Makos zone

Sport Canterbury

Linda Kenny- Trust Aoraki South Canterbury Sports Awards 2019
Linda Kenny- Takaro workshop Wednesday 1st May

Clubs

Halswell Club- Final confirmation of amount to be put on Term deposit for 12mths
Waimate- Club Constitution
Swim Timaru- South Canterbury Sports Awards
Westport- Service awards
Mackenzie- Permission for Cade and Zayden Slocombe to attend the Wanaka meet on 26th May



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MINUTES OF THE BOARD MEETING

North Canterbury- NCSC 2019 Club Champs

Other

Greg Crawford- Re: Notice of 2019 SCWC AGM and required Club documentation
CCC (Martin)- RE: Swimmer stats
Peter Crowhen- Canterbury Sports Foundation
Angelina King- Canterbury SS Swimming Champs 2020 & Debrief
Hadleigh Pierson- Junior Para Swimming Meet
Cath Waller Design- 2019 SCWC Annual Report
Accomplish- Accomplish CashManager Support Renewal
Addington Events Centre- Booking for 19th October 2019
Karen Haigh- 2019 Wuhan Yangtze River Crossing Festival
Sharron Schmidt- Accountability New Zealand Racing Board
Andrew Nicholls- KiwiWest Aquatics Canterbury Short Course Champs 2019
CBay Bookings- NZ Junior Swim Festival- Makos Zone
Nicole Grant- NZCT Grant
Team Bookkeeping- Guides
Coaches Group- SCWC Squads 2019
Ravenswood Club Australia- 2020 Canterbury Champs
CCC- Metro Event Opportunities

Correspondence

Moved: Chris

Seconded: Simon

Carried

8. Transfers

Miss A Dominikovich from Highlands Amateur Swim Club to Swim Timaru
Miss N Frame from Wharenui Swim Club to Aquagym Swimming Club
Mr S C Smith from Waitaha Swim Club to Selwyn Swim Club
Miss J R Smith from Waitaha Swim Club to Selwyn Swim Club
Miss H M Smith from Waitaha Swim Club to Selwyn Swim Club
Mr B J Smith from Waitaha Swim Club to Selwyn Swim Club
Mr O Heaton from Selwyn Swim Club to Jasi Swim Club
Miss T L Miller from Waitaha Swim Club to Selwyn Swim Club
Miss C J Miller from Waitaha Swim Club to Selwyn Swim Club
Miss H Z Van Schalkwyk from Coast Swimming Club to North Canterbury Swim Club Inc
Mr J J Van Schalkwyk from Coast Swimming Club to North Canterbury Swim Club Inc
Mrs S L Benn from Waitaha Swim Club to Selwyn Swim Club
Mr A Benn from Waitaha Swim Club to Selwyn Swim Club
Mr F Ruddiman from Jasi Swim Club to Wanaka Swimming Club
Miss Jenny Song from Wharenui Swim Club to Jasi Swim Club
Mr D J Booyens from Selwyn Swim Club to Jasi Swim Club

Moved: Scott

Seconded: Kim

Carried



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MINUTES OF THE BOARD MEETING

9. Records

Women 12-12 400 IM

5:18.18 Hanna A. Abdou at 2019 SCWC Junior Championships 26/01/2019
5:17.83 Hanna A. Abdou at 2019 NZ Division II Champs 13/03/2019

Women 13-13 50 Back

30.49 Jermaine Z. Masangkay at Jasi Christmas Cracker Meet 2016 2/12/2016
30.25 Hope R. Chmiel at Canterbury Secondary School Champs 2019 5/04/2019

Women 15-15 1500 Free

17:47.08 Natasha A. Lloyd at Canterbury West Coast Championships 2011 17/01/2011
17:33.74 Bree Middleton at 2019 Aon NZ National Age Group Champs 16/04/2019

Men 15-15 50 Free

24.49 Taiko Torepe-Ormsby (V) at 2019 OPTUS Victorian Age Championships 7/12/2018
23.99 Taiko H. Torepe-Ormsby at 2019 Aon NZ National Age Group Champs 16/04/2019

Men 15-15 50 Back

27.44 Angus W. Kelliher at 2018 NZ Age Group Championships 17/04/2018
26.81 Taiko H. Torepe-Ormsby at 2019 Aon NZ National Age Group Champs 16/04/2019

Men 15-15 100 Back

58.76 Angus W. Kelliher at 2018 NZ Age Group Championships 17/04/2018
57.81 Taiko H. Torepe-Ormsby at 2019 Aon NZ National Age Group Champs 16/04/2019

Men 15-15 50 Fly

25.98 Satori J. Dobbie at 2015 NZ Age Group Championships 5/05/2015
25.91 Taiko H. Torepe-Ormsby at 2019 Aon NZ National Age Group Champs 16/04/2019

