



**MINUTES:** Of the Management Committee of Swimming Southland

**Held** Tuesday 9th of December 2008  
**Venue** Waihopai School Board Room - Invercargill  
**Start Time** 7.30pm

**Present** Nigel Soper (Chair)  
Yvonne McDonald Shona Tomlins  
Andrew Holden Dominic Flatley

**In Attendance** David Prattley Executive Officer

**Welcome** Chairperson, Nigel Soper welcomed all management members to the meeting.

**Apologies** Joka Wiegersma, Brian Richardson

**Moved** Shona Tomlins  
**Seconded** Andrew Holden

"That apologies be sustained" CARRIED

**Minutes** **Management Meeting 18th November 2008**

**Moved** Yvonne McDonald  
**Seconded** Nigel Soper

"That the Management Minutes of 18th November 2008 be received" CARRIED

### **Matters Arising**

Executive Officer to meet with Tony Laker regarding using Laker House of Travel as agency

Awards at Southland Champs. Joka has advised that she won't be available for session 1 not session 3 as previously advise. Shona to fill in.

Executive Officer still to follow up issue regarding times (LC v SC) at meets with Aidan and Clive Power.

Andrew advised that Jeremy was disappointed that Aidan was not attending Div 2s. This would be a better development opportunity for Aidan. Andrew to discuss with Jeremy again.

Committee required to make proposals regarding fundraising opportunities.

**Moved** Shona Tomlins  
**Seconded** Andrew Holden

"That the Minutes of the Management Meeting held 18th November 2008, be accepted as a true and correct record" CARRIED

## **Head Coaches Report - Jeremy Duncan**

A fairly light month in terms of information to report, with many things being in a holding pattern.

Any information has been documented in the minutes of our Coaches Meetings and also Splash Palace Swimming Southland meetings. These minutes are below

These have been forwarded to the coaches Liaison officer.

Should you have any queries regarding this please come back to me.

I wish you all a merry Christmas and a happy new year and thank you for your efforts and support over the year

### **Minutes of Competitive Programme Meeting 18/11/08**

Present: Aidan Oscar Jeremy

Apologies: Zane Harris

Meeting Started 7.35am Finished 8.10am

Matters Arising

Youth

- Total Weekly Volume 56,200m
- 68% within 2 % Murihiku
- Swimmers understand and accept the requirements for this group and the style of coaching required to be successful at their level of competition. Explained Saturday 15/11/08 Team Briefing
- Behavioural concerns, Jeremy addressing Thursday 20 with parents

Age Group

- 66% within 2% from Murihiku
- Volume Amy Clem 38,000m Molly 20,000m sick
- Others 43,000m
- Attendance patchy through exam time

Rising Star

- Rising Star 18,000m
- Juniors 14,000m
- Behavioural concerns (Jeremy to email parents)
- Don't have % improvement will have by 25/11/08

Meet Observations

- Skills improving , still a work in progress
- Oscar to design a template for Pre Race Routines and take Age Swimmers through
- Aidan to do the same with the same template
- Stroke Rates dropping into walls
- Freestyle kick is too low in water
- Pre Race Food is better



**Minutes of Coaches Meeting. 10.00am, Thursday 27 November, 2008**

**Present:** Jeremy Duncan, Marie McQueen, Aiden Withington, Oscar van Stekelenborg, Crosbie Grieve

**Apologises:** Andrew Holden

**Confirmation of Minutes of the previous meeting:**

Minutes of the previous meeting dated 6 November 2008 were read and agreed.

**Matters arising from the minutes:**

1. Marie has list of children moving from Jeremy's groups to Oscar's groups but having problems with parents who said that they didn't know what was going on. Jeremy had sent out information but will contact them personally.
2. Aiden to supply letters along with the Pathway brochures to club children who are coming to Splash Palace system.
3. Marie to supply parents of children moving to Jeremy's programme with a letter of introduction.

**Chocolate Fish Meet**

The flyer for the Chocolate Fish meet scheduled for Tuesday 2 December has gone out to Splash Palace swim school. Some comments coming back indicate that numbers may be down due to other commitments in December.

**2009 Schools Programme**

Aiden to provide 12 hours of instruction per week to schools during 2009. Aiden will be taking the senior groups for advanced swimming instruction as well as assisting teachers.

Marie will be running teach the teacher's sessions at the beginning of each term. Aiden to assist.

Marie will be developing the 2009 schools programme during January. Jeremy will supply Marie with the Christchurch schools programme to assist in the development.

In order to continue to receive ILT funding we need to ensure that testing of children at the end of each term is carried out with statistics recorded. The main target being the Swim for Life 200m certificate.

**Sustainability of the Pathways Programme**



In order to ensure the sustainability of the Pathways programme Jeremy asked Marie if it is possible to supply information on the numbers of children moving through the classes i.e. Sharks to Penguins, Penguins to eels etc. Marie & Jeremy to discuss.

**Bulk Head**

Following a discussion regarding the repairs to the bulkhead it was decided that the best time to remove the bulkhead would be between 16 and 19 December.

Next Meeting to be in March 2009, date to be confirmed.

