

**Minutes of Swimming Nelson Marlborough  
Meeting held Tuesday 9<sup>th</sup> of August, 2012  
7.00p.m.  
WHK Boardroom, Oxford Street, Richmond**

**Present:** Brent Cheyne, Sue Malthus, Jim Sinner, Hamish Neill, Steve Fryer

**Apologies:** Phil McMath, Jos Pattison, Lynn Anderson

**Observer:** Margaret Young

Selection of Chairperson:

Brent was asked if he would continue to be Chairperson of the Board. Brent advised that he did not wish to continue in this role as he had spent considerable time on this in the last twelve months and felt that he would prefer someone else to take over at this point in time.

Brent also advised that Kay's resignation as Regional Administrator had been received effective from 31<sup>st</sup> August, 2012.

The role of Chairperson was discussed. Steve volunteered to take this role up on a short term basis. Hamish commented that he did not have the time to do this in the short term. (This would fit in with Steve only wanting the role in the short term.)

The considerable amount of time spent on swimming by Brent and Kay was discussed. The difficulty in finding people to take up this workload was also covered. This led to a general discussion on a future possible amalgamation with another region. Brent advised that he did not believe this would be a good path to follow in the next twelve months as all regions were about to negotiate new Constitutions and go through a period of change. It again comes down to parents with swimmers being prepared to step up and take on administrative roles to allow the sport to happen in this region.

**IT WAS MOVED THAT Steve be appointed Chairperson of the Swimming Nelson Marlborough Board.**

**Jim Sinner/Hamish Neill  
Carried**

**Steve asked that Brent continue to chair the current meeting.**

**Confirmation of the Last Minutes:**  
17<sup>th</sup> of July, 2012.

**Brent Cheyne/Hamish Neill  
Carried.**

**Matters Arising:**  
No matters arising.

**Review of Summary of Tasks:**

Brent and Hamish attended the SNZ SGM in Wellington. Brent did contact Sue Suckling prior to the SGM with our region's input into the draft SNZ Constitution.

**Administrator's Report:**

Swimming Nelson Marlborough  
PO Box 165  
Nelson  
Email [secretary@snm.org.nz](mailto:secretary@snm.org.nz)