Men 16-16 50 Back

27.43 Angus W. Kelliher at 2019 OPTUS Victorian Age Championships 7/12/2018
27.26 Angus W. Kelliher at 2019 Aon NZ National Age Group Champs 16/04/2019

Men 16-16 100 Back

58.58 Angus W. Kelliher at 2019 OPTUS Victorian Age Championships 7/12/2018
58.03 Angus W. Kelliher at 2019 Aon NZ National Age Group Champs 16/04/2019

Men 17-17 50 Back

27.27 CAMERON J. JAMES at Canterbury West Coast Championships 2012 25/01/2012
27.01 Ezekiel J. Pine at 2019 Aon NZ National Age Group Champs 16/04/2019

Men 17-17 100 Back

59.09 CAMERON J. JAMES at 2012 New Zealand Age Group Champs 6/03/2012
58.82 Ezekiel J. Pine at 2019 Aon NZ National Age Group Champs 16/04/2019

Men 17-17 400 IM

4:41.14 Jordan E. Rahurahu at 2015 NZ Age Group Championships 5/05/2015
4:39.04 Jack Sands at 2019 Aon NZ National Age Group Champs 16/04/2019

Moved: Chris

Seconded: Kim

Carried



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

10. Financial records

ACCOUNTS TRANSACTIONS:

6/05/2019	VIKINGS SWIM CL	Inv 15796	\$ 8.00
15/05/2019	SWIMMING NZ	SWIMMING NZ	\$ 98.00
16/05/2019	HOKITIKA AMATEUR SWI		\$ 60.25
16/05/2019	BBIT Solutions	Email Serv	-\$ 16.56
16/05/2019	SNZ	Affiliation	-\$ 61.00
16/05/2019	Warehouse Stationery	Toner Drum	-\$ 454.00
16/05/2019	Team Bookkeeping	Xero setup	-\$ 568.12
17/05/2019	Mackenzie Amateur Sw	SIC&T Entries	\$ 270.00
17/05/2019	Templeton Acct	SCWC Ch Funding Refund	\$ 2,864.84
20/05/2019	Aquagym Incorporated	Inv 15794	\$ 16.00
20/05/2019	Aquagym Incorporated	Inv 15793	\$ 16.00
20/05/2019	WHARENUI AMATEUR	Wha	\$ 75.75
20/05/2019	QE II Swimming Club	Inv 15790	\$ 335.75
21/05/2019	HOKITIKA AMATEUR SWI		\$ 15.00
21/05/2019	HOKITIKA AMATEUR SWI		\$ 16.00
23/05/2019	Westport Amateur Swi	fees 15787	\$ 25.25

OVERDUE ACCOUNTS:

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	25.25	(9.50)	0.00	0.00	0.00	0.00	15.75
Geraldine Swimming Club.	0.00	54.00	0.00	0.00	0.00	0.00	54.00
Jasi Swim Club	25.25	0.00	0.00	0.00	0.00	0.00	25.25
QEII Swim Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Swim Timaru Inc	152.00	0.00	0.00	0.00	0.00	0.00	152.00
Temuka Swimming Club	0.00	32.00	0.00	0.00	0.00	0.00	32.00
Waitaha Swim Club	50.50	0.00	0.00	0.00	0.00	0.00	50.50
Westport Swim Club	0.00	25.25	0.00	0.00	0.00	0.00	25.25
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Accounts

Moved: Scott

Seconded: Chris

Carried



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

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 being made on Monday 10th June.

12. Contractual Obligations- Nil



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

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 May 2019)

Club Name	Membership Type Description	Count
Aquagym Swimming Club	Club Swimmer	24
Aquagym Swimming Club	Competitive Swimmer	58
Ashburton Swim Team	Competitive Swimmer	28
Christchurch Amateur Swimming Club	Club Swimmer	21
Geraldine Swimming Club	Club Swimmer	8
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	36
Jasi Swim Club	Club Swimmer	31
Jasi Swim Club	Competitive Swimmer	88
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	68
QEII Swim Club	Club Swimmer	20
QEII Swim Club	Competitive Swimmer	22



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Selwyn Swim Club	Club Swimmer	30
Selwyn Swim Club	Competitive Swimmer	39
Swim Timaru	Club Swimmer	14
Swim Timaru	Competitive Swimmer	57
Temuka Swimming Club	Club Swimmer	4
Temuka Swimming Club	Competitive Swimmer	22
Vikings Swim Club Inc	Club Swimmer	13
Vikings Swim Club Inc	Competitive Swimmer	49
Waimate Amateur Swimming Club	Club Swimmer	1
Waimate Amateur Swimming Club	Competitive Swimmer	6
Waitaha Swim Club	Club Swimmer	13
Waitaha Swim Club	Competitive Swimmer	30
Westport Swim Team	Club Swimmer	15
Westport Swim Team	Competitive Swimmer	12
Wharenui Swim Club	Club Swimmer	39
Wharenui Swim Club	Competitive Swimmer	65
TOTAL NUMBER OF SWIMMERS		940

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.
 - III. Risk: Are we doing enough in terms of police vetting in our Region? Police Vetting policy to be amended to read that all adults who travel away and stay with the team, in any capacity, must be police vetted. This should already be happening- Clubs need to confirm that this is happening. SCWC will ensure it has the right policies in place and avenues that they may pursue an issue through, with any complaints being treated on a case by case basis.
Our current Membership Policy and Disputes & Disciplinary Policies deal with the management of these issues.
SCWC needs to ensure we protect all parties- in line with this Clubs must attest to Police Vetting having been completed. This may be required to be confirmed via a document signed by the Club and submitted to SCWC.



