

Minutes of the Technical Committee Meeting

Held at Manurewa Aquatic Center

02nd February 2009

Attended :

Dave Beattie, Keith Melvin, Alan Des Landes, Alan Taylor, & Minoos Ghadiali

Apologies :

Bruce Talbot, & Jeannie Sibun

Previous Minutes :

Errors & Omissions : NIL

Passed as a True & Correct Record: Proposed – Minoos Ghadiali, Seconded – Keith Melvin

General Business :

- The procedure and process to conduct the regional exams was discussed. It was agreed that since the personnel involved in conducting the exams would be familiar with the examinee (having observed the progress over a period of time at different race nights, meets etc.) the examiner would have a fair idea and assessment of the person's capabilities. The examiner would then be able to advise the person concerned whether they were ready to sit the exam or not. Additionally, Dave Beattie will be formulating a fixed set of questions and answers for each of the exams, i.e. Time Keeper, IOT, Starter & Referee. This will eliminate any form of ambiguity as regards the exams. Once completed it will be circulated among the Technical Committee members for final approval and sign-off.
- The Technical Committee could consider appointing a member who would be in charge of all exams i.e. ensuring that the questions and answers are kept up to date with the current rules and regulations etc. The said member would also be responsible for maintaining an updated list of all personnel who are authorised to conduct the said exams. This list is presently on the SCM website and would need to be updated accordingly. The process would be to send the updated list to Sandra Hartnett (Administrator SCM) and she could upload the same.
- Workshops – Dave Beattie would like to conduct a few workshops for Referees and JOS & IOTs. Time and dates to be discussed and finalised.
- It was suggested that on the SCM website (under "Technical") if hyperlinks to SNZ regulations, FINA and IPC rules could be added, it would be a great help as then SCM website could be a one stop shop for all technical issues and documentation. Additionally, it was suggested that a blank form of officials (the one used for counties meets) could be placed on the SCM website, this would assist clubs to organise their officials for their club meets / race nights.
- The official's database should be kept updated with trainee's details when they do club level meets and race nights as well as regional meets. It would be the responsibility of the representatives of the individual clubs on the technical committee to provide the details in order to update the said database.
- It was decided that the Technical Committee should initially meet on a monthly basis till such time that issues are streamlined and then the interval could be increased as deemed fit. It was decided to hold the meetings on the first Monday of

each month. The next Technical Committee meeting is to be held on 02nd March 2009 at 1900hrs at Manurewa Aquatic Centre (MASC Clubrooms) Sykes Road.

With no further points being raised the meeting was closed at 2100 hours.