### Regional Administrator's Report July 13<sup>th</sup> to August 8<sup>th</sup>, 2012.

#### July

Sue Malthus – Lorraine McMath – Don Stanley	Transfer Form Leah Woodford. Approved. To Board Meeting for ratification. New registration. To Brent NZ Swimming Trust Memo. To Board, Clubs and Life Members.
Rebekah Erkens SNZ Kent Stead Gail Pope	NM 2011/12 Membership numbers. Forwarded to Board and Clubs. Proposed SNZ Regulations. To Board members Nayland SC response to SNZ Draft Constitution and minimum numbers clause. To Brent for response.
Gordon Tupper Chris Moller Chris Moller Chris Moller Marge Hocken Don Stanley Kent Stead	Ashburton SC re Lake Hood Open Water event. To Jim and Recorders. Issues arising from SNZ Draft Constitution raised by Brent. Response. Apologies to Brent – admittance of wrongful information. July Contact List – SNZ. To Board, Life Members, Clubs. NZ Swimming Trust – Notice of AGM and Nomination Forms. Forwarded. Feedback on proposed SNZ Regulations. Reminder of final acceptance date. To Board members and Clubs.
Mark O'Connor Fiona Lulham Kaikoura SC Web Widgets Sue Malthus Martyn Newman-Hall Mark O'Connor BJ Spencer	Teleconference Call notice to Regional Chairs. To Brent Nelson South Delegates to SNM AGM. Noted. Apologies from Kaikoura re SNM AGM. Noted. To Brent for processing. Nomination for Jos for SNM Board. Processed. Teleconference information. To Brent Teleconference information from Sue Suckling. To Brent Seeking a reference from SNM in support of a Massey University Academy of Sport Scholarship. A Nelson SC member. To Hamish – research. Awaiting a response.
Gail Pope Tanya Roberts Jim Sinner Swim Waikato SNM Secretary SNM Secretary	Nayland SC Committee number concerns. To Brent Motueka SC Committee details. To Jim for website update. Club committees. Change of Contact details. Noted. Draft Minutes July Board meeting to Board members for perusal. Completion of SNM AGM Annual Report. To Printer. Electronically sent to Board, Life Members and Clubs within the required 7 days prior to SNM AGM. Agenda out. Supporting documents/ Awards Committee Pockets/certificates/Representative pockets. Documents for delegates collated. Belsham Trophy Cup purchased and engraved with name of recipient. Nomination forms, Remit, etc. in folders. Club Annual Reports/Financial Statements/Presidents' Reports prepared for tabling at AGM. Catering organized.
Mark O'Connor Sue Suckling Kent Stead SNM Secretary	Documents from Working Group to Regional Chairs. To Brent. Swimming New Zealand Review information. To Brent. New Swimming New Zealand Regulations. To Board. Summary of SNM AGM Awards Recipients/Pockets/SNZ Certificates etc. To Life Members and Board.
Kent Stead Martyn Newman-Hall Lorraine McMath Shanine Hermsen Lynn Anderson Shanine Hermsen	Swimming New Zealand Future Calendar. To Board and Clubs. Documents from Sue Suckling pre Teleconference call. To Brent/Hamish. Registration of new swimmer. To Brent. South Island Secondary School Championships. Dates. To Brent. Requesting SNM Bank account number. To Brent
Sue Malthus	SNM consideration of hosting SISS Meet in 2013. To Board members for urgent feedback to Brent. SISS Meet feedback

Steve Fryer	SISS Meet feedback.
Hamish Neill	SISS Meet feedback.
Jim Sinner	SISS Meet feedback.
Rebecca Turner	SNZ Olympic Games Team update. Forwarded.
Ivon Clemett.	Will be attending SNM AGM.
Tanya Roberts	Motueka SC Minutes.
Sport Tasman	Newsletter. To Board, Life Members, and Clubs.
Mark O'Connor	Regional Chairs Teleconference information. To Brent/Hamish.
Mark O'Connor	Regional Chairs Teleconference. Notice of day and time. To Brent/Hamish.
Mark O'Connor	Further documentation. To Brent.
SNM Chair	Final position document to Board members for urgent feedback.
Steve Fryer	Feedback
Hamish Neill	Feedback
Jim Sinner	Feedback
Phil McMath	Feedback
Sue Malthus	Feedback.
Julie Price	Governance Workshop details. To Board members and Clubs.
Marge Hocken	Advice of transportation to SNZ SGM Meeting Venue. To Brent and Steve.
Natascha Van Dien	Nelson City Council Long Term Plan Submission SNM. Council's feedback. To Brent.
Murchison SC	Late apologies re SNM AGM.
Mark O'Connor	Letter from Chris Moller re recommendation to convene Working Party from within SNZ, with representation from regions, to review SNZ Constitution adopted at SNZ SGM. To Board members.
North Shore SC	Chantal. Transfer form re Rebecca Hull. Signed off. To Board meeting for ratification.
Lorraine McMath	Transfer. Rebecca Hull.
David Prattley	Swimming Southland. Notice of Meeting. South Island Committee. To Hamish.
Rebecca Turner	SNZ 2013 Australian Youth Olympics Festival Criteria. To Board and Recorders.
Sue Malthus	Possible candidate for SNM Treasurer position.
Hamish Neill	Copied in. South Island Country and Town Meet. Venue discussions.
David Prattley	SIC&T Meet Flier etc., to Club Recorders.
David Prattley	SIC&T Meet Flier. Resent, this time with correct TM File. To Recorders.
Mark O'Connor	Nominations request for the inaugural Appointments Panel. To SNM Board.
Kent Stead	2013 National Competitions Booklet. To Board and Clubs.
Swim Otago	Early Bird Meet. To Recorders.
Swimming Levin	Betty McIntyre requesting Levin Swimming Club Centenary details placement on our website. To Jim and Recorders.
<b><u>August</u></b>	
Web Widgets	To Brent for processing.
Nelson SC	Transfer Libby Neill. Signed off. To Board meeting for ratification.
Nelson South SC	Transfer. Jessica Roper to Karori Pirates. Processed. To Board meeting for ratification.
Henrietta Latham	Information re nominations for the inaugural Appointments Panel. To Board.
Mark Berge	Comments – clarification of nominations process. Attributes required of applicants. To Brent.
Mark O'Connor	Voting process and authority clarification. To Brent.
Hamish Neill	SISSC&T Budget information.
Mark O'Connor	Update. SNZ Resolution signed by Sue Suckling regarding club membership numbers under new SNZ Constitution. Minimum number of 50. To Brent.
Martyn Newman-Hall	Documents related to nominations of inaugural Appointments Panel. To Brent.
Mark O'Connor	SNZ Resolution re Membership numbers. To Brent and Board.
SNM Secretary	Various emails regarding date of first SNM Board meeting.
Martyn Newman-Hall	Agenda out to all for 9 <sup>th</sup> August Board meeting. Applications invited for Directors of Swimming New Zealand Board. To Board, Life Members.
Sport Tasman	Mini Olympics Day. To Life Members, Board and Clubs.
Stephen Ross	Wanganui Swimming Club re Nominations Appointments Panel. To Brent.
Henrietta Latham	Nominations for Appointments Panel. To Brent
Nelson SC	Transfer Sarah Kate Birkett. Signed off. To Board meeting for ratification.
Swim Otago	Winters Flier/Events File. To Recorders.

