



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

Meeting Held opened at 7pm Joes's Garage, Riccarton, 8 July 2013

1. **Welcome:** Wayne Rollinson (President)
2. **Present:** Janice Rennell, Gill Cain, Lesley Huckins, Graham Scammell, Christine Cassin, Kathy Wilson, Brigitte Mahan
3. **Observers:** Greg Crawford
4. **In Attendance:** Amanda MacLeod (Administrator)
5. **Apologies:** Brian Pitt, Neil Porter

Moved: Graham

Seconded: Christine

Carried

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

The date of the Master Games Meet is to be corrected and should now be 13th and 14th

Moved: Wayne

Seconded: Janice

Carried

7. **Matters arising**

Amanda to email clubs a few days prior to a meet to remind them not to leave rubbish and a note will also be added to the website under protocols of Jellie Park.

Masters have indicated that if their meet goes ahead they would like to use of the Electronic Timing equipment. North Canterbury has also requested to use the electronic equipment that same weekend.

8. **Correspondence in:**

SNZ

- Appointment of Donna Bouzaid as the SNZ Elite Development Coach and Philip Rush as the National Open Water Programme Manager
- Emma Daken's resignation as Membership Coordinator
- Reminder of the SNZ database cut off
- Lisa Conroy – TAC Technical Newsletter
- Joe Geraerts Youth Camp selection- Ebony Maikuku
- Lisa Conroy – NZ SC Records broken
- Tracey Hickman – ASTA Course
- Christain Renford - Appointments to the Swimming New Zealand Independent Appointments Panel
- Martin Newman-Hall SNZ database (Zeus) close off for the 2012/13 year
- Kent Stead - SNZ Events News!
- Joe Geraerts - Top Age Group Camp - July 2013, Kyra Forrest, Satori Dobbie,
- Kent Stead - Proposed new SNZ Regulation
- Kent Stead – Clearance for Beckie Dooley to attend NSW SC Champs
- Swimming NZ Appointments Panel and Nomination Forms
- TAC Vacancies



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Clubs

- Waitaha Club Colours notification
- Geraldine Meet date request - Sunday 12th January 2014
- Jasi – Permission/Travel form for Beckie Dooley to attend NSW SC Champs
- New Club - Vikings Swim Club
- Waitaha – Use of equipment request

Regions

- Nelson Swimming Club Meet Information
- Nelson Marlborough - SI Sec Schools 12-13 July - another correction
- Otago – Dunedin Winter Meet Info
- Waikato - WarmUp June 2013
- Special Olympics - Officials required please

Sport Canterbury

- Vaughan Utteridge's resignation
- Marriott's Canterbury Sports Awards date change
- Louise Mason - June Sports Executive Breakfast

Others

- Squad Pathways
- ID Solutions Newsletter
- Lindsay Campbell – Blue Seventy clearance
- The Press – Join a Club Feature
- Lions Foundation – e-newsletter
- ID Solutions – newsletter
- Charities Commission newsletter
- Jellie Park Management Team – Rubbish Left after a Meet
- David Prattley – SI C&T information
- The Legends Clash of the Codes Golf Day
- Hagley Oval Newsletter - June 2013
- Accomplish Support Survey
- Free legal education workshops for Board/Committee members & managers of Christchurch community groups

9. Correspondence out

Moved: Lesley Seconded: Gill Carried

10. Transfers

Phoebe Edwards North Canterbury to Greerton

Moved: Lesley Seconded: Fiona Carried



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11. Records

Girls 12 & Under 200m Free Relay

| | | | |
|------------|--|----------|------|
| 1:59.10 | A Graham, C Forrest, S Wairau, H MacKenzie at NZ Juniors | 19/02/12 | SCWC |
| 1:58.15 ** | K Forrest, A Morrow, E In, H Bates at NZ Juniors | 17/02/13 | SCWC |

Girls 12 & Under 200m Medley Relay

| | | | |
|------------|--|----------|------|
| 2:13.20 | C Forrest, L Gordon, A Graham, H MacKenzie at NZ Juniors | 19/02/12 | SCWC |
| 2:13.00 ** | K Forrest, A Morrow, E In, H Bates at NZ Juniors | 17/02/13 | SCWC |

Boys 12 & Under 200m Medley Relay

| | | | |
|------------|---|----------|------|
| 2:14.50 | J Franks, R Gage, A Shilito, J Fairbairn at NZ Juniors | 19/02/05 | SCWC |
| 2:11.73 ** | T Wilson, F McDonald, C Haughin, Z Taylor at NZ Juniors | 17/02/13 | SCWC |

