



MINUTES: Of the Management Committee of Swimming Southland

Held Tuesday 11th of August 2009
Venue Waihopai School Boardroom - Invercargill
Start Time 7.45pm

Present Nigel Soper (Chair), Joka Wiegersma, Fiona Dooley, Shona Tomlins, Yvonne McDonald, Barbara Grant

In Attendance David Prattley Executive Officer

Welcome Chairperson, Nigel Soper welcomed all management members to the meeting. Nigel gave a special welcome to new committee member, Barbara Grant and thanked her for accepting a position on management.

Apologies Nil

Minutes **Management Meeting 14th July 2009**

Moved Yvonne McDonald
Seconded Joka Wiegersma

"That the Management Minutes of 14th July 2009 be received"
CARRIED

Matters Arising

**All questionnaires that have been returned passed over to Yvonne McDonald
Notice board at pool – EO to get update from Crosbie**

Moved Yvonne McDonald
Seconded Shona Tomlins

"That the Minutes of the Management Meeting held 14th July 2009, be accepted as a true and correct record" CARRIED

Election of Chairperson and Deputy Chairperson

President, Nigel Soper called for nominations

Moved Yvonne McDonald
Seconded Shona Tomlins

"That Nigel Soper be appointed as Chairperson of the Swimming Southland management committee" CARRIED



Moved **Fiona Dooley**
Seconded **Nigel Soper**

"That Yvonne McDonald be appointed as the Deputy Chairperson of the Swimming Southland management committee" CARRIED

Executive Officers Report – David Prattley

The executive officers August report was tabled for discussion:

Swim Sport/Recorder

Permission to swim outside the province at the Wharenui Winter Olympics in August was approved for:

Taylor Holden, Mitchell Holden, Josh Hamilton. Harrison Finnerty, Lucy Fisher, Thomas Howie, Anton Huisman, Alessandro Tommei (MKU)
Michael Finlay, Andrew Bester, Tom Wylie, Gabbi McLeay, Alan Cloake, Harriet Grant, Grace Dowling, Olivia Thornbury, Katie Grant (OCA)

Permission to swim outside the province at the Oamaru Winter meet on 8th of August was approved for:

Alessandro Tommei (MKU)

A South Island Swimming Champs organising committee meeting was held on Friday the 7th of August. Those attending were Lyn Sutherland, Joka Wiegiersma, Aidan Withington and myself with an apology from Yvonne McDonald.

The meet information sheet was discussed and amended where necessary and has now been sent to regions and placed on the Swimming Southland website. The next task is to finalise the meet programme layout awaiting the entries, and to organise the technical officials.

High Performance Fund

Balance Fund 14/7/09	\$ 1571.94
Spent Period 14/7/09 – 11/8/09	
Carried Forward to next period	<u>\$ 1571.94</u>

Records

SC	Free	800	OW	Natalie Wiegiersma	WAV	8.33.96	8.39.65	26/7/09	League Meet
SC	Free	200	OW	Natalie Wiegiersma	WAV	2.00.25	1.58.55	26/7/09	League Meet

Moved Fiona Dooley
Seconded Barbara Grant
"That the records as tabled be ratified" CARRIED

Accommodation & Travel

Everything in hand for NZ Spring Competition. Now handed over to team manager. Total team attending is 14 swimmers, Manager (Joka), Coach (Jeremy), Hokonui Aquatics Coach (David), Massage Therapist (Zane) and possibly Oscar attending as well. Swimming Southland only funding manager and coach. The other coaches and massage therapist are travelling at their own cost.



Correspondence

H2O Dreams – Request for High Performance funding for swimmers attending Swimming NZ Regional Camp
Dominic Flatley – Development Officers role

Gear/Pool Liaison

NIL

Registrar

I have affiliated 103 competitive swimmers to date for the 2009/2010 season. This is the total number that competed in League Meets 2 and 3 from Southland.

Funding

Community Trust Scholarship Application forms have been forwarded out to the following swimmers: Becky Dooley, Lisa Pankhurst and Lisa Catto. This is for the round that closes on 1/10/09 and is announced in December 09.

I would like to make a recommendation that Michael Finlay be included in the next round of scholarship applications replacing Penny Hayes who has retired from competitive swimming. Michael would join the current recipients Natalie Wiegersma, Adam McDonald and Rebecca Smith in the round that closes on 2/2/10 and is announced in April 2010.