Margaret Young                      Requesting copy of SNM Annual Report. Copies were already emailed out to Life Members, Board members and Clubs 7 days prior to SNM AGM. Hard copies also posted out. Margaret advised.

Various emails regarding Transfer forms between clubs, Jim and myself. Cross communications. Have left this with Jim as Registrar to communicate with Swimming New Zealand to seek clarity on a couple of points. Jim will report back to the Board.

SNM Secretary                      102<sup>nd</sup> Annual General Meeting Minutes out to Board initially for perusal. Inclusion of acknowledgement of Brent's leadership abilities requested by Jim. Amendments made as requested.

Phil McMath                      Apologies for 9 August Board meeting. Noted.

Jim Sinner                      Registrar's Report.

Steve Fryer                      Comment re origins of SNM Transfer form.

Rita Merriman                      Sports Awards – Nominations. To Board, Life Members, Clubs.

Sue Malthus                      Waimea SC Minutes.

SNM Secretary                      102<sup>nd</sup> SNM AGM Draft Minutes out to Life Members and Clubs.

Karen Nixon                      Swimming Bay of Plenty. Short Course Winter Championships. To Jim/Recorders.

Rebecca Turner                      Best wishes to SNZ 2012 US Opens Team and also to Junior Pan Pac's Team.

Mark O'Connor                      SNZ website references given to allow accessibility to SNZ team achievements.

Relay Team publication. To Life Members, Board and Clubs.

Letter of Resignation – Regional Administrator's role. To Board.

Kay Cheyne  
Regional Administrator  
Swimming Nelson Marlborough.

IT WAS MOVED that the Administrator's Report be accepted.

**Brent Cheyne/Hamish Neill  
Carried**

**Treasurer's Report:**  
No report.

## **Registrar's Report to Swimming Nelson Marlborough**

### **1. Winter Meet**

Arrangements for the Winter Meet are on track, with entries due tonight. Ben Knight is not available to help with the timing gear on 18-19 August, so I am hoping to run the timing gear myself with Lorraine operating the recorder's computer. We will run Meet Mobile again this meet, and I will send an email prior to the meet advising families how to access it on their smartphones.