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

15. Technical Committee

Officials.

The new form for applying for training and guidelines to qualifying as an IOT has been put on the SCWC web site.

We have the list of the Clubs current officials convenors contact details and we will send a letter out allocating the following people to each Club, to work with them to encourage and mentor trainees.

Geoff Bryce	Aquagym	JASI
Christine Cassin	Wharenui	NCSC QE2
Stuart Challenger	West Coast	Hokitika Greymouth Westport
Simon Moore/Robert Johnston		Waitaha
Jo Russell	Selwyn	Vikings
Helen Tait	Ashburton	Timaru Geraldine Temuka

Officials KPIs Table.

I have added a list of the trainee numbers to the Officials table.

Task / Duty	Qualified Numbers (A)	Target % increase 12 Month period (B)	Target Numbers (C)	Year To Date Numbers (D)	Changes (E)
IOT – Regional	37	20%		35	+4-2
Regional JOS	4	20%		3	
IOT – National	19	25%		17	+2-1
IOT - Nat & JOS	5	20%		3	+1
Regional Starter	5	15%		6	-1
National Starter	1			1	-1+1
Regional Referee	5	15%		7	+1
National Referee	7	10%		7*	

Trainee Regional Referee.

Alison Collister did her practical assessment at the Ashburton Meet on 18 May and will do her theory assessment on 9 June.

False start rope.

Can we get a false start rope and poles to be kept in the SCWC trailer.

At the Junior Carnival at Selwyn in March there was no false start rope.

Christine Cassin

For the Technical Committee



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

13. Events Committee

No report to submit

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 Junior “Makos” again attended the Wellington All Stars Zonal Festival- An email received from Steve Johns indicated that SNZ would continue to support SNM attending All Stars as long as they had the support of the Makos Zone. The last email received from SNM on the 14/5 indicated that this issue may have to be tabled at their AGM with the decision finely balanced, and SNM have not excluded the possibility of a similar arrangement to 2018 where they attended the All Stars Festival but had to adhere to Makos QTs</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. The insurer has been instructed to insure the new pads for replacement and the old pads will be covered for indemnity only.</p>	Debbie
<p>2019 SCWC Annual Awards- Silks has been booked for Saturday 19th October and confirmation has been received from SNZ that there will not be any camps over that weekend. Scott will contact Celebrity Speakers re a couple of ideas and Kim to contact agent for Brad Smeele. Trophies have been ordered subject to final decision on number of awards. SCWC Awards Committee have been contacted re looking at criteria and awards, once this is finalised a nomination form will be sent out to Clubs.</p>	
<p>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 on • What activities are we are currently doing to deliver the outcomes required <p>Board agreed a simple strategy questioner needs to be formulated and sent out to all clubs – the questionnaire to focus on issues from each clubs’ perspective.</p> <p>Once we have this information, we can then use it to help deliver/assist with any decisions that need to be made.</p>	Scott
<p>A lot of work has been done on the SLA, specifically with regard to lane hire, entry fees and charges for meets going forward, with an emphasis on growing our sport for the benefit of our Clubs and the CCC, while</p>	Chris/Wayne



SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

keeping the costs as low as possible for our athletes. The proposal is to be presented to CCC in a couple of weeks for their consideration	
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	Wayne

14. General Business

15. General Business	
2019 Wuhan River Festival- the four short-listed athletes have been selected and all athletes advised of outcome. Interviews to take place this Wednesday.	Debbie/Kim
SCWC Technical Committee- meeting with Lesley per the motion below: Motion: As a result of member feedback, the SCWC Board second Lesley Huckins, to assist Simon Moore, in an advisory role on the SCWC Technical Committee, to oversee the roles of Technical Officials and the system used for training, until further notice. Lesley has agreed to take on this role	Simon
SNZ Constitutional Review- a phone conference meeting between the Working Group and two independents approved by the SNZ Board, will be held on the 12 th June to scrutinise the amendments to the SNZ Constitution, once finalised SNZ will call an SGM. Once these changes have been passed SNZ will then need to address any changes which made need to be made to Regional Constitutions	Wayne

The meeting closed at 10.02pm

The next meeting will be held at The Good Home on the 24th June 2019 at 7pm