

**MINUTES OF MEETING OF RAUMATI SWIMMING CLUB BOARD  
HELD AT THE MEETING ROOM, COASTLANDS AQUATIC CENTRE  
WEDNESDAY 10<sup>th</sup> May 2017**

**PRESENT:** CHRIS LITTEN (Chair) MARCO CECIONI  
SCOTT SIMMISS PETER ADAMS  
KIRSTEN JOHNSON DAWN IRELAND-SPICER

**APOLOGIES:** FIONA MORRISON

**IN ATTENDANCE:** JON WINTER

**1. OPENING AND APOLOGIES**

The meeting opened at 715pm.  
Apologies received from Fiona Morrison.  
Board went into committee at 715pm  
Meeting resumed at 733pm

**2. MINUTES & ACTIONS OF MEETING HELD 17 April 2017**

*RESOLVED* *Marco/Scott*  
*THAT THE MINUTES OF MEETINGS BE ADOPTED.*

**3. MATTERS ARISING AND ACTION LIST**

- **Congratulations to the nominees for the awards and the three successful winners – Well done Jon, Stevie and Kirsten!!**
- Communication – Face book page/website/email – bi monthly communication to replace Roar - All
  - Communicate what has been happening for the club re:Div3/2/NAGS
  - Communication of meets –
    - Month out from meeting – entries open, entries closed
    - When meet closed – swimmers entering, parent duties
    - Coaches will communicate targeted meets to parents
    - Post results communication as to how we did
    - Any meets that are outside the box can be communicated on a single basis (i.e. talent id squad)
    - Registration warning for the 30<sup>th</sup> June
    - Racing/swimming – Jon and Fiona
    - Membership – Scott
    - Social - Kirsten
    - Board/club communication in general -
    - Communicate the text alert for members from the pool and how to do it.
    - Website – getting the targeted meets etc up. All organised by Kelly and there are log ins. Once we have agreed and got the updated stars it can go live. Will be communicated to members.
    - FB – Chris and Dawn
      - possibility of moderating the posts – might look sneaky if you disallow free speech. Will not moderate the FB page.
      - Dawn to check out rules of engagement and add to FB. All board members to become admin on the squad page.
      - Focus FB on results of the swimmers and success of the club, not (generally) for info.

- Official comms should be via email and the website. Trial and see how the communication goes.
- Questioning comms – everyone has a role and will review in a few months
- Complaints process –

From Pete on complaints process:

From these points, I would like to recommend that the following is advised to the board and the club members (in alignment with the club principles and policies):

- If a parents/ athletes has concerns about the coaching program, they need to talk with coach or the squad liaison officer as soon as possible to clarify the approach of the program.
- Informing representatives of the Coastal Warriors that their roles are defined by their professional integrity. They are not engaged to resolve issues concerning codes of conduct.
- If they have an issue with a Swimmer, Parent, Spectator not behaving appropriately as stipulated in the SNZ code of conduct they are to report the incident to either the Squad Liaison Officer, or the Chair of the club asap.
- They are requested to not engage in with person or persons directly. They are required to document key details and provide them to Squad Liaison officer or President of the club asap.
- If the incident is impacting them on fulfilling their duties and obligations – they are advised to take whatever measures are reasonable to protect the other athletes and people, within the spirit of the club.
- If they view the incident is undermining the integrity of the athletes and the environment, they are informed to contact the facility management immediately.
- The above must also apply if a parent has a concern about the behaviour of a representative of the club. They must also adhere to the best interests of Athletes, Other Parents, the Club, and its representatives

Useful links:

[SwimNZ Code of Conduct](#)

[SwimNZ Disputes and Disciplinary Policy](#)

[SwimNZ Member Protection Policy](#)

- Ask Demsey to put an online form on the website - Feedback form with a link to a confidential formal complaint process/form. Made aware of the process – if complaint is not dealt with to your satisfaction by the club then it can be forwarded and dealt with by SNZ
- Targetted Meet plan and explanation for all squad members – Jon (see coach section)

#### **4. REPORTS**

**CHAIR:**

- Delighted to be finalist in both Kapiti and Wellington Region Sports Awards – fantastic recognition of the coaching talent, swimming talent and of the volunteer support to make it all happen.
- Following a poolside incident, and ongoing (public) “debate” several matters need to be resolved:
  - appropriate complaints pathway – needs to be clarified and published
  - greater clarity around communication from Board to be address – this an agenda item at this meeting
  - members use of social media – despite a number of gentle reminders, spats and complaints continue to be paid out on Facebook – this an agenda item at this meeting
  - confirming Directors insurance – underway
- Several members have expressed their interest in becoming Board members. The Board appreciates all the support it receives. It’s been decided, that the better course of action, is for those people to stand at the AGM later this year.

**RESOLVED**

**THAT THE CHAIRS REPORT BE ADOPTED.**

*Dawn/Scott*

**TREASURER:**

**NZCT**

- Related to the coach and admin grant of \$25,000 for Jan to July 2016
- NZCT have been provided with Westpac and IRD statement of accounts and were unable to reconcile which has now been passed to our accountants to resolve as it is preventing us from applying for any further grants. LowTax have confirmed correct payments to IRD and employees and details passed to NZCT for sign off. NZCT have signed off and all official.

