



## **Minutes of Swimming Otago Board**

### **Held at the Moana Pool Poolside Meeting room on 16 August 2018 at 7.00pm**

#### **PRESENT**

Matthew Heaton, Richard Hutchens, Mike Smith, Rob Jefferies, Mark Familton

#### **IN ATTENDANCE**

Kerren Keach

#### **APOLOGIES**

Kurt Crosland

#### **WELCOME**

Matt welcomed everyone to the meeting

#### **MINUTES PREVIOUS MEETING**

Correct the sentence under Correspondence, matters arising from ....Regional Championships, no **response** yet... to Regional Championships, no **response** yet

The minutes of previous meeting on the 21 June 2018 as circulated were confirmed as correct

**Carried By: Richard / Mark**

#### **CORRESPONDENCE**

The correspondence, up to 13 August, was tabled.

##### **Matters Arising**

Swimming Canterbury West Coast have asked if they could use our equipment in January 2019. What equipment is required ie: timing equipment, computers, photocopier, printers etc. Cost will need to reflect all these costs including the insurance costs. Would require State Insurance to endorse our insurance during this period. Matt to speak with SWCW regarding their requirements and their expected payment (SNZ hosting fee is \$4000.00 per event).

Media Liaison person, highlighting events and swimmers within the region, Mike to obtain a contact ODT with Mark being the Swimming Otago liaison person moving forward.

Travel Insurance – there is a gap between confirmation and policy commencement where injuries obtained aren't covered therefore nullifying any claim, as experienced with two swimmers who were unable to attend Age Group Championships (April 2018). Neptune Swim Club, as a show of good faith, has reimbursed the swimmers for their costs. Rob to investigate including 'travel' insurance within our current policy.

Leading on from that conversation, what and how much do clubs pay annually for their insurance? Could Swimming Otago negotiate a deal for the region? Email clubs to find out their insurance requirements, Matt to discuss with AON.

DSCB Service Level Agreement – finalisation of the SLA has been held upheld. Feedback was requested from Moana Pool Manager, which was provided with no acknowledgement of receipt. Coaching and communication has improved but are they servicing Swimming Otago's needs? Rollover the SLA for another twelve months while they consult with all aquatic users. Currently Swimming Otago are in breach of the constitution with Kurt still a member of the board, a quick resolution is required. Matt to discuss with Nic (Moana Pool Manager).

**Carried by: Matt / Mark**

## FINANCIAL REPORT

Financial reports, up to 13 August 2018, were tabled.

**Working Account**, current balance \$51,518.07

**Cash Passport**, current balance \$97.69

**Petty Cash**, \$187.00 plus \$159.00 from weekends program sales (12/08/2018) yet to be banked

**Swimmer Representative Fund**, \$32,219.00, 180 days @ 3.25%, maturity date 19 December 2018

**Term Deposit**, \$21011.07, 180 days @ 3.25%, maturity date 18/08/2018

**Accounts Receivable**, outstanding debt -\$14663.39

**Accounts Payable**, outstanding payments \$303.26

## Matters Arising

Swimmer Representative Fund reinvested \$32219.00 at 3.25% for 180 days

Carried by: Mark / Rob

## ACTION POINTS FROM PREVIOUS MEETING

Action	
Otago Records move to single age groups <ul style="list-style-type: none"> <li>Start from 1 January 2000, should an existing record (dated earlier) be the fastest after recalculation that record will still stand</li> <li>Once the new records are released persons can apply to have their record/s recorded</li> <li>Single age groups to be up to 18 years old then open age group</li> <li>Due date 1 August 2018</li> </ul>	Add Policy and Submission Form
Team Manager Guidelines <ul style="list-style-type: none"> <li>Add preferable to have own credit card for vehicle rental hire</li> </ul>	DONE
Bi-Annual Club Survey via Survey Monkey <ul style="list-style-type: none"> <li>Circulate to board member previous questions asked</li> <li>Results from the previous survey</li> </ul>	On Going
Athlete Development Program <ul style="list-style-type: none"> <li>Commencing July 2018</li> <li>Squad listing published mid July</li> <li>Programs and bookings to be completed, based on each squad structure</li> </ul>	Squad Lists to be distributed to Board to gather session ideas, where and when
Meeting with Nic, Moana Pool Manager <ul style="list-style-type: none"> <li>Trophy Cabinet - Mark Fairweather to build and install</li> <li>Pool Hire Cost – organise a meeting with Nic and DCC</li> <li>Scoreboard funding</li> </ul>	On Going Another topic – DCC support to host NZSC
Tech Suits Policy <ul style="list-style-type: none"> <li>Request formal feedback from all clubs, need them on board to ensure its success</li> </ul>	We have the clearer policy but to be consistent throughout the Zone adopt the SWCW policy
Winter Series Ownership <ol style="list-style-type: none"> <li>Clutha, to get back to us at the start of their new season</li> <li>Wanaka, has been asked to have this meet for the central region, waiting reply</li> <li>Oamaru, will speak with them July, don't see an issue</li> </ol>	Clubs have been spoken with and are keen awaiting dates
Police Checks for Team Managers <ul style="list-style-type: none"> <li>Notice to clubs of their obligation to adhere to the SNZ Membership Protection Policy requirements</li> <li>Covering all coaching staff, team mangers and any other person deemed necessary by the club in accordance with the policy requirements</li> <li>Complied with and submitted names in writing to Swimming Otago by 1 October 2018</li> </ul>	If a club processes 21 there is a charge for the whole 21 @\$8.80 ea. Clubs are to process 20 and pass the remainder onto SO for processing
Letter to SNZ - athlete costs for participation at national events	Add as a topic at the open discussion forum prior to the SNZ AGM

