



## Minutes of Swimming Otago Board

### Held at the Moana Pool Poolside Meeting room and via Skype on 22 February 2018 at 7.00pm

#### PRESENT

Matthew Heaton, Peter Christophers, Mike Smith, Richard Hutchens, Kurt Crosland

#### IN ATTENDANCE

Kerren Keach

#### APOLOGIES

Mark FAMILTON

#### WELCOME

Matt welcomed everyone to the meeting

#### MINUTES PREVIOUS MEETING

The minutes of previous meeting on the 16 November 2017 as circulated were confirmed as correct

Carried By: Matt / Mike

#### CORRESPONDENCE

The correspondence, up to 19 February 2018, was tabled.

##### Matters Arising

Not applicable

Carried by: Matt / Kurt

#### FINANCIAL REPORT

Financial reports, up to 20 February, were tabled.

**Working Account**, current balance \$42076.96

**Swimmer Representative Fund**, \$30241.50, 270 days @ 3.6%, maturity date 25/06/2018

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

**Accounts Receivable**, outstanding debt \$1639.00

**Accounts Payable**, outstanding payments \$18409.00 (most of which isn't due until early 2018)

##### Matters Arising

Port Chalmers Swimming Club outstanding debt, assisting with getting SNZ to resolve

Matt discussed with Rachael Goodall (SNZ) a pro-rata approach to affiliation fees in the future

PAYE component doesn't look correct, Matt to investigate

Carried by: Matt / Richard

#### ACTION POINTS FROM PREVIOUS MEETING

| Action  | Progress   |
|---|--|
| Otago Records move to single age groups   | ongoing  |
| Offer opportunities to those clubs where their members don't compete ie: Dunedin Swimming Club                          | ongoing  |
| Signage – pull up banners and fabric banner for travel  | Delegated to Sharyn Bungard, supply information required                     |
| Team Manager Guidelines   | ongoing  |
| Role of Board and Committees – Survey Monkey  | ongoing  |
| Our vision, mission statement, strategic plan, key performance indicators documents                                     | Mark and Richard sections are missing  |
| Oamaru Swim Club response letter  | Completed  |
| Financial – write off and reinvestment of funds   | Completed  |
| Performance Pathway – draft to be distributed to clubs and coaches for feedback   | Feedback received, commence July 2018, email how to qualify to members/clubs |
| Trophy Cabinet – Mark Fairweather offered to build for the cost of materials. How many trophies are not in circulation? | ongoing  |

## ADMINISTRATION REPORTS

Administration reports, as at 20 February 2018, was tabled.

### Otago swimmer representative fund

|                                  | Total Entries |            | Swimmers Fund   |
|----------------------------------|---------------|------------|-----------------|
| Otago 12 & under Championships   | 620           | 0.5        | 310.00          |
| Otago 13 & over Championships    | 502           | 0.5        | 251.00          |
| Otago Country Club Championships | 221           | 0.5        | 110.50          |
|                                  | <b>2821</b>   | <b>0.5</b> | <b>\$671.50</b> |

### Funding applications

| Provider | Purpose                 | Amount Applied for | Funds Granted | Status   |
|----------|-------------------------|--------------------|---------------|----------|
| NZCT     | Support Officers Salary | \$20000.00         | \$7500.00     | Approved |

### Team travel

| Meet                                | Numbers                      | Budget     | Team Manager<br>Approx. Costs         |
|-------------------------------------|------------------------------|------------|---------------------------------------|
| NZ Division II <i>*actual costs</i> | 8                            | \$9785.60  | \$1250.00ea                           |
| NZ Age Group Championships          | 24                           | \$20000.00 | \$835ea<br><i>no flights included</i> |
| NZ Open Championships               | Auckland from 2 July 2018    |            |                                       |
| South Island Championships          | Timaru from 24 August 2018   |            |                                       |
| NZ Short Course Championships       | Auckland from 2 October 2018 |            |                                       |

