



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting opened at 7pm on 16<sup>th</sup> September 2019 at the Wharenui Club Meeting Room

1. **Present:** Chris Ponga, Scott Wagenvoord, Simon Moore, Kim Berquist, Christelle Savry
2. **In Attendance:** Debbie Rahurahu, Rhys Pryde-Wall (arrived at 7:13pm)
3. **Apologies:** Nicky Edwards

Moved: Chris

Seconded: Kim

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

Moved: Simon

Seconded: Scott

Carried

5. **Matters arising:**

Ask Lesley to add a clause relating to Photography in the Meet Flyer templates  
In relation to the possibility of sending athletes to the 2020 Wuhan River Festival should we get an invitation, there is a Waikato River Swim being held on the 15<sup>th</sup> March 2020- should swimmers wishing to apply be encouraged to take part in this?

6. **Declarations of interest:** Nil

7. **Correspondence in / out:**

### **SNZ**

Steve Johns- SNZ AGM  
Steve Johns- 2019 Swimming NZ Board Election  
Steve Johns- Appointed Board Member Announcement  
Steve Johns- Proposed National Roadshow (Chch 13<sup>th</sup> November)  
Amanda White- 2020 International Swimming Meet updates  
SNZ Events- Mako's Event Timaru  
Anthony Bowler- Junior Festival Makos Zone  
Andy Kent- Swimming New Zealand Service Award  
Anthony Bowler- Event Stats  
\*\*Admin- National Para spreadsheet

### **Makos**

Ben Close- SIC&T Qualifying Times

### **Regions**

Swimming Otago- South Island Championships  
SNM- New registrar for Nelson Marlborough

### **Sport Canterbury**

Linda Kenny- School and Sport Network Forum  
Jon Derry- Sports Eye – RSO Meeting  
Linda Kenny- How to Raise a Champion: Balance is Better  
David Hawes- Sport Organisation Leaders Forum - Sport Canterbury





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O. Salt, T. McCallum, Z. Reid, O. Lutton

### Men 15-16 200 Free Relay

**1:42.04 Wharenui: B. Shearer, M. Treacy, N. Kelly Foleni, T. Torepe-** 11/05/2019  
1:40.60 Wharenui Swim Club 4/07/2019  
T. MacGibbon, B. Shearer, M. Treacy, D. Dybov

### Men 13-14 400 Free Relay

**4:00.67 Jasi Swim Club: O. Heaton, D. Bridgman, C. McCullough, H. Wrathall** 11/05/2019  
3:59.01 Aquagym Swimming Club 19/07/2019  
O. Salt, B. Isles, T. McCallum, O. Lutton

### Men 13-14 400 Medley Relay

**4:32.77 Jasi Swim Club: C. McCullough, O. Heaton, D. Bridgman, H. Wrathall** 11/05/2019  
4:30.07 Aquagym Swimming Club 19/07/2019  
E. Cone, T. McCallum, O. Salt, O. Lutton

### Men 400 Free Relay

**3:31.31 Aquagym Swimming Club C. MCFADDEN, C. JAMES, C. Jones, L. Clark** 2/10/2018  
3:30.31 QEII Swim Club 19/07/2019  
E. Pine, F. McDonald, S. Dobbie, T. Dreaver

### Men 400 Medley Relay

**3:49.41 Aquagym Swimming Club C. JAMES, L. Clark, A. Yee, C. MCFADDEN** 2/10/2018  
3:47.65 QEII Swim Club 19/07/2019  
E. Pine, T. Dreaver, S. Dobbie, F. McDonald

### Women 10-10 100 Back

**1:15.71 Bridie Quayle at 2019 QEII Ruth Woolley Memorial Sprint Meet** 9/02/2019  
1:15.24 Bridie Quayle at 2019 SCWC XLR8 Meet 22/06/2019

### Women 10-10 200 Back

**2:44.51 Hanna A. Abdou at Wharenui Winter Olympics 2017** 30/06/2017  
2:40.07 Bridie Quayle at 2019 SCWC XLR8 Meet 22/06/2019

### Women 10-10 50 Breast

**39.47 Bridie Quayle at Ash Splash** 18/05/2019  
39.31 Bridie Quayle at 2019 SCWC XLR8 Meet 22/06/2019

### Women 10-10 100 Breast

**1:28.29 Bridie Quayle at 2019 NZ Junior Festival – MAKOs** 15/02/2019  
1:24.86 Bridie Quayle at 2019 SCWC XLR8 Meet 22/06/2019