Letter to SNZ – what is happening with the calendar for 2018-2019 season <ul style="list-style-type: none"> <li>No planned changes to the current calendar until after 2019 Open Championships</li> <li>Agreed to host the 2018 NZ Division II Competition, notify SNZ of decision</li> </ul>	DONE
Interim Makos Committee Representative <ul style="list-style-type: none"> <li>What are the Terms of Reference before formulating a letter to the zone and or SNZ</li> <li>Terms of Reference to be circulated to board members</li> </ul>	DONE
Supporting our Technical Officials at a National level	Held Over
Finances <ul style="list-style-type: none"> <li>Review current budget</li> <li>Overview of financial statements for previous three years</li> <li>Gauge minimum financial requirements to keep above the red</li> <li>What additional financial support can be offered to our membership</li> </ul>	Rob prepared a budget, distribute to the board
Otago Community Trust <ul style="list-style-type: none"> <li>Funding resolution be forward onto the Trust as soon as possible</li> </ul>	DONE

## ADMINISTRATION REPORTS

Administration reports as at 13 August 2018

**OTAGO SWIMMER REPRESENTATIVE FUND** - Fund policy states, 50 cents per entry for each Swimming Otago run meet be deposited into fund. The bank account only allows deposits twice yearly, next deposit to consist of;

Swimming Otago Representative Fund		
	<b>Opening Balance - 1 April 2018</b>	<b>\$30,241.50</b>
Otago 12 & under Championships	310.00	
Otago 13 & over Championships	251.00	
Otago Country Club Championships	110.50	
Otago Anniversary LC Meet	574.00	
Otago Winter Series #1	190.00	
Otago Secondary School Championships	255.00	
Otago Winter Series #2	287.00	
	<b>Deposit - 22 June 2018</b>	<b>\$1,977.50</b>
Interest Earned - 22 June 2018		\$805.34
Caitlin Deans - Oceania Championships	268.45	
Jessica Scott - Australian State Short Course Championships	268.45	
Stefannie Gillespie - Oceania Championships	268.45	
	<b>Funded - June 2018</b>	<b>-\$805.34</b>
Otago Winter Series #3	314.50	
Otago Winter Championships	359.50	
Otago Summer LC Series #1	0.00	
Otago Long Course Championships	0.00	
	<b>Deposit - 19 December 2018</b>	
	<b>Funded - December 2018</b>	
	<b>Closing Balance</b>	<b>\$32,219.00</b>

## TEAM MANAGERS COSTS

2018 - 2019 Team Managers Costs		
<b>NZ Age Group Championships</b>		<b>\$4,351.82</b>
17-21 April 2018, Auckland		
Mark Famlton	1512.94	
Richard Hutchens	1325.94	
Simone McNichol	1512.94	
Attendee Numbers	23	
<b>NZ Open Championships</b>		<b>\$ 998.90</b>
2-6 July 2018, Auckland		
Emma Young	998.90	
Attendee Numbers	3	
<b>South Island Championships</b>		<b>\$2,000.00</b>
24-26 August 2018, Christchurch		
Mark Famlton	500.00	
Carol Forbes	500.00	
Deb Tarapi	500.00	
Michelle Summers	500.00	
Attendee Numbers	29	

## MEET FINANCIAL STATEMENTS

Meet	Attendees/Entries/Relays	Expenditure	Income	Finalised
Otago Winter Series #2	121 / 545 / 29	\$1893	\$3700	YES
Otago Winter Series #3	135 / 597 / 32	\$2095	\$4072	YES
Otago Winter Championships	124 / 705 / 14	\$2790 (approx.)	\$5953	NO

## MEMBERSHIP DATA SUMMARY

Membership Type	May-15	Mar-16	Jun-16	Aug-16	Sep-16	Oct-16	Feb-17	Mar-17	May-17	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Administrator	82	78	82	74	72	71	72	68	67	66	70	62	61	59
Club Swimmer	847	727	766	761	774	795	791	759	692	343	344	378	40	133
Professional Coach	9	6	9	8	8	8	9	9	9	6	6	6	1	4
Associate Coach	0	1	1	1	1	1	11	0	0	2	2	2	0	1
Competitive	300	285	284	270	273	277	316	310	305	259	259	254	79	132
Life Member	0	1	0	1	1	1	1	1	1	1	1	2	2	2
Learn to Swim	240	217	245	214	213	213	153	143	253	411	416	461	413	401
Recreational Swimmer	40	0	0	0	0	0	1	0	0	27	27	21	40	40
Friend of Swimming	0	2	2	3	5	5	5	6	11	5	5	5	5	5
Non-Voting Technical Official	25	12	13	16	16	16	15	15	16	21	21	20	23	22
Volunteer	22	39	42	41	42	40	50	58	50	74	74	78	71	67
Voting Technical Official	29	40	45	37	37	37	40	40	40	37	37	37	14	24
	1594	1408	1489	1426	1442	1464	1464	1409	1444	1252	1262	1326	749	890