### **2. Transfer form**

Both Kay and I have had correspondence with clubs about the Transfer Form (attached), and I have realised that the form is ambiguous about a couple of points.

I cannot find anything in the SNM Constitution, or the old or new SNZ constitution, that provides guidance on the details required for a transfer except for confirming the swimmer doesn't owe any money to their existing club.

The first question relates to the "Registration ID" requested on the form and whether this is the Swimmer ID used in swim meets (which includes the club, swimmers initials and date of birth) or the SNZ Zeus database ID number. My understanding is that this refers to the swimmer ID (from Team Manager), because that actually includes the date of birth, and we don't need the SNZ number to execute a transfer.

The second question relates to whether the birth certificate needs to be sighted. I've assumed that this was optional, and that either a Yes or No answer was acceptable. I'm not aware of any rule that requires it to be produced, and clubs can sign up new swimmers without seeing a birth certificate and get them registered with SNZ, so it would seem odd to require it for a transfer.

I have sent an email to Rebecca Erkens (membership coordinator) at SNZ to seek advice on these issues. In the meantime, I suggest that we ask clubs to provide the Swimmer ID and to not require that the birth certificate be sighted. Once these are confirmed by SNZ (or they indicate that it is up to regions to design their own forms), I will prepare and distribute a revised form.

**SNM Records**

The times listed below are faster than existing SNM records.

*I recommend* that the times listed below be confirmed as SNM records.

**Times faster than SNM Records since last report**

Event	LC/ SC	Age	M/ F	New time	Swimmer	Club	Previous record holder
<b>BSC Meet 14 July 2012</b>							
100 Breast	SC	14	F	1:14.80	Sara Gane	Blenheim	Standard
50 Back	SC	16	F	32.40	Grace Woodall	Nelson South	Hannah Saunders SNM Winter Meet 2002
50 Free	SC	12	M	28.30	Sam McKenzie	Nelson	Standard
50 Back	SC	12	M	14:24.00	Sam McKenzie	Nelson	Joel Wiechern at SNM Age Groups 2004
<b>Nelson South Opening Meet 4-August-2012</b>							
100 I.M.	SC	15	M	1:04.55	William Z. Borrell	Nelson	Angus Boyle at Aquagym 2007

Jim Sinner  
SNM Registrar

**IT WAS MOVED that the records above be ratified.**

**Jim Sinner/Hamish Neill  
Carried**

Updated April 2012

**Application to Transfer Club or Region**

***[Note: An updated form was tabled and approved at the meeting, and is now available on the SNM website. Do not use this form.]***

To be completed by the club the member is transferring from:

Members Name:		Registration ID: _____
Birth certificate has / has not been sighted (delete one)		
Competitive Member    yes / no	Last registration paid 20__ / 20__ year	
Club:		
Signature _____ Club Secretary <i>I certify the member has fulfilled their financial and other obligations to our club and we have no objections to the transfer.</i>	Print Name:	Date

To be completed by the club the member is transferring to:

Club:	Print
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Rebecca Hull from North Shore SC to Blenheim SC  
Sarah Kate Berkett from Sun Devils to Nelson SC  
Jessica Roper from Nelson South SC to Karori Pirates SC  
Libby Neill from Nelson SC to Nelson South SC

**Jim Sinner/Steve Fryer  
Carried.**

**IT WAS MOVED that the Registrar's Report be accepted.**

**Jim Sinner/Hamish Neill  
Carried**

**Publicity/Communications Report**

No report.

**Funding Report:**

No report.

**Technical/Coaching:**

No report.

**Events:**

No report.

**General Business:**

**Nomination to Appointments Panel – SNZ:**

Brent advised that he had approached Jim Swanson from Auckland to determine if he would be prepared to be nominated for the Appointments Panel. After giving it consideration, Jim has decided that he does not wish to be part of this and will be focusing his energy at club level. The Board did not come up with any other nominations.