This would give Michael time to get some results to back up his application.

Meeting agreed

Publicity/Promotion

Thanks to Jeremy's ongoing very good relationship with the Southland Times our profile is as good as it has ever been.

Website

After a training course from Edward I now have the basics of the website and intend to use this more and more frequently for information. With the Swimming NZ database now able to send emails we can effectively communicate with membership streams about what is going on the website.

Other

Invitation from Swimming New Zealand to attend forum (Sat 19/9/09 at 1pm) and AGM (Sunday 20/9/09 at 9am)

We are required to nominate a person to attend along with a voting representative.

Lyn Sutherland has requested that we reintroduce the tech official qualification cards.

After discussion the meeting decided that a letter should be sent out rather than qualification cards. New technical portfolio to arrange.

Finance Report – David Prattley

The August finance report was tabled for discussion

Accounts for Payment

Name	Date	Description	Cheque
Collingwood Foodcentre	15/7/09	League Meet 2 Expenses 180879	\$130.50
H2O Dreams	21/7/09	Monthly Fees July DC	\$2910.94
ICC	24/7/09	Pool Hire League Meet 1 180880	\$528.00
Felecity Soper	25/7/09	Participation Prize Draw League 2180881	\$20.00
Natalie Wiegersma	25/7/09	Swimmer of Meet Award League 2180882	\$30.00



Aidan Withington	28/7/09	Wages FN ending 28/7/09	DC	\$733.03
David Prattley	28/7/09	Wages FN Ending 28/7/09	DC	\$1086.39
Aquazone Swimming	30/7/09	Telephone & Internet Reimb	180883	\$51.35 (NOTE 1)
Air NZ Travelcard	4/8/09	Coach Mgr Airfares NZ Springs	180884	\$583.30
Jenny Hayes	4/8/09	Refund cancelled airfare Aussie Age	180885	\$129.70
Inland Revenue	4/8/09	PAYE	180886	\$822.68
Konica Minolta	7/8/09	Photocopier Charges	180887	\$145.13
Aqualine	7/8/09	Caps	180888	\$596.25
Southern OPD	7/8/09	Photocopier Paper	180889	\$67.16
Aidan Withington	11/8/09	Wages FN ending 11/8/09	DC	\$733.03
David Prattley	11/8/09	Wages FN Ending 11/8/09	DC	\$1086.39
Total				\$9653.85

A detailed analysis of cashflow for the month was tabled by the EO.

Moved
Seconded
"That the accounts as tabled be approved for payment" CARRIED

Barbara Grant
Joka Wiegersma

Note 1

Executive Officers Monthly Costs – Telecom

Homeline plus wire maintenance	\$47.55
Xtra Broadband	\$51.55
Total	\$99.10
50%	\$49.55
Plus Tolls	\$1.80
Total	\$51.35

Actual YTD result plus revised forecasted position to 30/4/2010 tabled.

Nigel gave the meeting an updated on the mentor coach position

Head Coaches Report – Jeremy Duncan

The head coaches August report was tabled for discussion

1. Splash Palace Update

As we speak I am waiting on the list of swimmers from Splash Palace who will be moving into the competitive programme and joining swimming clubs to compete. I believe there are more swimmers in the 8-10 year old age bracket we can target in their programme, together we must find a way to access them and move them through into the competitive programme

2. Competitive Programme

Numbers are filling up at our 3.30 Competition Sharks group; this group must stay at a minimum of 30 swimmers. Currently 26
I am spending more time on staff training to improve the current level consistency of coaching being offered by all coaches employed by H2O Dreams.

3. USA Tour Summary

This tour was of benefit to all involved, below are the % of personal best compared with swims for each athlete



➤ Natalie Wiegersma	15 swims 2 personal bests	13%
➤ Adam McDonald	11 swims 2 personal bests	18%
➤ Lisa Pankhurst	8 swims 3 personal bests	37%

Each athlete learnt the following.

