

What: Swimming Counties Manukau Association (SCMA) – General Board Meeting

**Date:** Sunday 27 June, 2021 @ 2.00pm

Venue: Emiel Logan's House

## **Minutes**

## **Present:**

Debra Mahony (DM) – Chairperson, Dave Beattie (DB), Emiel Logan (EL), Anthony Chaney (AC), Sandra Sutcliffe (SS)

Apologies: Keri Doidge (KD) Alastair Bates (AB)

Decisions and action points	By whom	Due on or update provided by
Minute taker: Sandra Sutcliffe		
Minutes from Previous Meeting:		
Action Points from Previous Meeting:		
1. Health & Safety – dealt with in GB		
2 Police Vetting – dealt with in GB		
3. St George Shield – dealt with in GB		
4. Dio: Pool survey – Completed		
5. Prize Giving – dealt with in GB		
6. Hire Template SCM equipment – dealt with in GB		
Errors and Omissions:		
Next meeting corrected to 27 June 2pm		
Previous Minutes Passed as True and Correct	Moved AC, EL seconder	
Correspondence In:		
1. SNZ –17 Transfers authorised		
2. SNZ –Registration Invoices		
3. Trophy Nominations and Forms		
4. MAN,HPK,PUK,FST – Waiver Forms		
5. MAN,HPK-Service Awards		
6. PUK-Official Exams		
7. Dio Pool Survey		

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Decis	ions and action points	By whom	Due on or update provided by
8.	Insurance Renewal		
9.	SNZ Designated Meets		
10.	SNZ Registration Fees		
11.	SNZ –Unfinancial Members		
12.	SNZ Membership Rollover		
13.	MAN,HPK,PUK,PPT,PPK-Meet Requests		
14.	PUK,HPK,FST,MAN-AGM Paperwork received		
15.	PPT-Minutes, Presidents		
16.	PPK-Minutes, Financials, Committee, Presidents		
17.	SCM Technical –Annual Report		
	espondence Out:		
1.	All emails from Board/General/Clubs/SNZ		
2.	SNZ –Freestyler		
3.	SNZ- regional call		
4.	SNZ Designated Meets		
5.	SNZ –Membership Rollover		
6.	SNZ –My Togs App		
7.	Clubs-Registration Fees		
8.	Clubs-Club Registration Invoices		
9.	Draft Club Secretaries		
10.	Technical Officials 2021 Secondary School		
11.	PUK-IOT Forum		
12.	Insurance Renewal Sent		
13.	MAN Meet-Paperwork		
14.	Anthony-Prize giving Certificate Draft SNZ-SCM Police Vetted Members		
15. 16.			
	Weymouth Cosmopolitan Club -arrangements		
17. 18.	Prize giving Nominations and closing date		
18. 19.	St George Flyer and Prize giving Notice Trophy Plus-Award recipients		
19. 20.	SCM Board Minutes		
20.	SCM Record updates		
22.	PUK- Record Certificates		
23.	Results, Photos –Division 11 Competition		
24.	NZ Records and Para Record Holders		
25.	Diol Pool Survey—SNZ		
26.	SCM Senior Meet Poster		
27.	Congratulations Letter Andrew Jeffcoat –NZ Open Record		

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28.	SCM Prize giving Agenda		
29.	Clubs-Prize giving Finalists		
30. 31.	Clubs-AGM Notice Clubs-Paperwork required AGM		
32.	Clubs-AGM Paperwork Waiver Form		
33.	Clubs –Service awards and nomination forms		
34.	Clubs-UnFinancial Members SNZ Database		
35.	Crown Badges-Referee Badges x 2		
36.	PUK-Record Certificate		
Corre	spondence In/Out Approved:	Moved EL, DB seconder	
Admi	nistrator's Report:		
	Regional Officials' Assessments: 2		
	PUK-Jill Forbes –Timekeeper		
	PUK-Melanie Varga-Timekeeper		
	National Officials' Assessments: 0		
	Registrations: # 806 SNZ FINAL Return -As attached FYR 2020 #902, down 10%		
	Regional Records: 2		
	Andrew Jeffcoat PUK OPEN 50 Back & 17 &O 50 Back		
	NZ Records: 1		
	Andrew Jeffcoat PUK OPEN 50 Back		
	Race Records : 0		
Trans	sfers: 17		
Trans	sfers – Inter Club: 10		
	E Harkness –PUK-FST		
	R Burns-FST-PUK		
	K Montgomery –FST-PUK		
	A Roman-FST-PUK		
	I Roman-FST-PUK		
	M Tongalea-PPK-MAN		