### Membership data

Note: from May data doesn't include pending, incomplete or non-financial members

|                               | May-15 | Mar-16 | Jun-16 | Aug-16 | Sep-16 | Oct-16 | Feb-17 | Mar-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | Jan-18 | Feb-18 |
|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Membership Type               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Administrator                 | 82     | 78     | 82     | 74     | 72     | 71     | 72     | 68     | 67     | 68     | 63     | 64     | 64     | 64     | 65     | 65     | 64     | 64     |
| Club Swimmer                  | 847    | 727    | 766    | 761    | 774    | 795    | 791    | 759    | 692    | 742    | 111    | 163    | 187    | 190    | 234    | 270    | 304    | 321    |
| Professional Coach            | 9      | 6      | 9      | 8      | 8      | 8      | 9      | 9      | 9      | 10     | 6      | 4      | 4      | 4      | 5      | 5      | 6      | 6      |
| Volunteer Coach               | 0      | 1      | 1      | 1      | 1      | 1      | 11     | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 2      | 2      |
| Competitive                   | 300    | 285    | 284    | 270    | 273    | 277    | 316    | 310    | 305    | 291    | 171    | 192    | 202    | 204    | 212    | 248    | 252    | 254    |
| Life Member                   | 0      | 1      | 0      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Learn to Swim                 | 240    | 217    | 245    | 214    | 213    | 213    | 153    | 143    | 253    | 261    | 304    | 348    | 348    | 348    | 347    | 377    | 376    | 376    |
| Recreational Swimmer          | 40     | 0      | 0      | 0      | 0      | 0      | 1      | 0      | 0      | 0      | 8      | 8      | 8      | 8      | 8      | 8      | 8      | 27     |
| Friend of Swimming            | 0      | 2      | 2      | 3      | 5      | 5      | 5      | 6      | 11     | 6      | 7      | 6      | 6      | 6      | 5      | 5      | 5      | 5      |
| Non-Voting Technical Official | 25     | 12     | 13     | 16     | 16     | 16     | 15     | 15     | 16     | 16     | 21     | 20     | 20     | 20     | 22     | 20     | 20     | 20     |
| Volunteer                     | 22     | 39     | 42     | 41     | 42     | 40     | 50     | 58     | 50     | 59     | 67     | 69     | 69     | 69     | 69     | 69     | 67     | 68     |
| Voting Technical Official     | 29     | 40     | 45     | 37     | 37     | 37     | 40     | 40     | 40     | 40     | 23     | 26     | 26     | 26     | 30     | 34     | 36     | 36     |
|                               | 1594   | 1408   | 1489   | 1426   | 1442   | 1464   | 1464   | 1409   | 1444   | 1494   | 782    | 901    | 935    | 940    | 998    | 1102   | 1141   | 1180   |

## OPERATIONAL COMMITTEES

### Events

| Meet                             | Attendees/Entries/Relays | Expenditure | Income     | Finalised |
|----------------------------------|--------------------------|-------------|------------|-----------|
| Otago 12 & under Championships   | 84 / 620 / 20            | \$4267.58   | \$8988.00  | Yes       |
| Otago 13 & over Championships    | 74 / 502 / 12            | \$13661.92  | \$14478.95 | Yes       |
| Otago Country Club Championships | 53 / 225 / 13            | \$608.79    | \$1484.00  | Yes       |

Otago Country Club Championships – Is there a need for this event? Can the criteria be upgraded and opened up to allow more participants? Discuss with the Event Committee.

### Technical

Updated Otago records, long and short course, updated to 14 January 2018

## GENERAL BUSINESS

### Club Funding

Received advise; to enable Swimming Otago to apply for funding on behalf of club/s we would have to control that club's finances. We have approached Sport Otago who have offered guidance regarding our own funding applications. Look at

other possible avenues to assist clubs ie: suspend the rep fund for a set period and pay clubs a set formula from these garnished funds and interest received annually.

### **Athlete Development Program**

Feedback received with the majority positive. Program to commence July 2018. Email members and clubs with how to qualify (xlr8 criteria) and the program criteria. Work towards a pulling together a program, including for senior swimmers' media presents.

### **Annual Awards**

Committee meets Friday, only a few nominations have been received therefore the awards will be presented at this year's AGM rather than a separate Awards Event. Push to have lots of nominations in 2019 to warrant a Presentation evening with a guest speaker.

### **RACE Swim Camp – Wayne Goldsmith**

Positive responses obtained from camp attendees, from the Monkey Survey 96% would recommend to others. Thank you, Dunedin Swim Coaching Board for their contribution. Overall the camp ran at a loss of approximately \$3300.00. Primarily the camp was organised to fill a hole within the DSCB program during this time, with the pending implantation of our Swimmer Development Program this is where we see our focus moving forward.

