

**Minutes of the Swimming Wellington Board Meeting  
11 Novembers 2015, 7pm, Pelorus Trust House, Seaview**

**Attendees:**

Mark Berge (MB)  
Todd Morton (TM)  
Paul Matson (PM)

Sam Rossiter-Stead (SRS)  
Stephen Ross (SR)  
Chris Dyhrberg (CD)

Greg Forsythe (GF)

**In attendance:**

Henrietta Latham (HL)  
Stuart Iggo, Capital  
Allison Yannakis (Sport Wellington)

| 1. Welcome               | Discussion  | Decision/Action   | Time Frame | Responsibility |
|--------------------------|---|---|------------|----------------|
| a. Welcome               | Welcome to all and particularly to Stuart Iggo, Capital Representative and Allison Yannakis from Sport Wellington who has been invited to consider filling the vacant position on the Board.  | Following her acceptance and the Boards approval Allison Yannakis has been appointed to the board for the period up to the 2016 AGM when she may stand for election |            |                |
| 2. Apologies/Disclosures |   | Decision/Action   | Time Frame | Responsibility |
| Apologies                | Meeting Quorum confirmed<br>Conflicts of interest noted<br><i>Paul Matson &amp; Greg Forsythe note the conflict of interest in discussion around funding subsidies for the region</i>   | <b>Apologies and conflicts noted and accepted</b><br><b>Moved: MB/TM</b>  |            |                |
| 3. Environmental Scan    |   |   | Time Frame | Responsibility |
| a. External              | <b>Sport Wellington</b> <ul style="list-style-type: none"> <li>Sporting Code forum met again to discuss the development of a long-term plan for Sport and Rec in the greater. A governance structure is being determined joint initiatives. CD - would like to see Kapiti included in discussion.</li> </ul> <b>Funding</b><br>Industry is changing and revenue streams such as gaming is on the decline. Following mergers there |   |            |                |

|                                | <p>are now five key players involved in funding in sport within the region.</p> <p><b>Swim NZ</b></p> <ul style="list-style-type: none"> <li>• Vacant HP head coach role has been filled by Clive Power through to Rio.</li> </ul> <p><b>Clubs</b></p> <ul style="list-style-type: none"> <li>• The Coastal Wanderers squad (ex-Kapiti and now a Breakers squad) have had issues resulting in swimmers being asked to leave the squad. This action is unconstitutional. The squad members are Breakers club members and therefore governed by the Breakers constitution. Issue being worked through with SW assistance.</li> <li>• Carterton - Change in Chair</li> <li>• Raumati - Change in Chair –(Stephen Lee)</li> </ul>  |   |            |                |
|--------------------------------|--|---|------------|----------------|
| 4. Visiting Club               | Discussion   | Decision/Action   | Time Frame | Responsibility |
| Capital Swim Club, Stuart Iggo | <p><b>Summary of Club Challenges and Discussion</b></p> <ul style="list-style-type: none"> <li>• Resignation of Head Coach. This has provided the opportunity to review the clubs coaching structure.</li> <li>• Squads – good junior numbers. Senior squad numbers have fallen and require attention.</li> <li>• Health and Safety legislation and working together on a single policy / framework. Agreed.</li> <li>• Securing Board members and volunteers in general</li> <li>• Financial stability</li> <li>• Funding is an ongoing issue</li> <li>• Competition - a training squad has been established and operating out of Wellington East Girls College and Freyberg.</li> <li>• <b>HL</b> raised PCA concerns that Capital hadn't supported its Signature meet. Concern noted and that it was the directive of the Head Coach and not a directive supported by the Capital Board.</li> </ul> | <p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• H&amp;S - Independent advice from <b>Work Safe</b> templates will be available.</li> <li>• In the work environment – staff are covered under the building Health &amp; Safety Building policies.</li> <li>• Bring up with SNZ and Sport NZ</li> <li>• RTS's are forming manual / templates for Regional Authorities and Clubs</li> <li>• Swim Wellington to share key risk registration and WRAC Health &amp; Safety</li> </ul> |            |                |