- Natalie, that she must improve her mental toughness in terms of being consistent through training and a tour, along with improving her skills and racing to win at all levels
- Adam got the opportunity to practice swimming his races correctly and by the second meet did that in 2 of them. He realised that his self management skills have to improve to be competitive at this level
- Lisa, gave her a taste for swimming at this level, she has returned motivated to up her training load as she wants to be competitive and experience this level regularly

I was able to spend time networking with some of the world's top coaches and have set up opportunities for us to train in Brisbane and Texas. I learnt the following things

- The work I am giving the athletes is right ,
- Race skill sets at this level are what is lacking
- Being beaten by swimmers who are under trained, technically poor, but know how to race at this level through regular exposure to it
- The best swimmers in the world are still being told by their coaches "what you need to do"

4. High Performance

This is where/who I will be taking the swimmers over the next 9 months, I will be using money from the High Performance Fund to assist some swimmers and myself

- October 2009 (TBC) 1 week training in Brisbane with St Peters Western club / Natalie (HP Funding), Lisa (HP Funding), Adam
- December 12-19 2009 QLD State Championships / Natalie (HP Funding), Lisa (HP Funding), Adam
- February 12-16th 2010 NSW Open Champs / Natalie (HP Funding), Lisa (HP Funding), Adam, Michael, Richard
- June 2010 USA Tour / Natalie (HP Funding), Lisa (HP Funding), Adam, Michael, Richard

Funding

I have also possibly tagged Michael Finlay depending on when he returns to full training after surgery and Richard Harris depending on his commitment to the South. Adam will get funding upon leaving secondary school and committing to the criteria.

Detailed information to be written down for future reference.

Development Officers Report – Aidan Withington



The development officers August report was tabled for discussion

Schools

June Hours – 45

July Hours – 24

The schools programme has run very well over the past couple of terms. At our last meeting with Splash Palace we discussed a new level 6 that I had written to introduce at the start of term 3.

Crosbie suggested adding in more lifesaving skills which we decided to do.

We also discussed the lack of equipment and Crosbie agreed to buy some more.

During June I was able to get 5 students to join Splash Palace and 8 students to join clubs.

The school holidays ran from 4/7/09 to 20/7/09. I am currently getting letters ready for schools that have been in so far this term. At the end of each school swimming I send an email to the teacher in charge and ask them to put the contact details about Splash Palace and Clubs in their newsletter.

Clubs

I will be visiting clubs in week 3 & 4 of this term. The only two currently operating are Orca and Waverley.

New Club levels

Before League meet 3 I had a meeting with David and Nigel about starting a new level programme with the clubs.

The levels will start with basic beginners all the way up to the starting levels of competitive swimming. This will be a level 9 programme and will also include lifesaving and basic survival skills.

The aim of the new levels is to encourage all clubs in Southland to teach skills in the same order.

This will be achieved by using key words for strokes. Each level will have a description of what needs to be achieved and what it needs to look like before the student can move to the next level. Lesson plans and guides to help teachers/coaches to set up lessons and run them more smoothly.

Final adjustments are currently being made and should be finished by the end of next week.

I want this system to start at the beginning of term 4 with pre training. I will then do my club visits once a month and work with training up club coaches and teachers.

Nigel advised that Aidan had come to him with a concern that Splash Palace were expecting him to find cover when he was away (eg Wharenui)

He had emailed the schools and advised them when he was going to be away and kept copies which was fine but needed to copy Splash Palace into that.

Nigel to discuss with Crosbie.

Portfolios

Team Management – Shona Tomlins

Nigel asked Shona about the position with the police vetting form. Shona advised currently using the description with the police vetting component.

The EO advised that if police vetting was required then further work on a policy needed to be implemented.

Uniforms – Yvonne McDonald

Gold Tees ordered for new swimmers attending Springs.



Technical –

Nigel Soper asked Barbara Grant to take over this portfolio

Selectors – Fiona Dooley

Fiona asked that the wording in the constitution with regard to some of the trophies needs to be changed as very ambiguous. EO to list out the trophies from the constitution and forward to Fiona.

Trophy – Joka Wiegersma

No ribbons required for Southland Winters as plenty on hand. League meet presentations to be completed at the end of Southland Winters.

Hospitality – Shona Tomlins, Joka Wiegersma

NIL

Governance –

Coaches and Teachers – Nigel Soper

Coaches contract still under review. Separate meeting from management required with first draft to be completed.

Shona also questioned the status of the disciplinary policy. EO advised this was in limbo awaiting documentation.

The EO advised that the DO's contract was well overdue and Nigel asked for a copy. David to advise at the same time when his contract fell due.

Nigel would be contacting individual committee members in the next few days to discuss portfolios.

General

Meeting Closed 10.55pm

Chairperson's Signature: _____

Date: _____

Next Meeting: 8/9/09