Mens 400m Medley Relay

| | | | |
|------------|--|----------|------|
| 3:58.19 | Kraal, R Adamson, A Blyth, B Pickersgill-Brown at NZ Y & O | 03/04/07 | SCWC |
| 3:51.68 ** | C Porter, G Schroder, M Hutchins, C Simpson at NZ Opens | 17/03/13 | SCWC |

Womens 400m Medley Relay

| | | | |
|------------|--|----------|------|
| 4:20.77 | I Franks, A Carey, A Shaw, T Taite | 25/03/08 | SCWC |
| 4:16.87 ** | P Hulley, A Johnston, S Batchelor, N Lloyd at NZ Opens | 17/03/13 | SCWC |

Women 12-12 200 Free

| | | | |
|------------|---|-----------|-------|
| 2:14.05 | Kyra E. Forrest at SCWC Junior Championships | 30/11/12 | WHACB |
| 2:10.41 ** | Kyra E. Forrest at 50th Wharenuai Junior Olympics | 5/04/2013 | WHACB |

Women 12-12 50 Back

| | | | |
|----------|---|------------|-------|
| 31.91 | Kyra E. Forrest at SCWC Junior Championships | 30/11/12 | WHACB |
| 31.45 ** | Kyra E. Forrest at 50th Wharenuai Junior Olympics | 05/04/2013 | WHACB |

Women 12-12 100 Fly

| | | | |
|------------|---|-----------|-------|
| 1:08.02 | Kyra E. Forrest at SCWC Junior Championships | 30/11/12 | WHACB |
| 1:07.51 ** | Kyra E. Forrest at 50th Wharenuai Junior Olympics | 5/04/2013 | WHACB |

Women 12-12 200 Fly

| | | | |
|------------|---|-----------|-------|
| 2:35.43 | Cassandra Forrest at South Island Championships | 23/09/11 | WHACB |
| 2:32.57 ** | Kyra E. Forrest at 50th Wharenuai Olympics | 5/04/2013 | WHACB |

Women 12-12 50 Free

| | | | |
|----------|--------------------------------------|------------|-------|
| 28.61 | Heidi Schout | 4/06/2005 | AQGCB |
| 28.35 ** | Kyra E. Forrest at Neptune Meet 2013 | 31/05/2013 | WHACB |



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Women 12-12 100 Back

| | | | |
|------------|--------------------------------------|------------|---------|
| 1:06.85 | Samantha Walker | 4/07/2003 | AQG -CB |
| 1:05.86 ** | Kyra E. Forrest at Neptune Meet 2013 | 31/05/2013 | WHACB |

Women 12-12 200 Back

| | | | |
|------------|---|------------|-------|
| 2:24.99 | Kyra E. Forrest at Jasi Christmas Cracker Meet 2012 | 7/12/2012 | WHACB |
| 2:24.14 ** | Kyra E. Forrest at Neptune Meet 2013 | 31/05/2013 | WHACB |

Women 12-12 100 Fly

| | | | |
|------------|--|------------|-------|
| 1:07.51 | Kyra E. Forrest at 50th Wharenui Junior Olympics | 5/04/2013 | WHACB |
| 1:06.46 ** | Kyra E. Forrest at Neptune Meet 2013 | 31/05/2013 | WHACB |

Women 12-12 200 Fly

| | | | |
|------------|--|------------|-------|
| 2:32.57 | Kyra E. Forrest at 50th Wharenui Junior Olympics | 5/04/2013 | WHACB |
| 2:30.34 ** | Kyra E. Forrest at Neptune Meet 2013 | 31/05/2013 | WHACB |

Women 17-17 100 Breast

| | | | |
|------------|--|------------|--------------|
| 1:09.94 | Annabelle Carey at 2006 Spring Competition | 24/09/2006 | AQGCB |
| 1:09.56 ** | Natasha A. Lloyd at Neptune Meet 2013 | 31/05/2013 | NCSCB NZ REC |

Men 13-13 100 Fly

| | | | |
|------------|---|------------|-------|
| 1:04.59 | Alasdair SHILLITO at Wharenui Junior Olympics | 7/04/2006 | WHACB |
| 1:03.90 ** | Oliver R. Rayner at Neptune Meet 2013 | 31/05/2013 | NCSCB |