| 5. Board Calendar/ Work Plan  | Discussion  |   | Time Frame      | Responsibility |
|---|---|---|-----------------|----------------|
| <p><b>a. Swimmer / Officials Financial Assistance</b></p>   | <p>Policy review. Finance Chair PM highlighted the main points of the review and the input required into making recommendations.</p> <p>Recognized that an increase in the number of meets outside of the region will put increased pressure on funding. Further discussion focused on funding options, particularly for volunteer technical officials, and allocations.</p>  | <p><b>Action Item</b></p> <ul style="list-style-type: none"> <li>• Agree that SW will continue to support officials and swimmers where financially capable</li> <li>• Update the policy to reflect the changes</li> <li>• Grant Application</li> <li>• Seek out a sponsor for uniforms</li> <li>• Cap set of available funds and where successful funding grants are available more support will be forthcoming.</li> </ul> <p><b>Action Item</b></p> |                 |                |
| <p><b>b. SNZ Fee's report to WRAC</b></p>   | <p>Successful negotiation with WRAC on the fees for 2016. Overview of the fees and structures.</p>  |   |                 |                |
| 6. Strategic & other Governance Matters   | Discussion  |   | Time Frame      | Responsibility |
| <p><b>a. Strategic Discussion</b></p> <p>The Board has been looking at the key challenges faced by sport, in particular the ongoing financial viability of swimming. In its discussion the Board painted a scenario in which cost continue to rise; funding streams (gaming trusts in particular) are drying up and options to expand the sport is limited due to a shortage of training and competition facilities. There is a growing trend away from organised participation and towards one-off 'pay to play' events, e.g. open water swimming. Clubs arguably remain the best providers of competitive swimmer development but are under increased pressure to survive given the increased operational costs and participation</p> | <p><b>The Board explored / discussed: -</b></p> <p><b>Membership</b> – widening or redefining our membership, and therefore income base / sources. This included looking at the wider market, i.e. anyone that swims or wishes to associate with swimming and value propositions we might offer them.</p> <p>By way of example MB asked the board to consider a part time adult swimmer (not affiliated or a member of a club) and to answer the question, what could we offer in events, services, discounts and/or affiliations that might lead this person to register as a member (type to be defined) of the sport?</p> <p><b>Qualifying Times</b> – appear to be in place to limit the number of entries and/or ensure quality of competitors. However, if participation numbers are falling is this not a barrier and why do we have qualifying times? <i>The discussion concluded that they</i></p> | <p><b>Action Item</b></p> <ul style="list-style-type: none"> <li>• Continue the discussion, identify opportunities or services, test logic and priorities for further investigation</li> </ul>  | <p>On-going</p> | <p>All</p>     |