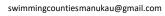


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H Dunn-PUK-PPK K Dunn-PUK-PPK T Ramanui-PPT-MAN Y Wong-See-PPT-PUK  Transfers – Inter Region In: 4  L Katongo –Magic NZ-PUK E Litten-Raumati-PUK L Joint-Rotondo-TBSS-PUK E Joint-Rotondo-TBSS-PUK Transfers - Inter Region Out: 2  J Kelly-HPK-Mt Wellington	m update provided by
T Ramanui-PPT-MAN Y Wong-See-PPT-PUK  Transfers – Inter Region In: 4  L Katongo –Magic NZ-PUK E Litten-Raumati-PUK L Joint-Rotondo-TBSS-PUK E Joint-Rotondo-TBSS-PUK Transfers - Inter Region Out: 2	
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Transfers - Inter Region Out: 2	
-	
I Kally-HPK-Mt Wallington	
J Kelly-ITEK-IVIL Wellington	
S Hunter-FST –St Peters	
Volunteers / Officials: 1 S Brears – United-PUK	
Administrator's Report Approved: Moved AC, EL	. seconder
Financial Report:	
Closing balances: \$41,071.74	
Cheque: \$12,528.27	
Investment 80 : \$10,083.18	
Savings: \$15,881.74	
Travel-Development Fund \$2578.55	
\$10,00000 transferred from Savings to pay for balance of	
timing system until GST Return is received	
Funding Applications:	
1. Travel Levy waiver to clubs expired 30.06.2021, remain in	Defer to
place to AGM	AGM
<ol> <li>Levy for SCM events to be maintained</li> <li>Financial Assistance Policy to be reviewed, defer to AGM</li> </ol>	



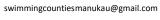






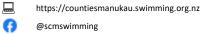


Decisions and action points	By whom	Due on or update provided by
		Defer to AGM
Funding Applications Received:  1. NZCT Omega Automatic Timing-Paid in Full  a. ETA of arrival?  b. Storage & Insurance – timeframe for next meeting  c. Store Shed PPT – ongoing, follow up on timeframe for next meeting	KD DB, Cindy Hickmott (CH)	Next Meeting
Resolution for SCM Admin to apply for funding:  a. Full pool hire rental for SCM Junior Champs in October to Pub Charity	Moved DB, AC Seconder	
Financial report adopted	Moved EL, AC Seconder	
\$2.9K receivables, SCM Admin to follow up to provide for next meeting all Club Registration Invoices for 2021-2022 year	SCM Admin	Next meeting
SNZ Business:		
<ul> <li>Designated &amp; Development Meets Policy 7 received – dealt with in GB</li> <li>SCM Admin to email confirmed dates to SNZ by 30.06.2021-Done</li> </ul>	SCM Admin	Done
Health & Safety:		
<ul> <li>The Incident report completed.</li> <li>AC needed a recent RAMS</li> <li>RAMS for SC Series; Junior Champs; 2021: Age Groups received.</li> <li>DB – email St George &amp; Senior SC Champs RAMS to AC then AC will complete a Health &amp; Safety final draft</li> <li>To be signed off via email to Board</li> </ul>	DB AC	
Board Strategic Plan		Defer to
Board member to be assigned to work through the next steps		AGM
Sub-Committee Reports		
Awards S-C:		
Successful prizegiving, well received by members & clubs who attended	DM, SCM Admin	











Decisions and action points	By whom	Due on or update provided by
<ul> <li>Presentation of awards completed before food ready – well received by members, recommend for future prize giving</li> <li>Trophy Engraving – only invoice outstanding</li> <li>Referee badges handed out. 2 more to be ordered – Marta Van der Veen (missed off original order) &amp; Tracy Adams</li> </ul>		
<b>Technical &amp; Events S-C:</b> Next meeting planned Wednesday 30.06.2021		
Request for IOT forum:		
<ul> <li>3 July postponed due to several members wanting to attend yet already committed to WKT SC Meet same weekend.</li> <li>PSC rescheduling forum date.</li> </ul>		
Storage Shed		
Awaiting completing of work	CH, MV	
St George Shield		
Successful meet		
Interviews with Senior Swimmers well received		
Upcoming SCM Meets		
SCM Senior SC Champs Meet @ Dio Pool, Epsom – 10/07: 12-7pm;		
11/07: 9.00am – 5.00 pm		
Duty Clubs: Saturday – PUK, Sunday - HPK     As after day: 0 slybs / 20 swings and		
As of today: 9 clubs / 29 swimmers     As a sert Section plan 8 cita layout		
AB to sort Seating plan & site layout      Marchalling internally turn and had benches		
Marshalling internally – turn end back benches     Favingent to collect.		
<ul> <li>Equipment to collect:</li> <li>SCM: Tiger tales, cones, lane number blocks</li> </ul>	AB	
<ul><li>PSC: 8 x BSL, 15-mtr cones, urn</li><li>V. School: 8 x Bins</li></ul>		
	СН	
<ul> <li>Portable PA System</li> <li>Can use Foyer for Officials breaks</li> </ul>	DB, MV	
AB sorting portable vacuum cleaner	SS	
Request for Officials document – DB to send out to clubs	DB	
<ul> <li>6 Hi-Vis Vests for Photographers, 1 x CF TK, 2 x Marshalls</li> </ul>	4.5	
<ul> <li>Cash Prizes – DM to organise cash prizes &amp; to be reimbursed from</li> </ul>	AB	
SCM Admin	DB DB	
Communication to clubs:	DM, SCM Admin	
Limited seating capacity	Divi, Scivi Adillili	
<ul> <li>All to come prepared – no shops close to purchase food / drinks</li> </ul>	DB, MV	
No Food allowed pool deck		

