



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened 7pm at Wharenui Sports Centre on 14th September 2016

1. **Present:** Wayne Rollinson, Janice Rennell, Monique van Vugt, Michael Toomey, Brigitte Mahan

Wayne (Chairperson) welcomed those present

2. **In Attendance:** Debbie Rahurahu (Administrator)

3. **Apologies:** Graham Scammell

Moved: Wayne

Seconded: Monique

Carried

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

Moved: Michael

Seconded: Wayne

Carried

5. **Matters arising:** No matters arising

6. **Correspondence in / out:**

SNZ

SNZ Notice of AGM

SNZ Board Member Voting Form

SNZ AGM Agenda

Regions

Waikato-New Swimming Waikato Meet Structure and 2017 Calendar

Sport Canterbury

Pathway to Podium Canterbury: Winter 2016 Update

Sport and Recreation Guide

Coach Developer Workshop

Clubs

Wharenui – Permission to Swim at Hamilton

Geraldine/Timaru/ Temuka - Permission to swim at Neptune

Timaru – Permission to swim at Otago Winters

Timaru – Request quantum for their August meet

QEII – Permission to travel for Sophie Pascoe to Nth Shore Swim Fest and Auckland Winters



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Other

NZ Ocean Swim Series Event Dates
Sport Canterbury- Sport and Rec Guide
Bernadine Reynolds- Are you aware of the recent changes to the reporting standards for Charities?
Donna Stubbs CCC Jellie Park- Pool Hire Costs Increase
Parafed- Canterbury Paralympians From The Past
Sport and Exercise Science New Zealand: Annual Conference
Brenda Preston: The Hagley Ferrymead Week in Brief x3
Parafed- Canterbury Paralympians From The Past (article on Roly Crichton)
Kiwibank- New Zealander of the Year Nominations
Rata Foundation- 2016 Annual Public Meeting – Invitation
Lincoln University 5th Annual Sport and Recreation Forum – Invitation
Sport Canterbury- Upskilling Boards/Committees

Correspondence Moved: Janice Seconded: Monique Carried

7. Transfers

Miss G E Watson from Vikings Swim Club Inc to Jasi Swim Club
Miss I A Barker from Raumati Swimming Club to Ashburton Swim Team
Mr D Lilley from Course Contact to Swim Timaru
Miss A J Carey from Aquagym Swimming Club to Alumni
Miss M A Sullivan from Wharenui Swim Club to QEII Swim Club
Miss D Z Meyn from Wharenui Swim Club to QEII Swim Club

Moved: Janice Seconded: Monique Carried

8. Records

Men 16-16 50 Back

26.74 CAMERON J. JAMES 6/08/2011

26.27 Satori J. Dobbie at 2015 Australia State Teams Short Course 25/09/2015

Men 16-16 100 Back

56.91 CAMERON J. JAMES 6/08/2011

56.59 Satori J. Dobbie at 2015 Australia State Teams Short Course 25/09/2015

Men 16-16 50 Fly

25.84 Matt PHILLIPS at State 2012 NZ Short Course Champs 30/09/2012

25.22 Satori J. Dobbie at 2015 Australia State Teams Short Course 25/09/2015

Men 12-12 50 Back

31.20 Satori J. Dobbie at Wellington Short Course Champs 25/08/2012

30.40 Taiko H. Torepe-Ormsby at SNM Winter Meet 2016 5/08/2016



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Men 12-12 100 Back

1:07.07	Satori J. Dobbie at 2012 QEII Mid Winter Meet	6/07/2012
1:06.33	Taiko H. Torepe-Ormsby at SNM Winter Meet 2016	5/08/2016

Men 12-12 50 Fly

30.60	Oliver R. Rayner at NCSC Ribbon Meet 2012	14/09/2012
29.95	Taiko H. Torepe-Ormsby at SNM Winter Meet 2016	5/08/2016

Women 16-16 800 Free

9:08.84	Caitlin J. Rennell at 2012 Trans Tasman	2/07/2012
9:06.07	Hannah F. Bates at 2016 ASA Winter Champs	22/07/2016

Women 9 & Under 50 Free

33.04	Natalie Marsters	22/03/2002
32.74	Hanna A. Abdou at Vikings Battle of the Ages 2016	21/08/2016

Moved: Michael

Seconded: Monique

Carried

Financial records

ACCOUNTS PAID:

8-Aug-16	Jasi Swim Club Starter/Ref Tri Series	50.00
8-Aug-16	Coronation Park Motel Broken Window Tri Series	288.97
8-Aug-16	Selwyn Aquatic Centr Tri Series Pool Hire	540.00
8-Aug-16	High Performance Sport AGM Room Hire	57.50
8-Aug-16	Marsh Limited Insurance Premium	247.01
8-Aug-16	Wharenui Sports Centre Distance Meet Pool Hire	420.00
8-Aug-16	Jasi Swim Club Lunch Tri Series	630.00
8-Aug-16	Pearson Coaches Tri Series Bus	1,095.00
8-Aug-16	SNZ Affiliations Payment	1,363.50
8-Aug-16	Ashburton Swimming C Tri Series Officials Food	2,040.00
8-Aug-16	Marsh Limited Insurance Premium	2,106.50
8-Aug-16	1592-0029396-001 Internet Transfer	16,000.00
19-Aug-16	Amanda MacLeod Fuel AGM	39.37
19-Aug-16	D Rahurahu Refund AGM Expenses	391.71
19-Aug-16	Inland Revenue Department PAYE	506.04
22-Aug-16	BBIT Solutions email servic	14.95