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| trends.   | <i>are necessary control mechanism which can be adjusted to meet desired outcomes, however,</i>  |   |                   |                       |
| <b>b. Membership Protection Policy (SR)</b>   | Applies to each Regional & Member Clubs. Each one being responsible for adhering to the policies.  | <b>Action Item</b> <ul style="list-style-type: none"> <li>Check with Clubs to ensure they have adopted the MPP and ensure Clubs have included it in their manuals.</li> <li>Point out this is a Health &amp; Safety issue.</li> </ul> |                   |                       |
| <b>a. Operational Swimming Matters</b>  |  | <b>Decision/Action</b>  | <b>Time Frame</b> | <b>Responsibility</b> |
| <b>a. Annual Awards Function</b>  | Run sheet distributed  |   |                   |                       |
| <b>b. 'All Stars' Australian Meet</b>   | Pelorus decline funding application due to lack of funds.<br>New application with NZ Racing Board – hopeful  | <b>Action Item</b><br>Complete NZ Racing Application  | <b>ASAP</b>       | <b>HL</b>             |
| <b>c. Governance Training for Clubs</b>   | Meeting held with Kevin Wilson (KW), Sport Wellington to finalise Governance & Leadership training for club committee members. Christian Renford SNZ in attendance. Confirmed SW requirement for four x 2 hour workshops over a two month period. Clubs to be requested to send a minimum of two committee members per each. Certificate to be issued on completion. Workshops to be a step on the sport administrators and leaders pathway. Schedule in Feb/March 2016. | <b>Action Item</b><br>Course flyer, cost and workshop dates timing to be confirmed with KW.<br>Funding application to cover costs   | <b>ASAP</b>       | <b>HL</b>             |
| <b>d. Signature Meet Review - Events Committee &amp; interested parties invited to workshop</b> | Review workshop to be scheduled for early December.  | <b>Action Item</b><br>Date confirmed 10 Dec 15. Invites issued  | <b>Update</b>     | <b>HL</b>             |
| <b>e. Meeting with Manawatu</b>   | 5 December 2015 at Naenae Pool after the conclusion of the meet.<br>Points to be discussed: - <ul style="list-style-type: none"> <li>Constitutional obligation to have a Zonal Committee</li> <li>Financial contribution for 'All Star' &amp; Zonal Meet to be agreed</li> </ul>   | ▪   |                   |                       |

|   |   |  |                   |                       |
|---|---|--|-------------------|-----------------------|
| <b>f. PCA Letter of concern Signature Meets</b> | Letter circulated prior to meeting.   | Issues noted and discussed   |                   |                       |
| <b>b. Consent Agenda</b>                        | <b>Discussion</b>   |  | <b>Time Frame</b> | <b>Responsibility</b> |
| <b>a. Payment for approval</b>                  | Payments submitted for approval.  |  |                   |                       |
| <b>b. Funding requests</b>                      | SZR – team funding assistance request declined, outside of policy. Club advised   |  |                   |                       |
| <b>c. Inter Club/Regional Transfers</b>         | Transfers as submitted  |  |                   |                       |
| <b>d. Records</b>                               | Records as submitted.   | <b>Consent Agenda Moved: SRS/ CD Carried</b>   |                   |                       |
| <b>c. Reports</b>                               | <b>Discussion</b>   | <b>Decision/Action</b>   | <b>Time Frame</b> | <b>Responsibility</b> |
| <b>a. Operations Report</b>                     | Tabled  | Operations and Financial Reports moved and accepted  |                   |                       |
| <b>b. Financial Report</b>                      | Tabled<br>Moved to support funding applications for the following items;<br>Officials Subsidies – based on volunteer appointments<br>Long Distance Flip Charts –to be determined on other funding requests<br>Pool Hire – December Meet and Summer Champs<br>Infinity Foundation<br>Lion Foundation – 2016 Pool Hire from Feb-Nov | Moved that the Board supports the applications for funding for the specified items noted.<br><br><b>Moved: GF/PM Carried</b> |                   |                       |
| <b>c. Other Committee Reports</b>               | Nothing to record   |  |                   |                       |
| <b>d. Minutes</b>                               | <b>Discussion</b>   | <b>Decision/Action</b>   | <b>Time Frame</b> | <b>Responsibility</b> |
|   | Minutes previously circulated   | Minutes are approved as true and accurate record<br><b>Minutes confirmed</b><br><b>Moved: MB/CD Carried</b>                  |                   |                       |
| <b>e. Topics for next meeting</b>               | <b>Discussion</b>   |  |                   |                       |

|                              |                                      |   |  |  |
|------------------------------|--------------------------------------|---|--|--|
|                              |                                      |   |  |  |
| <b>f. Meeting Evaluation</b> | <b>Discussion</b>                    |   |  |  |
| <b>Meeting Evaluation -</b>  | Time well spent on strategic issues. |   |  |  |
| <b>Meeting Closed:</b>       | <b>Meeting closed :</b> 8.55pm       | <b>Meeting schedule:</b><br>• Next meeting – 17 February 2016 |  |  |