**NZ Short Course Accommodation**

- ANZAC Court motel paid 20% deposit of \$1,638 of total \$8,190 for 5 units over 6 nights to sleep maximum of 15 people per night.

**Grants**

- Mazda application for stopwatches was not successful.
- NZ Racing Board application for NZ Short Course October 2017 for coach flights, accommodation and car hire being submitted at next round in July.

**On the Horizon**

- Swim Wellington Relays Teams x \$25 per team
- Prize giving and trophy engraving in the region of \$1,000
- Budget preparation for 2017-18

*RESOLVED*

*THAT THE TREASURER'S REPORT BE ADOPTED.*

**COACH LIASION / POOLSIDE:**

Wellington Relay Champs 20th May NAENAE - Selected  
Capital SC Medley - 27th May WRAC - FULL CLUB  
Pirates Sig 24th June - FULL CLUB  
WGTN Long Dist CAC 1st July - 12yrs+  
Kiwi West Carnival 9 July - FREYBERG - FULL CLUB  
Manawatu Winters 22/23 July - FREYBERG - FULL CLUB  
Raptors Meet 12 August - CAC - FULL CLUB \*\*\*Priority\*\*\*  
Palmy North Carnival 27th August - FREYBERG - FULL CLUB  
Wellington Short Course Champs 2/3 Sept and 9/10 Sept  
NZ Secondary Schools 15th September  
NZ SC Champs 3 October - Owen Glenn - Qualifying Times.  
RSC Club champs Tuesday 30<sup>th</sup> Jan 2018

Action for Jon – qualify whether the palmy meet is a last chance for Short course

Parent Evening next Wednesday (17<sup>th</sup> May, 2017 4-6pm) 6-630 team building and dinner with the seniors. 4-5 Juniors and 5-630 for the seniors. With an extra open junior session Tuesday 6-730.

**New anti slip surface on the blocks for the swimming**

**Officials – Dommy is qualified and Dawn and Michelle are awaiting testing.**

**TUESDAY NIGHT:**

### Learn to Swim/Compete Programme

- Term 2 recommenced Tuesday, 2 May and finishes up on Tuesday, 4 July (10 week term).
- So far 7 assessments have taken place/due to take place next week.
- As at the date of this report, expected registrations are around 25/30 Programmes Pool and 41/52 Main Pool.
- Fun Race Meet set for this Term on the last session, Tuesday, 4 July.

### Coaches

- I wish to further acknowledge Ruth Ward's (Main Pool instructor) fantastic recent achievement at the World Master Games gaining a silver in the 5km Open Water race - way to go Ruth!
- Mia Galbraith (ex squad swimmer) has joined us as cover for Kelly Marshall for the month of May and then she will move into the Programmes Pool to take over from Leila Phipps-Thomas who has withdrawn and help cover Sue Wills' absence in August for some weeks.
- Emma Cody, experienced coach has approached the Club about Tuesday Night instructing after seeing our advert at Pak n Save. She is currently completing her PHD in landslides. Emma has also spoken with Jon. Emma attended first session to observe and had lots of questions about the programme. I discussed with her the Tuesday Night Instructor Coordinator role. I have emailed her with further details of this paid role (\$17.00 per hour, capped at 3 hours per week).

To recap the role involves assessment of swimmers for appropriate class placement, be first point of contact for coaches, swimmers and parent liaison, and most importantly, provide poolside support, mentoring and supervision of our wonderful team of coaches. Marco has confirmed this intended payment is still achievable by the Club. Emma's coaching background summary follows for your information.

- The non-squad instructors received their gift vouchers and were very appreciate of the increase, thank you.

Swam at national level (opens) for several years and swam competitively for 8-9 years in wellington with TSW, Capital and Karori Pirates After finishing swimming at 17 I started coaching with steve at the pirates for 1.5 years mostly focusing on the junior squads and covering the older squads when needed. Also went to swim meets to coach over that period. Did swim teaching with Todd Morton at Easy swim and Lynn Coetzee at Aquazone for 4 years. Then moved to chch and did some swim teaching down there at Kings swim school. Moved to perth and have spent 2 years there as a coach at UWA swim club which recently came 4th in Australia at the National Age champs 2 weeks ago. Coached Junior levels, the university squad, teen squads, was assistant coach with the national squads and with WAIS. Was also responsible for creating level and progression requirements for each squad as well as attend swim meets and created a quarterly fun club night for the junior squads. I also presented and ran some swimming WA conferences for new coaches which basically covered technique, drills squad management, set writing and developing short, medium and long term plans for different squads. I also helped out with a Volunteer program for new refugees into australia.

I have experience teaching fundamental basics including with babies and people with disabilities as well as running an adult squad with the oldest person being 83 years old. Working with WAIS I was also exposed to the training programs of several Olympic athletes and we had fortnightly meetings with their head coach.

*RESOLVED*

### **SOCIAL REPORT:**

Not many RSVP's received to date. Intend to Facebook post and email reminder of event middle of this month.