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22-Aug-16

Ashburton District C Tri Series Pool Hire

786.00

OVERDUE ACCOUNTS:

AquaGym Swimming Club				2845.50
22-Jul-16	Due 22/07/16	Inv	14914	2845.50
Ashburton Swim Club				146.00
22-Jul-16	Due 22/07/16	Inv	14907	146.00
Hokitika Swim Club				10.00
4-Apr-16	Due 04/04/16	Inv	14868	10.00
Selwyn Swimming Club				3210.00
22-Jul-16	Due 22/07/16	Inv	14927	2251.50
22-Jul-16	Due 22/07/16	Inv	14932	639.00
7-Aug-16	Due 07/08/16	Inv	14944	319.50
Waitaha Swim Club				133.50
22-Jul-16	Due 22/07/16	Inv	14940	27.00
7-Aug-16	Due 07/08/16	Inv	14945	106.50
Westport Swim Club				80.00
22-Jul-16	Due 22/07/16	Inv	14937	80.00
			TOTAL	6425.00

Debbie to issue Statements and follow up outstanding invoices.

Accounts

Moved: Janice

Seconded: Monique

Carried



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9. Funding Report

Approved Applications

Provider	Purpose	Amount
NZ Racing Board	Pool Hire Memorial & Canterbury Champs 2015/16	\$6579.89
Pub Charity	Championship Medals 2015/16	\$8238.00
Four winds Foundations	Ribbons 2015/16	\$700.00
Youthtown	SIC& T Ribbons 2016	\$2242.50
Pub Charity	SCWC Medals 2016/17	\$2880.00
Four Winds	Technical Officials Polos	\$1500.00
NZ Community Trust	Administration 2016/17	\$30,000.00

Declined Applications

Provider	Purpose	Amount
Canterbury Community Trust	Administration Expenses 2015/16	\$30,000.00
Infinity Foundation	Administration Top Up 2015/16	\$10,000.00
Ashburton Licensing Trust	SIC&T Pool Hire & Ribbons 2016	\$5077.00
Lions Foundation	SIC&T Pool Hire & Regional Caps 2016	\$3966.00

Pending Application

Provider	Purpose	Amount
NZ Racing Board	Pool Hire Memorial, Cant Champs, Junior Champs	\$10,197.38
The Trusts Community Foundation	Bronze Squad Tour 2016	\$8699.00
Infinity Foundation	Ribbons 2016/17	\$1040.00

NB- Dates added to applications to clarify which season the application pertains to.

Application for Mainland Foundation just about finalized with nearly all clubs having now provided quotes. Quotes also in for Officials. Discussion was held regarding the inclusion of Officials costs in the Mainland application as Mainland made it quite clear last year, that their focus for funding was the swimmers and that they wished this to be reflected in the allocation of funds.

A decision was reached to still include the Officials costs in the application but make clear to Mainland in the cover letter that any funds received would be dispersed with 90% allocated towards swimmers' expenses and the remainder to Officials.

Resolution:- To apply for funding in the amount of \$35,000 from the Mainland Foundation, for the purpose of assisting swimmers and officials with accommodation and travel costs to National meets (NAGS, Opens, Division II and Juniors) for the 2016/2017 season.

Debbie to apply for separate funding for Officials accommodation to top up the 10% maximum (\$3500) from Mainland.

Resolution:- To apply for funding in the amount of \$5400.00 from Air Rescue Services for the purpose of funding the balance of accommodation costs for SCWC Officials at Regional and National Championships for 2017.

Funding also required for ribbons for the Memorial, Canterbury Champs (see General Business), Junior Champs Meets, 3x Junior Carnivals and Have a Go races.

Resolution:- To apply for funding in the amount of \$1040.00 from the Four Winds Foundation, for the purpose of purchasing ribbons for the 6 Regional meets for the 2016/17 season.

Resolution:- To apply for funding in the amount of \$7273.00 from First Sovereign Trust, for the purpose of assisting with accommodation and vehicle rental costs for the Bronze Squad Tour 2016.