### Women 10-10 200 IM

**2:46.15 Bridie Quayle at Ash Splash** 18/05/2019  
2:42.41 Bridie Quayle at 2019 SCWC XLR8 Meet 22/06/2019

### Women 10-10 50 Back

**35.42 Bridie Quayle at 2019 NZ Junior Festival - MAKOs** 15/02/2019  
34.76 Bridie Quayle at 2019 SCWC XLR8 Meet 22/06/2019

### Women 12-12 1500 Free

**19:08.74 Cassandra M. Forrest at SCWC Spring Distance Meet 2011** 5/11/2011  
18:38.31 Brooke Bennett at Swim Timaru Winter Meet 3/08/2019



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### Men 15-15 50 Fly

25.44 Satori J. Dobbie at 2015 NZ Short Course Champs  
25.30 Taiko H. Torepe-Ormsby at Swim Timary Winter Meet

11/08/2015  
3/08/2019

Moved: Kim

Seconded: Scott

Carried

## 10. Financial records

### ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board

### AGED RECEIVABLES:

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	20.00	0.00	0.00	0.00	(9.50)	0.00	10.50
Ashburton Swim Club	136.55	0.00	0.00	0.00	0.00	0.00	136.55
JELLIE PARK AQUALAND	0.00	(1.00)	0.00	0.00	0.00	0.00	(1.00)
Kiwi West Aquatics	0.00	50.00	0.00	0.00	0.00	0.00	50.00
North Canterbury Swim Club	72.50	0.00	0.00	0.00	0.00	0.00	72.50
QEII Swim Club	503.05	90.00	429.00	0.00	0.00	0.00	1,022.05
Selwyn Swimming Club	82.50	0.00	25.25	0.00	0.00	0.00	107.75
Swimming Otago	458.85	0.00	0.00	0.00	0.00	0.00	458.85
Temuka Swimming Club	15.00	40.00	45.00	0.00	32.00	0.00	132.00
Vikings Swim Club	75.55	0.00	0.00	0.00	0.00	0.00	75.55
Wharenui Swim Club	75.00	0.00	0.00	0.00	0.00	0.00	75.00
<b>Total</b>	<b>1,439.00</b>	<b>179.00</b>	<b>499.25</b>	<b>0.00</b>	<b>22.50</b>	<b>0.00</b>	<b>2,139.75</b>

As requested by the Auditor, a Financial Risk Map is being prepared, and should be ready to be presented at the next meeting.

The Halswell funds held on behalf have now been set up in a separate account for clearer tracking- we are still waiting for the bank feeds to be approved by the bank to come through to Xero for this new account.

Accounts

Moved: Simon

Seconded: Scott

Carried



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### 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
Commercial Sponsor		Officials accommodation expenses	TBA
Mainland Funding		Swimmers accom. 2020 SCWC Ch & Junior Fest	\$15,000.00
One Foundation		Pool Hire for regional Meet to Feb 2020	\$14,795.64

### 12. Contractual Obligations

SwimT3- Chris Lazaradis is getting back to us with a balance sheet of SCWC spending on our product allowance  
 Halswell Swim Club and Templeton Swim Club funds held on behalf  
 Doreen Brown Trust



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### 13. Membership

#### Registered Swimmers- Previous Seasons

Date	Competitive Swimmers	Club Swimmers
30/6/2019	624	212
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:** 2017 totals for Club swimmers included all non-registered entrants for Canterbury Secondary Schools, who were loaded as Club swimmers. This was not necessary from 2018, hence the drop in numbers

