

SWIMMING NELSON MARLBOROUGH INC.

MINUTES OF SNM MANAGEMENT COMMITTEE MEETING

7.30 pm Tuesday 6 December 2016
Nelson

Present: Steve Fryer, Steve Fox (until 9.20), Mandy Thomas, Mandy Bishop, Melinda Baigent, Margaret Young, Jos Pattison, Jim Sinner, Hamish Neill, Susie Foster

1. APOLOGIES: Lorraine, Steve Malthus Hamish/Jim/*carried*
2. STRATEGIC PLAN/KPI IMPLEMENTATION- KPI 4
Mandy led a review and discussion of the progress on implementing KPI 4. Results and action are set out in the appendix to these minutes.
3. CONFIRMATION OF MINUTES (8 November)
Moved that the minutes be amended to remove three motions to apply for grants, and then approved as a true and correct record Jim/Hamish/*carried*
4. MATTERS ARISING AND TASKS
 - Steve has confirmed that Kirsty will be Meet Director for SNM LC champs, Lesley Huckins will also be coming so officials seeking further qualifications can use this opportunity. Ask Kirsty to send out a note to officials.
 - Photos of Nayland Park club assets – Steve Fryer will meet with Jim to download
 - Kirsty can track the officials T-shirts on her database. Record who receives a T-shirt.
 - Term deposit done. Still need to do call account for Fryer Cup.
 - Mounting for starter blocks at RAC: In progress, still trying to catch up with Vaughan Hope to confirm cost share.
 - Mounting for starter blocks at Nayland completed: will be used this weekend.
 - Have considered number of meets and decided not to add any more regional meets (other than potential primary schools meet), still need to review profit sharing.
 - Call for new trophies for SC champs: done. Received offers from Lorraine, Mark Lile, Mandy B. One more set needed. Call again after NM summer champs.
 - Insurance claim: needs details. Susie to call Phil.
 - SNM events: Gazebos organised, Hampden St sound system inadequate, Mandy T to inquire about Brightwater. Jim to follow up with Lorraine re sponsorship forms and send to clubs.
 - SI Masters: Mandy T chatted to Tasman Gold member and she is going to gauge whether there is any interest. Not expecting much. [Note: In General Business, the committee decided not to participate in the SI Masters Games, so Mandy could perhaps communicate this to Tasman Gold member.]
 - SNZ Teleconference – letter written and response received from SNZ Chair (Bruce Cotterill). They intend to resurrect communications in Feb 2017. Hamish will be in touch again in Feb.
 - Glen Findlay and Andy Adair have met and are meeting regularly.

5. SECRETARY REPORT

Moved to accept the recommendation that relevant club updates be reported to the Management Committee by liaison members and adopt the Secretary report Susie/Mandy/*carried*

6. TREASURER REPORT

Winter meet reconciliation finalised:

Moved to approve payment of \$2187.85 to Blenheim Swimming Club Susie/Jim/*carried*

Moved to approve the following payments:

Ribbons and Rosettes \$707.81

Acute promo (lanyards) \$132.25

Medals Plus \$2914.56 (to be paid in 2 instalments)

Susie/Jim/*carried*

7. REGISTRAR REPORT/MEETS MANAGEMENT

- Decathlon

There was an error in the closing time and may be two more older swimmers interested in entering. But still not really enough competitors to make it worthwhile, and difficult to get enough officials.

Moved to postpone the decathlon until after New Year for more discussion of a suitable date

Steve Fryer/Hamish/*carried*

Jim and Hamish to discuss a new date.

- SI Masters

See notes from task list review.

Moved to decline the invitation to host swimming for SI Masters 2017 Jim/Steve Fryer/*carried*

Moved to adopt the Registrars report and confirm the following record:

2016 Aquagym Challenge 28-30 Oct 2016

400 IM SC 13 F 5:16.49 Bree Anderson TASNM

Jim/Susie/*carried*

8. PUBLICITY/COMMUNICATION REPORT

Caitlyn Delaney – Junior Sportswoman of the year

Send a letter to Caitlyn congratulating her on her award and wishing her well for her scholarship to University of California in San Diego.

9. FUNDING REPORT

Will apply to Pub Charities for piccolo scoreboard.

Hamish to follow up to obtain a quote for summer meet.

Moved to apply to Air Rescue Service Ltd for a grant of \$3307.50 to cover the costs for pool hire for the Nelson Marlborough Long Course champs Melinda/Steve Fox/*carried*

Melinda, for Tasman SC, asked about possibility of hosting the summer champs, just as Blenheim hosts the SC champs, and Nelson South hosts the C&T champs. View was expressed that current system does not give equal opportunity to all clubs. Hamish and Susie will investigate options and make some suggestions on profit sharing. This will not change for the 2017 summer meet. Any changes will be applied as of next year.

10. SNZ LIAISON REPORT

See comments under task list.

11. TECHNICAL

Good to see new IOTs coming through from Nelson South and Blenheim. Tasman will be encouraging more parents to start training as officials this weekend.