Men 17-17 100 IM

| | | | |
|----------|--|------------|-------|
| 59.79 | HAMISH A. WILSON at 2006 Victorian Open Champs | 22/07/2006 | JASCB |
| 59.30 ** | Matt PHILLIPS at Neptune Meet 2013 | 31/05/2013 | WHACB |

Women 12-12 50 Back

| | | | |
|----------|--|------------|-------|
| 31.45 | Kyra E. Forrest at 50th Wharenui Junior Olympics | 5/04/2013 | WHACB |
| 30.97 ** | Kyra E. Forrest at Jasi Winter Meet 2013 | 14/06/2013 | WHACB |
| 30.98 | Kyra E. Forrest at Jasi Winter Meet 2013 | 14/06/2013 | WHACB |

Women 12-12 100 IM

| | | | |
|------------|--|------------|-------|
| 1:10.60 | Hannah F. Bates at QEII Sprint Meet | 2/02/2013 | QESCB |
| 1:08.92 ** | Kyra E. Forrest at Jasi Winter Meet 2013 | 14/06/2013 | WHACB |

NZ Record 18-18 100 Fly

| | | | |
|----------|---------------------------------------|----------|--------------|
| 59.74 ** | Sophia Batchelor at Neptune Meet 2013 | 01/05/13 | AGQCB NZ REC |
|----------|---------------------------------------|----------|--------------|

Moved: Brigitte

Seconded: Lesley

Carried



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12. Financial records

Outstanding Invoices

| | | | | |
|--------------------|------------|-------|------------|-------|
| Cameron Simpson | <i>inv</i> | 13780 | Opens | 15.00 |
| Hokitika Swim Club | <i>inv</i> | 13744 | NZ Juniors | 74.98 |

Accounts Paid

| DATE | DETAILS | AMOUNT |
|-----------|--|----------|
| 6-Jun-13 | Computer Service Payment | 210.01 |
| 6-Jun-13 | Canterbury Sports Foundation Cant | 55.00 |
| 11-Jun-13 | Westpac MasterCard P | 3,000.00 |
| 12-Jun-13 | Storage Station Ltd Storage | 130.00 |
| 17-Jun-13 | Warehouse Stationary | 42.09 |
| 17-Jun-13 | Pool Hire Jellie Park | 536.00 |
| 17-Jun-13 | Wharenui Amateur Swim SI Camp Payment | 50.00 |
| 17-Jun-13 | North Canterbury Swim SI Camp Payment | 150.00 |
| 17-Jun-13 | T M & C F Hutchins World University Game | 250.00 |
| 17-Jun-13 | QEII Swim Club SI Camp | 250.00 |
| 17-Jun-13 | Plant, equipment - timing | 916.35 |
| 17-Jun-13 | Hy Tek Meet Manager | 2,074.10 |
| 19-Jun-13 | Inland Revenue Depart IRD PAYE - May | 632.55 |
| 20-Jun-13 | SNZ #3 Affiliation | 3,496.00 |
| 20-Jun-13 | WESTPAC Business Card | 169.88 |
| | Card Fee | 50 |
| | Towels | 119.88 |
| 25-Jun-13 | Accomplish Yrly Support | 333.50 |
| 26-Jun-13 | Storage Station Ltd Storage | 130.00 |
| 26-Jun-13 | Olivia Damiano RAGD Camp Subsidy | 50.00 |
| 26-Jun-13 | Lucy Gordon RAGD Camp | 50.00 |
| 26-Jun-13 | Off Expenses | 65.00 |
| 26-Jun-13 | Phone/Intern Payment | 164.71 |

ACCOUNTS to PAY:

| | | |
|------------|---|---------|
| 20-Jul -13 | Jellie Park Pool Hire -Winter Carnival #1 | 426.00 |
| 20-Jul -13 | Jellie Park Pool Hire - Winter Carnival #2 | 357.00 |
| 20-Jul -13 | Jellie Park Pool Hire - Platinum Squad Training | 48.00 |
| 20-Jul-13 | SNZ Results Levy | 3239.50 |
| 20-Jul-13 | Warehouse Stationery | 304.55 |
| 20-Jul-13 | Ph/Internet | 165.96 |