#### Current Membership Numbers (as at 31<sup>st</sup> August 2019)

Club Name	Membership Type	Count
Aquagym Swimming Club	Club Swimmer	22
Aquagym Swimming Club	Competitive Swimmer	49
Ashburton Swim Team	Club Swimmer	1
Ashburton Swim Team	Competitive Swimmer	33
Geraldine Swimming Club	Club Swimmer	3
Geraldine Swimming Club	Competitive Swimmer	16
Greymouth Amateur Swimming Club	Club Swimmer	1
Greymouth Amateur Swimming Club	Competitive Swimmer	45
Hokitika Amateur Swim Club	Club Swimmer	24
Hokitika Amateur Swim Club	Competitive Swimmer	18
Jasi Swim Club	Club Swimmer	33
Jasi Swim Club	Competitive Swimmer	79
Mackenzie Swimming Club	Club Swimmer	31
Mackenzie Swimming Club	Competitive Swimmer	14
North Canterbury Swim Club Inc	Club Swimmer	26
North Canterbury Swim Club Inc	Competitive Swimmer	53
QEII Swim Club	Club Swimmer	24
QEII Swim Club	Competitive Swimmer	21
Selwyn Swim Club	Club Swimmer	24
Selwyn Swim Club	Competitive Swimmer	25



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Swim Timaru	Club Swimmer	19
Swim Timaru	Competitive Swimmer	47
Temuka Swimming Club	Club Swimmer	5
Temuka Swimming Club	Competitive Swimmer	22
Vikings Swim Club Inc	Club Swimmer	11
Vikings Swim Club Inc	Competitive Swimmer	40
Waimate Amateur Swimming Club	Club Swimmer	1
Waimate Amateur Swimming Club	Competitive Swimmer	6
Waitaha Swim Club	Club Swimmer	23
Waitaha Swim Club	Competitive Swimmer	24
Westport Swim Team	Club Swimmer	21
Westport Swim Team	Competitive Swimmer	4
Wharenui Swim Club	Club Swimmer	32
Wharenui Swim Club	Competitive Swimmer	53

### 14. Health & Safety

- a. Any incidents to report- As per emailed incident report, and another discussed IN COMMITTEE
- b. Risk items to be actioned
  - I. Risk: Safe Pool Depth  
SNZ have not confirmed any consequences from the outcome of the court case in Australia relating to a swimmer being injured while diving into a pool whose depth was within the allowable range of the SNZ Safe Pool Depth Policy, which SCWC have adopted- Debbie to check with SNZ if there is anything SCWC needs to be concerned about in relation to this
  - 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. Clubs are to be reminded that they are responsible for Police Vetting all non-NZSCTA coaches, team managers and parents who travel stay with the team, every 3 years.  
These documents are now almost complete and the first draft will be with Debbie shortly.

### 15. Technical Committee

In August we held the first meeting of the new Technical Committee. The following came from that meeting:

- Two IOT's qualified
- Christine Cassin has been seconded to the TC as the Regional Trainer – this ensures continuation and consistency with our training in the region.
- Trainee IOT's progress to be monitored with spreadsheet system – Christine is to maintain this



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- Concern over lack of volunteers. Suggestion of a quota system.
- Calendar needs to be reviewed so the same officials don't feel the pressure of showing up to every meet. There is a lot of meets, often weekend upon weekend and the same officials are turning up – although with bringing more officials through this may assist this. There was some concern that the TC isn't consulted over the calendar?
- Whiteboard to be placed out the front of meets to indicate if spectators are allowed poolside.
- Training seminar to be booked at Wharenui for potential technical officials
- Question over the 15 mtr mark at Jellie Park. (This has since been resolved with Terry measuring it and it is OK.

From the September meeting last week:

- Jo\_Russell\_elected chair of the technical committee
- Two more IOT's qualified
- Training seminar date set for 23/11/19 at Wharenui. This is the seminar run by Leslie
- A "how to pack " trailer instructions to be printed and placed in the trailer. The current instructions are not clear enough and need updating – We also need interior lights in the trailer. This can be done by an auto electrician and can be run from the towing cars lights when plugged in.
- Meet\_flyer\_template to be reviewed by Lesley and updated. She has started on this already.
- Para\_swimmer classification to be advised by the swimmer at time of entry. We need to have this clarified as to whose responsibility this is to get the updated list.
- Sponsorship of technical officials discussed. The ideas for the use of the money apart from some assistance for travel are technical officials training lecture like run in CHCH to be held in Timaru, Ashburton and the West Coast, packs for new officials, shirts for new officials (not total – perhaps a subsidy)

### Board Response:

The SCWC Board welcome Jo Russell as Chair of the SCWC Technical Committee and is encouraged by the steady number of new IOTs being qualified. The continued lack of volunteers at meets is still a concern however there are reservations with adopting a quota system as many of our Clubs outside of Christchurch may struggle to meet these when they often travel to meets as a group with only two or three adults. Simon advised he would source a whiteboard to advise of the status re spectators at each meet- the use of this has been cleared with the Operations Manager at Jellie Park. Simon also to organise the fitting of an interior light for the SCWC trailer.