**Treasurer's Position:**

The Treasurer's position and role was discussed. Sue had raised the question as to whether a student could take on this role. Brent commented that the Treasurer has their own "old" laptop which has accounting software covering both a cash book and debtors system. After discussion, it was agreed that it would probably not be appropriate for a student to take this role on. It was agreed that the Board liaison members would go back to their clubs and ask if anyone would be interested in taking on this role.

**Regional Administrator's Position:**

This position was also discussed. Brent pointed out that this was a demanding and time-consuming role. This position has a token payment with it which covers expenses. Internet costs are covered. The question was also asked as to whether a student could take on this role and be paid. Brent commented that it is probably more appropriate that a parent with a swimmer steps up and takes on this position. Margaret commented that the Administrator has to deal with Swimming New Zealand, Regions, Clubs, and at times, demanding parents. It was agreed that this position would not be handled by a student. It was agreed that the Board liaison members would go back to their clubs and ask if anyone would be interested in taking on this role.

It was agreed that clubs should be advised that if these key positions are not filled, then options would be to amalgamate with another region, or to increase the entry fees significantly to make these positions paid positions.

**Technical Committee:**

It was agreed that we increase the membership of the Technical Committee to its maximum of four. It is hoped that, by maximizing the number on the Technical Committee, this will increase the number of officials qualifying in our region, including the position of Referee. Steve commented that there are two people who should become qualified Referees in the short term.

**IT WAS MOVED that Andrew McFarlane be invited to join the Technical Committee and that Steve invite Brian McQuirk to join the Technical Committee.**

**Brent Cheyne/Hamish Neill**

**Carried.**

It was agreed that we would defer who the Convenor of the Technical Committee will be until the next meeting when we would have received responses from both Andrew and Brian.

**South Island Secondary School Championships:**

We have confirmed that we will host the SISS Championships in 2013 in Blenheim. We have been offered a very reasonable quote for the pool hire which makes this meet possible. It was agreed that the sub-committee set up to run the SI Championships should also manage this meet. Brent did raise the point that having the two South Island Meets so close together may mean that some swimmers may choose which meet they attend, potentially reducing numbers at both meets.

**South Island Championships Planning:**

It was agreed that Board members would liaise with their clubs to determine members of a sub-committee to manage the running of the South Island Championships and the South Island Secondary School Championships.

We want to run these two meets well to showcase the new Blenheim Swimming Pool complex which will ensure future swimming meets here.

**South Island Country and Town Championships:**

Hamish commented that we will be informed by David Prattley of Southland whether we will have this Meet for 2013 (if Timaru are unable to host this). By rotation, it would ordinarily mean we would be hosting this in 2014.

**Board Time:**

**Venue for Future Meetings:**

It was agreed that, at least in the short term, meetings would be held at WHK Boardroom, Oxford Street, Richmond.

**SNM AGM Draft Minutes:**

**IT WAS MOVED that the 2012 Draft SNM AGM Minutes be provisionally accepted, allowing these to be placed on the Swimming Nelson Marlborough website.**

**Steve Fryer/Jim Sinner  
Carried**

The meeting closed at 8.30p.m.

**The date and time of the next SNM Board Meeting is to be advised.**



## **SUMMARY OF TASKS:**

Hamish to collate ideas from coaches on the setting up of a Coaches Forum.

Swimming Camp for Murchison, Kaikoura and Golden Bay to be organized for early summer.

Jos and Hamish to contact Councillor Rainey regarding MOU between NCC/TDC.

Board members to approach their clubs to attempt to fill the roles of Regional Administrator and Treasurer.

Board members to approach their clubs to determine volunteers willing to be part of the SI Championship and SI SS Championships organising committee.

Steve to approach Andrew McFarlane and Brian McGuirk inviting to the Technical Committee.

Jim to advise Blenheim SC that the Board has approved preferential sponsorship for the South Island Meets to SNM Winter Meet sponsors.