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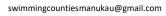


Page 6

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<ul> <li>Official assessments – Gavin Ion (GI) confirmed attending SCM Senior SC Champs to do assessment chats:         <ul> <li>NAT IOT: Julie Watts PUK</li> <li>REG JOS: Tracy Adams PUK</li> <li>REG START: Vanessa Burns, Kim Hyland-Mills PUK</li> </ul> </li> <li>SCM Junior SC Champs Meet @ Dio Pool, Epsom – 02/10: 12-7pm; 03/10: 9.00am – 5.00 pm</li> <li>TD: Sandra Sutcliffe, Derek Mills Assist</li> <li>SC to update poster dates, venue; to be confirmed before adding to website</li> </ul> <li>Publicity and Communications S-C:</li>	АВ	
No report received		
General Business:		
SCM AGM Date & Venue 2021		
Confirmed Franklin Club, Pukekohe 29 <sup>th</sup> August 2.00 pm  Resolution for AGM to be sent out to clubs to consider for voting at AGM	АВ	Next meeting
Survey Dio Pool		
Survey completed and approved by SNZ Completed		
<ul> <li>Tainui Trophy 2021</li> <li>Discussions with Waikato about Tainui Trophy Meet update next meeting</li> </ul>	Moved DM, DB seconder SCM Admin	
Police Vetting		
<ul> <li>Recommendation for all Technical Officials (TO), Team Managers (TM) and Premium Coaches (PC) are police vetted going forward</li> <li>SCM Admin to cross-reference police vetting spreadsheet received from Henrietta Latham from SCAT with SCM Regional spreadsheet</li> <li>Anyone not police vetted as per SNZ Membership Policy requirements; SCM Admin to advise</li> <li>SCM Senior SC Champs – advertised all TO, TM &amp; PC are to be police vetted</li> </ul>	SCM Admin SCM Admin SCM Admin	















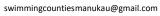
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Any TO appointed that are not police vetted are to be supervised buy a vetted TO	DB, MV	
Designated & Development Meets		
• SNZ policy 7 received – 2 categories: Designated & Development		
Total of 10 meets per region for clubs to hold designated meets		
AB collated results of requests from Clubs		
♦ HPK – 3 meets: 2021: Oct; 2022: Feb, June		
♦ MAN – 2 meets: 2021: Aug, 2022: March		
◆ PPK – 1 meet: 2022: March		
♦ PPT – 1 meet: 2022: January		
◆ PUK – 5 meets: 2021: Sept, Nov, Dec; 2022: Feb, May	AB, MN, SK	
Advised to revisit and prioritise to 3 meets		
o AB to discuss with Mitch Nairn (MN) & Sheldon Kemp (SK)		
relook at Dec & Feb requests – to advise & to update of confirmed 3 dates before 29.06.2021		
<ul> <li>Club posters to advise designated meets open to all SNZ members</li> </ul>		
<ul> <li>Highlight capacity numbers for venue</li> </ul>		
<ul> <li>Meet will be closed earlier than advertised when capacity numbers</li> </ul>		
reached		
Regional Discussion		
Contact received from AKL & WKT		
Guidelines / clarity required from SNZ on:	CCM December	
♦ Next Steps	SCM Board	
<ul> <li>Transfer process</li> </ul>		

Next meeting: Sunday 18<sup>th</sup> July 2.00 pm

Emiel's place

Meeting closed 4.25 pm











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