Moved: Gill

Seconded: Christine

Carried



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13. Funding Report

No changes to report

| Application | Reason | Successful | Pending | Declined |
|-----------------------|---------------------------------|--------------|---------|-------------|
| Mainland Foundation | South Island Championships | \$12,000.00 | | |
| CEAT | Jellie Park upgrade | \$150,000.00 | | |
| Mainland Foundation | officials travel/national meets | \$35,000.00 | | |
| SCWC Charitable Trust | swimmers travel CWC Champs | \$23,700.00 | | |
| Lion Foundation | CWC Champs pool hire | \$4,000.00 | | |
| Pub Charity | CWC Champs pool hire | | | \$12,000.00 |
| Canterbury Com Trust | Administrator salary/pool hire | \$35,000.00 | | |
| NZ Community Trust | Jellie Park Upgrade | | | \$70,000.00 |
| Mainland Foundation | Jellie Park Upgrade | | | \$35,000.00 |

14. Reports

Technical:

- False start pole – need a new one or ex QEII as current not suitable
- Screen / curtain for behind the computers operators at Jellie Park is required (refer general business)
- SCWC Printer (refer general business)
- Laptops shouldn't be used by clubs and where possible meet detail should be loaded at the pool. However, it was pointed out that clubs need to pick up the laptop and Quantum box from the Wharenui office before and after a meet so access to the laptop shouldn't be an issue. There is no need to open up and access the Quantum equipment though.
- Lesley has produced a draft pamphlet on officiating; the committee has approved the pamphlet and Lesley to run off copies for clubs.
- Training for some officials will now be offered during the warm up time of meets
- Another 6 chairs need to be purchased - refer general business
- Lesley to find and laminate new timekeepers sheets

Selectors & Awards Committee

The selectors are looking at the nominations received to date for Service & Honours Awards which will be awarded at the AGM (Gill Fiona & Marlene)

15. General business

- Canterbury Champs dates are now confirmed Wednesday 22nd Jan – Sunday 27th January, Sunday morning events will be the 800m and 1500m events. Still awaiting confirmation on venue availability (Timaru) for our 12 & under Championships.
- Greg is happy to take the stopwatches for a check-up before the end of the month, only one stop watch per lane will be needed, however we will still require 3 people per lane.



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- SCWC Rankings, the committee agreed that the top 25 placing's will be published on the website twice a year. After NZ SC Champs and again after NZ AGE Groups
- Amanda moved to apply to Mainland Foundation for assistance with accommodation and travel for swimmers and officials to national meets.

Moved: Amanda

Seconded: Wayne

carried

- Appointments to the Swimming New Zealand Appointment Panel, as Neil had expressed an interest in this the Management committee agreed his name should go forward.
- The purchase of the following was agreed:
 - ✓ a new printer (**Wayne and Fiona to look into**)
 - ✓ 6 additional chairs
 - ✓ false start pole (new or ex QEII)
 - ✓ screen / curtain for use behind computer operators at Jellie Park
- Tracey Hickman, SNZ Learn to Swim Co-ordinator will attend our next Committee meeting, Amanda to invite her to the next Junior Carnival Meet.
- The coaches group are still working on the competition calendar
- Insurance on new equipment, Amanda to arrange this. Lesley moved that clubs are charged \$25 per session for the use of the Electronic Timing Equipment and that these funds be set aside for maintenance of the equipment.

Moved: Lesley

Secunder: Fiona

Carried

Wayne will email all Christchurch clubs to let them know about the charge

- Spring Junior Carnival Dates were confirmed as 21st Sept,
- Temuka Carnival date request was approved
- The formation of the new swim club in Christchurch 'The Vikings' was approved
- A request had been made by North Canterbury to use the electronic timing equipment at the Rangiora pool.

Janice moved to allow North Canterbury the use of the Electronic Timing Equipment subject to them having the correct power and set-up.

Moved: Janice

Secunder: Wayne

Carried

- Wayne will contact all the Christchurch based clubs to ask for 1 or 2 people per club to train up on the electronic timing equipment and quantum gear. These people would then need to be available at swim meets to assist with setting up the equipment.
- Lesley asked that Lane 1 at Jellie Park during Warm up be used for the 10 & under swimmers only and no diving from lane 8 due to the electronic equipment at poolside



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- Christine and Lesley tasked with pulling together a draft document on guidelines for any funding distribution we attain for officials travel and accommodation costs when meets are held outside region. Draft to be tabled back to committee

**The meeting closed 9.08 at pm
Next meeting will be on 12th August at 7pm 2013 – Venue TBA**