- The Prize Giving medals and Certificates of Merit have now been ordered (see Grant Applications).
- Cups/trophies recipient list received from Jon. Cups/trophies will be with the engravers week of 9 May. All received other than Keely McKnight (collecting 13/05/17) and the two new donated cups (expecting receipt of these week of 9 May).
- Life members Joan Matson, Henrietta Latham and Heather Newall have been invited to attend. Brent Harvey and family and CAC Representative yet to be invited; suggest by Chris. Is there anyone else we wish to invite - Paul Matson? I've mentioned it to Stew and Deb Neal as I'm hoping that Emma Neal (Tuesday Night Instructor) will attend. Her sister, Sophie Neal, another instructor is attending the Kapiti College Ball. The family like other departed families, are still members until 30 June.
- I have asked the venue what the maximum number of people allowed in the hall is in accordance with the Health & Safety policy. Currently awaiting a response.
- Approach to local supermarket for special deal on ice-creams next on my list to address.
- Invite Gillian and husband, 318 fitness,
- Include all recent help/sponsors on the acknowledgements.

#### **UNIFORM:**

- Dri-fit T-shirts - Further order now received and currently being branded.
- Coloured Caps - Followed up with supplier as to when we can expect to receive new order of 100x black caps, 200x red caps, 50x blue caps and 50x white caps.
- RSC Back Packs - placed order for further x50 back packs with supplier (see Grant Applications) for future allocation to those that qualify and enter Wellington LC and SC Champs for the first time. Intend to brand them as needed. We still have 7 leftover from last order. Allocation will slow down with the departure of HB members.
- Swim Coats - Do we want to promote these again with winter approaching? Nine sold last year in time of Christmas. \$120.00 + \$5.00 extra for name.

#### **5. ANY OTHER BUSINESS**

##### **CLUB GIVING BACK TO THE COMMUNITY**

- The Board at the April meeting agreed in principle with the concept of the Club getting involved in the following. I discussed with Jon who is to give some thought as to what swimming event the Club can hold that is all inclusive of our swimmers, fun and achievable. Will report back in due course with further details for the Board's consideration.
  - the Club getting involved in next year's Youth Quest Walk/Run. A percentage of the sponsorship raised is returned to the Club. A great way of advertising the Club, community support and fundraising.
  - Each year, the Club selects a charity and holds a swim-a-thon or similar raising funds for that charity.
  - Each Xmas, each family makes a food donation to present to local food banks.

##### **GRANT APPLICATIONS**

- Club was successful with their funding application to Pelorus Trust for Prize Giving medals, certificates of merit and back packs.
- However, Club was unsuccessful with Mazda Foundation for 15x Aqualine stopwatches. Linda Milne to look out for another funding organisation we can apply too.
- New Zealand Racing Board application (for funding towards the accommodation and van hireage costs for coach and team manager/s to attend NZ Short Course Champs, AUT Millennium, 3-7 October 2017) is almost complete, next submission deadline is 30 June, with meeting date of 26 July. This particular organisation requires a copy of the board minutes on Club letterhead, certified as true and correct and signed by the Secretary or Chairperson. I will attend to this with Chris.

##### **NOTICEBOARD**

- Recommend instructions on how new members can register their swimmer online via website be included on the noticeboard. Encourages new members to get familiar with the noticeboard, possible attend to the registration whilst waiting for their swimmer or they can take a photo of the instructions.

### **GEAR BAG CAGES**

- Unfortunately the cages are showing signs of rusting already. Found people are dragging the cages with the brakes on causing the silicone wheels to now have a "flat spot". Propose we spray them with anti rust kill to slow down the process and ask membership via Facebook to ensure the brakes are off when moving the cages to reduce further damage.

### **AGM date:**

Wednesday the 2<sup>nd</sup> August. Call for nominations on 10<sup>th</sup> July to be in by the 24<sup>th</sup> July midnight

### **New member's information pack/email**

- Pete discussed getting some ideas for induction packs from other clubs to get ideas.
- Clear on the adhering to code of conduct as set out by SNZ.
- Who we are and what we do

### **Membership**

- Hawkes bay move has been approved and the members are moving to their own club admin etc
- Have had a tidy up of up to date members

### **Outstanding actions:**

- Planning for Signature meet in August- Dawn and Marco
- Planning for GCZ Matson Trophy in July - Dawn
- Giving back to the community - Kirsten
- Website login and revamp - Kelly Sutherland
- Use of the Old Raumati Pool – Kelly Sutherland
- Swimmers yearly log book - Marco
- Coaching plan month ahead so that there is a process to ensure the pool deck is covered..

### **Travel role:**

- Trudi Smith would be keen to discuss the travel role and make it work easier – meeting with Marco, Linda, Jon to discuss the way forward.

### **Winter Camp**

- Specific criteria NAGS qualifier
- Manawatu winter champs as an end to the camp
- Jon and Pete will formulate a plan

### **Summary of the meeting:**

Ongoing to discuss what needs to be communicated to the members every month as the minutes will not be posted until next month when they have been ratified.

With no further business, the meeting concluded at 9pm.