Mandy T to contact Kirsty Rukuwai to get an updated list of officials and their qualifications. Other clubs wanting to organise officials for a meet can also contact Kirsty at technical@snm.org.nz.

12. COACHING REPORT

No further report.

13. GENERAL BUSINESS

- Plant room tour

Done last week. Mandy T, Steve Fox, Steve Fryer attended. Very informative about differences between old and new system. Vaughn offered to organise another tour for Jos and up to 2 others. Planning on extending the new filtration system to the wave pool and eventually to the LTS.

Jos noted that we now need to consider how any increases in fees are distributed across users: they should be spread across all stakeholders (including contribution from TDC). TDC paid for the system. CLM pays for operating costs. Find out what other users pay and what the operating costs are. Hamish to ask Jude Vincent about lane hire, Jos will follow up with Underwater Hockey.

- Trophy criteria for LC Champs

Feedback received from donors was circulated and discussed.

Issues:

- Change the point systems for all the cups
- Determine the event criteria for younger age group trophies

Options were discussed but we are still waiting for feedback from clubs and coaches. Follow up discussion then; may seek decision by email so it can be implemented for the LC Champs in February. Margaret Young interested in being involved.

- Touchpads policy

Jim circulated suggested updates to the touchpads policy. Invite Steve Fox and Phil McMath to prepare written procedures on how to take care of touchpads. Also need procedures for proper

Moved to adopt the updated Policy, as shown in Appendix 2, noting than an appendix should be added with a description of proper handling and care procedures Jim/Hamish/*carried*

Moved to recommend that the Board adopt the policy as a standing order

Steve Fryer/Hamish/*carried*

Steve will talk to Phil tomorrow about getting procedures done.

- SNM Swimmers Fund

Margaret Young and Jos have discussed some proposed amendments to the Standing Order and suggestions for the awards badges. Changes will need to be approved by the SNM Board.

NEXT MEETING OF MANAGEMENT COMMITTEE – 10 January 2017, 7:30 pm

Agenda items:

Meeting closed at 10.04 pm

Introduction

SNM has, on indefinite loan from Swim Canterbury West Coast, a set of 10 Omega touchpads. We have also purchased Quantum timing gear and software to operate the touchpads, funded by a \$20,000 grant from Canterbury Community Trust and about \$1500 from SNM funds. SNM has insured the gear at a cost of about \$1000 per year. SNM also owns a Daktronics Start Box that is often used by clubs. In addition, SNM and each club that wishes to use the timing gear will need to obtain the appropriate Meet Manager licenses.

Insurance

The timing gear is insured with AMP for \$60,000. Standard excess is \$500. For burglary it is \$1000 and theft, \$2500. For natural disasters, excess is 5% of material damage with a minimum claim of \$5000.

Policies

To provide for on-going operation and maintenance of the timing gear, SNM has established the following procedures, requirements for use by clubs.

1) SNM will appoint a member of the Board or Management Committee as Equipment Coordinator to oversee use and maintenance of the timing gear and other equipment.

~~1)2)~~ The timing gear may be hired-used by any swimming club affiliated to Swimming Nelson Marlborough. The gear may not be used by any entity or person not affiliated to SNM as the insurance will not be valid.

~~2)3)~~ Decisions on use of the gear shall be made by the SNM Board or such person or committee designated by the Board.

~~3)4)~~ Clubs wishing to use the gear shall sign an agreement specifying that the club agrees to:

a) ~~Request use of the timing gear through the SNM Secretary at least two weeks prior to the meet at which it will be used. The Board will respond within 7 days. Make sure that the SNM Equipment Manager is aware of the gear's whereabouts at all times that the gear is under the club's responsibility and promptly return it to SNM if requested by the Equipment Manager.~~

~~b) Pay SNM \$0.50 per entry for the use of the timing gear for each meet at which the gear is used.~~

~~e)b)~~ Report any loss or damage to the SNM Secretary and President Chairman as soon as it is discovered.

~~d)c)~~ Pay any and all insurance excesses and all other costs not covered by SNM insurance to rectify any loss or damage to the gear while it is being used, transported or stored under the responsibility of the club.

~~e)d)~~ Obtain and maintain valid software licenses to operate Meet Manager in conjunction with the timing gear.

~~f)e)~~ Designate, and advise SNM of, a club member who will be responsible for ensuring proper care of the gear during installation in the pool, use and dismantling (including washing down and drying all gear after use), and for communication with the SNM Equipment Coordinator.

f) Arrange for safe transport and storage of the gear to the satisfaction of the Board.

~~4)5)~~ Agreements by clubs shall be renewed annually or more often when there is a change in the club member responsible for care of the gear.

Agreement

The _____ Swimming Club agrees to adhere to this policy including payments as specified in clause 3 above, by resolution passed at a club committee meeting on _____.

The following club member, _____ (insert name) _____, will be responsible for ensuring proper care of the gear during installation in the pool, use and dismantling (including washing down and drying all gear after use), and for communication with the SNM Equipment Coordinator.

Signed _____ Date _____

Name _____ Position _____