## FUNDING APPLICATIONS

Provider	Purpose	Amount Applied for	Funds Granted	Status
Otago Community Trust	2018-2019 Program Funding	\$12000.00	\$12000.00	Approved

## UP COMING TEAM TRAVEL

Meet	Approx. Numbers	Budget	Team Manager Approx. Costs
South Island Championships	34	\$500 pp	\$2000 (4 persons)
NZ Short Course Championships	20	\$920 pp (excl. flights)	\$3500 (3 persons)

## OPERATIONAL COMMITTEES

### Events

Minutes from meeting held on 18 July were tabled.

Regional Long Course - disappointed prelims and finals don't fit in the available lane space, as numbers grow this will need to be looked at with a possible move to obtain lane space for longer periods.

### Technical

No Report

## GENERAL BUSINESS

Mosgies Pool – submissions are being sort, Swimming Otago needs to submit a proposal – 25m x 25m, 10 lanes, with a constant depth of 2m and ideally enough seating for at least 500 people. Rob to prepare submission.

## ACTION POINTS

Action	Person/s Responsible
<p>Otago Records move to single age groups</p> <ul style="list-style-type: none"> <li>Start from 1 January 2000, should an existing record (dated earlier) be the fastest after recalculation that record will still stand</li> <li>Once the new records are released persons can apply to have their record/s recorded</li> <li>Single age groups to be up to 18 years old then open age group</li> <li>Policy and Submission form to be created</li> <li>Due date 1 August 2018</li> </ul>	Matt / Alan
<p>Bi-Annual Club Survey via Survey Monkey</p> <ul style="list-style-type: none"> <li>Circulate to board member previous questions asked</li> <li>Results from the previous survey</li> </ul>	Kerren
<p>Athlete Development Program</p> <ul style="list-style-type: none"> <li>Squad Lists to be distributed to Board</li> <li>Ideas for session programs to be gathered</li> <li>Bookings to be completed, based on each squad structure</li> </ul>	Board / Kerren
<p>Meeting with Nic, Moana Pool Manager</p> <ul style="list-style-type: none"> <li>Trophy Cabinet - Mark Fairweather to build and install</li> <li>Pool Hire Cost – organise a meeting with Nic and DCC</li> <li>Scoreboard funding</li> <li>DCC support for hosting NZSC</li> <li>Service Level Agreement with DSCB</li> </ul>	Matt
<p>Tech Suits Policy</p> <ul style="list-style-type: none"> <li>To be consistent throughout the Zone adopt the SWCW policy</li> </ul>	Kerren
<p>Police Checks for Team Managers</p> <ul style="list-style-type: none"> <li>Notice to clubs; Clubs to process the first 20, passing on the remainder to Swimming Otago for processing at a cost of \$5.00 per application</li> <li>Complied with and submitted names in writing to Swimming Otago by 1 October 2018</li> </ul>	Kerren
<p>Open Forum topics at the SNZ AGM in September</p> <ul style="list-style-type: none"> <li>Athlete participation costs at national events, subsidies for SI athletes</li> <li>Future hosting possibilities, NZSC what would be required</li> </ul>	Matt
Supporting our Technical Officials at a National level	Held Over
<p>Finances</p> <ul style="list-style-type: none"> <li>Review current budget, Overview of financial statements for previous three years, Gauge minimum financial requirements to keep above the red, What additional financial support can be offered to our membership</li> <li>Distribute budget to board members</li> </ul>	Kerren
<p>Swimming Canterbury West Coast</p> <ul style="list-style-type: none"> <li>Requested the use of our equipment during the competition</li> <li>What equipment is required; timing equipment, photocopier, computers, printers etc?</li> <li>What are their expectations ie: personal to setup and dismantle equipment, AOD?</li> <li>Our costs need to be covered, including insurance</li> <li>State Insurance to be contacted to endorse this event</li> </ul>	Matt
<p>Media Liaison</p> <ul style="list-style-type: none"> <li>Liaise with ODT - Highlighting events and swimmers' selections/achievements throughout the region</li> <li>Mike to obtain a contact</li> <li>Mark to be the Swimming Otago liaison person</li> </ul>	Mike / Mark
<p>Insurance</p> <ul style="list-style-type: none"> <li>To be review, additional policy for travel insurance</li> <li>Clubs - what are their requirements, cost of their policies would they be interested in SO negotiating a regional deal?</li> <li>Matt to discuss possibilities with AON</li> </ul>	Matt / Rob / Kerren

## **FUTURE MEETING**

Next meeting: Thursday 25 October 2018

**Meeting Closed at 9:25pm on Thursday 21 June 2018**

*K Keach*

**Kerren Keach  
Support Officer**