Lesley has completed a draft of the Tier 3 flyer and is now working on the Tier 1 & 2 flyer templates which will be uploaded to the SCWC website for Clubs to use.

Para swimmers are no longer required to present their cards at meets- Debbie will obtain a copy of the SNZ list of registered Para swimmers and classifications used at NZ Opens and ensure this is forwarded to the SCWC Technical Committee to on-send to all Regional Referees.

### **13. Events Committee**

Election of Chair - Fiona was re-elected as Chair.

Temuka meet – Temuka, like all clubs in the region, have one meet on the calendar, in January, so we told them we are happy for them to have their carnival but it would be an unapproved club meet which they can hold where and when they want

Visitors medals – As we have visitor's medals at Canterbury Champs, we would like to introduce them at SCWC Short Course and SCWC Juniors. We will review this decision when all these meets are back in Christchurch.





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SCWC Short Course – We will introduce finals by age groups for 50m strokes and 100 IM which are timed finals, ie. mixed ages until the last 8 of each age group. The 400 metre events (free and IM) and 200 fly will stay as straight timed finals.

Tier 3 meets – We believe the SCWC Carnivals need to be approved. Especially coming up to NZ Juniors. Feedback from parents supports this.

Distance events - The last distance meet held on a Thursday evening went until nearly 10pm which is too late. We suggest we could add some of the distance events to other meets, eg. The carnivals whose numbers recently have been quite low.

Rhys's letter - we discussed the issue of clubs not having all their swimmers competing at their own meets. We sympathised but decided all the clubs suffered in the same way (whether it was younger or older swimmers) and if we allowed it, it would basically make a mockery of the tier system. Therefore we would like to maintain the present system.

### Board Response

The Board welcomes Fiona Campbell back as Chair of the Events Committee. The Board is happy to support visitors' medals at Regional Champs as well as the addition of distance events to other meets in the calendar rather than having an extended dedicated Distance meet. The Board does not wish to see Carnivals be approved meets; there is already an issue with an overcommitment of Officials because of the number of meets in the SCWC Calendar.

The Board notes that there are currently 12 meets on the calendar run by the region, including the Carnivals, and would like to see the responsibility of running the carnivals removed from the region and handed back to Clubs, either on a rotation or shared revenue basis. This would also give clubs another meet on the calendar from which to generate some further revenue.

The SCWC Board concurs with the Events Committee with regards to denying the application to allow non-qualifying Clubs swimmer to swim at their own Club meet.

<b>1. Follow up Items from Previous Meetings</b>	
<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&amp;S working group have completed their review</p>	<b>Chris/Debbie</b>
<p>2019 SCWC Annual Awards- Jess is no longer able to be our MC, she has put us in touch with TVNZ Sports Reporter Matt Hall-Smith who is going over the MC sheets and seems really keen to step in for her. A save the date has been sent out via Facebook and email. Kim will be our photographer for the event, and Ben Smith will do the powerpoint again. A google form has been created for tickets and nominations. Nominations closed on the 14<sup>th</sup> September and ticket sales on the 10<sup>th</sup> October. Invitations have again been sent out to numbered athletes for special presentations by SNZ which Andy Kent has offered to attend and present if there are enough.</p>	<b>Debbie/Kim</b>





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<p>SportsEye presentation attended by Scott- Great presentation of a software package designed to identify areas or catchments of concentrations of potential new participants in our sport. The CCC already use this software to assist with development plans. In order to use this software, SCWC would need to enter details from its member database- the SCWC Board was concerned about the potential privacy breaches associated with this.</p>	<b>Scott</b>
<p>SCWC are hosting and running 12 swim meets next calendar year run, including the Carnivals. The Board would like to see the responsibility of running the carnivals removed from the region and handed on to Clubs, either on a rotation or shared revenue basis. This would also give clubs another meet on the calendar from which to generate some further revenue. The SCWC Events Committee to action this going forward.</p>	<b>SCWC Events</b>

**The meeting closed at 10:42pm**

**The next meeting will be held at eMigration, Sheffield Cres, Christchurch**