Being a true and correct record of the meeting held:

Date: \_\_\_\_\_

## 8. Consent Agenda

a) **Payments:** as per the Management Report

b) **Funding request:**

c) **Internal Club / Regional Transfers**

| No. | Member No. | Member Name    | Old Club                | New Club (Description)        | Request Date |
|-----|------------|----------------|-------------------------|-------------------------------|--------------|
| 19  | 945257     | Jack Skelsey   | Kiwi West Aquatics      | Raumati Swimming Club         | 12/10/2015   |
| 20  | 305817     | Sandra Turner  | Capital Swim Club       | Raumati Swimming Club         | 12/10/2015   |
| 21  | 391615     | Wynter Tickle  | Porirua City Aquatics   | Tawa Swimming Club            | 13/10/2015   |
| 22  | 948404     | Tony Lim       | Levin Swimming Club     | Breakers Swim Club Upper Hutt | 13/10/2015   |
| 23  | 357248     | Simon Avery    | Cambridge Swimming Club | Porirua City Aquatics         | 17/10/2015   |
| 24  | 374000     | Emma Avery     | Cambridge Swimming Club | Porirua City Aquatics         | 17/10/2015   |
| 25  | 947748     | Kobe De Ridder | Tawa Swimming Club      | Porirua City Aquatics         | 24/10/2015   |
| 26  | 387244     | Eva De Ridder  | Tawa Swimming Club      | Porirua City Aquatics         | 24/10/2015   |

d) **Wellington Records**

| SZR Signature Meet, Naenae Olympic Pool, 17 October 2015 |     |    |     |    |                |                 |                |          |             |    |           |
|--|-----|----|-----|----|----------------|-----------------|----------------|----------|-------------|----|-----------|
| Benjamin Stirling  | CAP | 12 | 100 | BR | <b>1.17.83</b> | <b>17.10.15</b> | <b>1.18.37</b> | 19.02.95 | Todd Morton | LC | <b>37</b> |

### Relays

|   |              |       |                      |                |          |                |          |                 |          |           |
|---|--------------|-------|----------------------|----------------|----------|----------------|----------|-----------------|----------|-----------|
| <b>SwimZone Racing</b><br>Sam Kilduff, David Lillis,<br>Lauryn Collins, Lucy Abbott | 9 & Under    | Mixed | 4 x 50m<br>Medley    | <b>2.48.19</b> | 10.10.15 | <b>2.50.71</b> | 22.03.14 | SwimZone Racing | <b>1</b> | <b>LC</b> |
| <b>SwimZone Racing</b><br>Lauryn Collins, David Lillis,<br>Lucy Abbott, Sam Kilduff | 9 &<br>Under | Mixed | 4 x 50m<br>Freestyle | <b>2.26.52</b> | 10.10.15 | <b>2.28.90</b> | 1.02.03  | SwimZone Racing | <b>2</b> | <b>LC</b> |

|  |      |       |                       |                |          |                |          |                   |          |           |
|--|------|-------|-----------------------|----------------|----------|----------------|----------|-------------------|----------|-----------|
| <b>SwimZone Racing</b><br>Sam Kilduff, Lauryn Collins,<br>Pierce Collins, Charlotte More,<br>Alexander Unstead-Joss, Olivia Healey,<br>Aragorn More, Chelsey Edwards | Open | Mixed | 10 x 50m<br>Freestyle | <b>5.05.49</b> | 10.10.15 | <b>5.09.88</b> | 22.03.14 | Capital Swim Club | <b>3</b> | <b>LC</b> |
|--|------|-------|-----------------------|----------------|----------|----------------|----------|-------------------|----------|-----------|

**NZ Records** (Nil)

**Paralympic Records** (Nil)

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