Moved: Janice

Seconded: Michael

Carried



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10. Membership

Previous Seasons

Date	Competitive Swimmers
30/6/2016	720
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 Aug 2016)

CLUB	<12 yrs	13/14YRS	15/16YRS	17/18YRS	>19YRS	TOTAL SWIMMERS
Aquagym	25	18	4		4	51
Ashburton	15	9	11	4	1	40
Geraldine	3	1				4
Greymouth	5	1				6
Halswell		1				1
Hokitika	11	2		1	1	15
Jasi	18	18	15	4	2	57
North Canterbury	37	21	7	9	1	75
QEII	1	4	3	6	2	16
Selwyn	7	10	11	2		30
Swim Timaru	24	10	5			39
Temuka	3	1	1			5
Vikings	27	12	3	1		43
Waitaha	22	6	1	1		30
Westport	1	1				2



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Wharenui	22	15	12	9	8	66
Totals by age	221	130	73	37	19	480

Technical

Technical Committee for this year is as follows

Christine Cassin- Chairperson
 Robert Johnson
 Geoff Bryce
 Helen Tait
 Jo Russell- Secretary

KPI's

Task	Current Numbers	Target Increase % 12mth period	Target Numbers	Qualified in the last 3 months	Year to Date Numbers
IOT –Regional	45	20%	50	4	50
IOT – National	12	25%	14	1	14
Stroke Judge*	5	60%	8	0	6
Starter	7	30%	9	0	10
Regional Referee	6	15%	7	1	6
National Referee	9		8	1	9

***New Qualification ** Target 5% increase after first year**

Updated KPIs should be available after the next Technical Committee meeting

Follow up Items from Previous Meetings	
a) Janice to look at adding some more details to Graham's pamphlet and sourcing some quotes from older well known swimmers. It would be great for marketing and publicity to get the benefit of Sophie Pascoe to promote the sport. We also need to be mindful of limited facilities/pool space when enticing people into the sport.	Janice WIP
b) Annual Report- nearly completed.	Janice WIP
c) Meeting with Christchurch based clubs on future going forward	Debbie



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Copy of presentation sent to all clubs for consideration- Feedback reminder sent out but none received- Debbie to send out another reminder for this.	WIP
d) Feedback for SCWC Short Course also very slow- so far comments are positive with only the Age Groups and the timeline not including Medal presentations identified as areas of concern. Debbie to send out reminder for this also and collate for next meeting, feedback can then be passed on to Events committee for discussion.	Debbie WIP
e) CCC to follow up our request for longer false start poles and quick release mechanism- they have already supplied the wider timing pad brackets and have agreed to the scoreboard and pads being housed by the Hydroslide in between Jellie Park meets	Wayne WIP

General Business	
Non-Financial 'performance' measures for published report could include swimmer and officials numbers as tabled in the Minutes	Janice
Participant Assistance forms: need to specify that funds are for assistance. The forms need to be adjusted to reflect what the funds are for, and request details of actual costs incurred by the applicant. Current applications are to be honoured, with the form then being removed from the website subject to further discussion and modification, as the form should reflect that it is an application for funding. As such the form should require the provision of invoices/quotes for costs incurred, and information pertaining to the receipt of other funding for the event- the Board may need to allocate money in the budget for future applications for assistance. Board also needs to consider which meets this will apply, ie. Australian State Age	Debbie
Makos Zonal Committee terms of reference- Michael to look into these, especially some of the legal jargon. In relation to clause 3, the Board is happy for the Makos Committee to manage Zonal Juniors and the proposed Zonal Div II but feels NAGS and Opens should remain with SNZ and the host region- to be revisited at the next meeting	Michael/Wayne
Events Committee report tabled- Debbie to forward Board's responses, and also request that the calendar be issued through to the end of the season	Debbie
SCWC Champs- Events Committee advised this flyer is in the final stages. The Board considers that the ribbons for placings 4 th -8 th should be retained and that the flyer needs to be altered to reflect this. Ribbons also for 4-8 th placing for Canterbury Juniors – funding will be required.	Debbie
Allocation of meets should remain at the status quo through until June 2017, with any changes to current allocations for the 2018/19 season, to be discussed prior to the end of this season. Meets should no longer be identified as "targeted or non-targeted", some are simply aimed at different age groups/abilities. Not faster than meets times should remain as they are with exhibition swimmers only allowed in extenuating circumstances (ie. Last chance to qualify for a National meet and coach deems success to be possible) standards.	
SCWC Relay records need updating to reflect new age groupings and Club Relays- new standards required- Coaches group to discuss these and return recommendations to the Board	Brigitte



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<p>Technical Committee requires another officer on the committee as they are now down to 5 members. Christine to provide information on what the committee does and what attributes they are looking for in a new member. Debbie to then email out to all clubs for expressions of interest to be sought.</p>	<p>Debbie</p>
<p>Monique happy to stand as Events and Technical Committee liaison to give an overall view to the Board, with Wayne being responsible for Equipment</p>	
<p>Wayne has contacted Colin at HTS Group re getting a replacement for the second-hand starter box which has never had loud enough volume and cannot hold charge. Colin has advised that he will be forwarding a replacement for this.</p>	<p>Wayne</p>
<p>Wayne and Dave Prattley met with David Pine, who has some ideas / concepts around how to possibly pursue corporate sponsorship. We may have to invest to get some outcomes though. Funds to go back to swimmers and coaches – maybe pro-rata basis idea. We will need club buy-in as they may need to look at travelling as a Region and promoting the sponsor as a Canterbury swimmer. Also consider a SCWC Awards evening with a guest speaker which sponsors could be invited to attend. David is going to get back to us via QE2 submissions re the presentation</p>	<p>Wayne</p>

**The meeting closed at 9.20pm
The next meeting will be held at Wharenui Sports Centre on the 2nd November 2016**