### **Tech Suits**

Reducing a financial burden for our younger members and their families, evidence suggests there are no benefits in young swimmers wearing a tech suit, only mental gains, peer pressure. The board has decided to BAN the use of tech suits for swimmers 12 years and younger from all competitions held within the Otago region with the exception of SNZ meets ie: Junior Festival, Division II and Age Group from 31<sup>st</sup> December 2018. Clubs and members to be notified, reminder that meet flyers and meet information will need to reflect this requirement.

### **Winter Series Ownership**

Been approached by Clutha United and Oamaru Swim Club to take over the running of these events, currently held at their facility annually, neither club currently hold their own annual event. The board agrees in principal and believes it to be a fantastic idea, due to the timing being close to the start of the series it was recommend commencing in 2019 with consultation with the clubs involved.

### **Pool Hire Costs**

Why are the charges between club and commercial so vastly different? Matt to speak with Nic (Moana Pool Manager) and DCC.

### **Team Managers, upcoming Events**

Meeting to be held with teams travelling away, Division II arrange for the next couple of weeks, depart on 15<sup>th</sup> March with Age Group departing on 15<sup>th</sup> April. Points to discuss; code of conduct, expectation, consequences, schedule etc. Mike to investigate whether managers are required to be policed checked , process involved, cost.

### **Funding Application – Otago Community Trust**

Thank you to Otago Community Trust for their continue support of our programs during 2017/2018. Next year's application along with the outcomes documents are due 31<sup>st</sup> March 2018. Increase funding request to include the Swimmer Development Program costs.

### **Central Otago and Lakes District – facilities to the future**

Matt and Richard, completed on online survey regarding pool facilities within the region. Owen Booth is conducting four public meetings for RSO, Matt to attend Cromwell on 13<sup>th</sup> March, Richard maybe able to attend Queenstown.

### **SNZ Regional Chairs Teleconference**

SNZ board would like to attend RSO board meetings, due to costs involved, members will attend where those meeting match with their personal business travel plans.

Commonwealth Games, Lewis Clareburt has been added to the team while Gabrielle Fa'amausili has had to withdraw through injury. Two protests are pending.

Centralised program has been disbanded, Gary's role will be coach around the regions. Gary and Steve will conduct a roadshow either in March or after the Commonwealth Games.

Records and Rewards Fund, \$5.50 per registered competitive member, proposal to introduce monetary reward for NZR at Opens and Short Course Championships.

Zonal Championships, split Auckland to a north and south of the bridge.

Major sponsor secured for Age Group and Open Championships, AON. There will be no SkyTV coverage, live streaming will be available for finals, heats will depend on pending funding applications.

## ACTION POINTS

| Action  | Person Responsible     |
|---|------------------------|
| Otago Records move to single age groups   | Matt, Alan, Kerren     |
| Offer opportunities to those clubs where their members don't compete ie: Dunedin Swimming Club  | Board                  |
| Signage – pull up banners and fabric banner for travel  | Sharyn Bungard         |
| Team Manager Guidelines   | Matt                   |
| Role of Board and Committees – Survey Monkey  | Mike and Mark<br>Board |
| Our vision, mission statement, strategic plan, key performance indicators documents   | Mark and Richard       |
| Athlete Development Program – commence July 2018, criteria and how to achieve XLR8 points to be emailed to members, programs to be formed | Kerren<br>Board        |
| Trophy Cabinet  | Matt                   |
| Port Chalmers – sort outstanding balance  | Kerren                 |
| PAYE component on Balance Sheet doesn't look correct  | Matt<br>Kerren         |
| Club Funding options  | Board                  |
| Annual Awards – email clubs, awards will be presented at the AGM this year  | Kerren                 |
| Tech Suits – email to clubs outlining Board's decision  | Kerren                 |
| Winter Series Ownership – letter to Clutha and Oamaru, commencing 2019  | Kerren                 |
| Pool Hire Cost – organise a meeting with Nic and DCC  | Matt                   |
| Organise Otago contingent meeting for Division II – managers, athletes and parents  | Kerren                 |
| Police Checks for Team Managers   | Mike                   |
| Otago Community Trust – outcomes for 2017/18 and new application for 2018/9   | Kerren                 |
| Central Otago and Lakes District – facilities to the future forum   | Matt<br>Richard        |

## FUTURE MEETING

Next meeting: Thursday 26 April 2018

**Meeting Closed at 9.58pm on Thursday 22 February 2018**

*K Keach*

**Kerren Keach  
Support Officer**