Tracking May 16 2008 – September 2012

Bands

- A= non competitive , B= Competitive Junior Development , C= Age Group , D= Youth

NOTE:

- the numbers under club names are what % of the total numbers present that each club contributes

Opportunity	Band	Total Num	Orca	Murih	Wave	Ore	Colleg	Country	Splash
<b>2008</b>									
HGC May 16 2008	A&B	60	19%	22%	1%	0%	12%	0%	46%
Remarkable Camp 2008	B	40	37%	20%	2%	0%	7%	32% Gore	2%
Neptune Swim Mee 2008	B	42	38%	23%	2%	0%	7%	28% Gore	2%
Chocolate Fish Mee June 2008	A &	102	17%	17%	13%	0%	11%	0%	42%
Butterfly Clinic 10 2008	A &	45	35%	24%	7%	0%	15%	4% Gore	15%
Chocolate Fish 2 9 September 2008, Couldn't track	A &	86							
Social Opportunity 9/11/08	all	Postponed registered							
Chocolate Fish 3 2/	A &	120	39%	14%	5%	0%	14%	17% Riverton, bluff	11%

**Executive Officers Report – David Prattley**

**Swim Sport/Recorder**

Very successful race 1 of open water swimming series held in Gore 30/11/08. There were 42 competitors plus articles in paper pre and post event.



Gore Age group open went OK. Problems with timing equipment meant meet went manual. Huge logistical exercise to move and set up timing gear that took me all day and up to 9.30pm on the Friday night. This was with the assistance of Edward Barron. I will most likely keep this meet manual timing in the future.

Huge thanks to those members who assisted at the Special Olympics day. The majority of organising was completed by Lyn Sutherland on behalf of Swimming Southland and she did a great job. This was a great event and I can recommend the experience to anyone.

Requests from clubs for swimmers to swim outside the province

Orca – Gabbi Mcleay  
Murihiku – Josh Hamilton, Taylor Holden, Mitchell Holden  
Collegiate – Ellice Soper, Felecity Soper

**Moved** **Shona Tomlins**  
**Seconded** **Dominic Flatley**

**"That requests be approved" CARRIED**

All to swim at Canterbury Champs Jan 2009

#### **High Performance Fund**

Balance Fund 1/11/08	-\$744.21
Funding Received	\$ 12000.00
Spent Period 1/11/08 - 30/11/08	<u>\$ 4104.36</u>
Carried Forward to next period	<u>\$ 7151.43</u>

Analysis of spending		
FINA World Cup Airfares and Accom	Joyce Wiegersma	\$2149.69
FINA World Cup Accom	Natalie Wiegersma	\$1457.78
FINA World Cup Flight Alterations	Joyce Natalie Jeremy	\$385.78
FINA World Cup Accom Alterations	Jeremy	\$111.11
	Total	\$4104.36

**Records**  
NIL

#### **Accommodation**

#### **Travel**

#### **Correspondence**

Email – Email from Alan Sadlier re timing equipment

**Nigel advised that he had rung Alan Sadlier and discussed. Control room is in a mess and needs tidying. Written system required with a control sheet for clubs using the gear.**

**EO responsible for ensuring gear is ready for next meet.**

Email – Jan Cameron Rankings and opportunities

**Meeting resolved not to publish rankings on website but there is a requirement for all swimmers and parents to be aware of XLR8 and FINA points and where they fit**

**with NZ squad selections. EO to ensure that swimmers and parents who need to be aware of NZ squad selection requirements are aware of the criteria.**

Email – Brian Richardson re timing equipment

Email – Adam McDonald Letter of thanks for support to AYOF

Email – Vicki Finlay re laptop used in control room

**Vicki advised that there had been issues happening for a few meets with "run time errors" appearing and the computer locking up.**

**EO advised he had requested Edward Barron's assistance and advice and he advised that that it most likely won't be a virus. It is most likely a hardware problem and felt it was time to start with a clean slate and purchase new hardware.**

**Moved**

**Nigel Soper**

**Seconded**

**Yvonne McDonald**

**"That the EO purchase a new laptop computer for use in the control room" CARRIED**

### **Gear/Pool Liaison**

Konica Minolta has advised an increase in the price per copy for photocopying to 2.58c. Club will be advised that the rate per copy is now be 5.4c per copy

The sorter on the photocopier has been damaged beyond repair. This was caused by someone placing a TV underneath it and when it was going up and down it bent all the pulleys and broke the belts. It has been taken off and the photocopier is still usable but does not sort or staple. If Konica get a trade in with a suitable sorter they will replace but they currently have nothing.

### **Registrar**

I have received Swimming NZ membership applications from Collegiate and Bluff. These are currently being input into Team Manager.

### **Funding**

Pub Charity has come back to us seeking additional information for funding application. This has been supplied.

### **Publicity/Promotion**

Good publicity for choc fish meet and special Olympics.

### **Website**

Edward has done an update of the website with a new article on the Open Water swim being put on with photos.

I have arranged for Malcolm Sommers to take photos at all the Swimming Southland meets. He has taken photos at the Collegiate meet which are top quality.

I intend to ask him, if he is available, to continue to do this.

He did raise a point with me that we should perhaps seek permission from parents if we want to put anything on the website. It is open for public viewing and some people may not want their children on there.

I will put out an email to competitors and clubs regarding Collegiate and give them a deadline to get back to me and Malcolm suggested that going forward we should have something on the entry form.

I will arrange this for Southland Champs



**Other**

The 2009 NZ Tri Series that was to have been held in Jan that I was appointed one of the coaches to has been postponed by Swimming NZ due to funding issues. This will now mean that I will not require any annual leave that I applied for.

I have begun preparation for the 2009 South Island Champs and the 2010 Sth Island Country & Town competition-  
I am working on budgets and other logistics and will report to the next meeting.

The NZ Juniors duty club information will be forwarded out to clubs after I discuss with Lyn Sutherland who has been appointed meet director.

I have got two 15 drawer filing cabinets belonging to Swimming Southland sitting in my garage. These are no longer used by me. If nobody has any use for them I seek permission to put them up for sale.

**Finance Report – David Prattley**

**Accounts for Payment**

Name	Description	Cheque	Amount
H2O Dreams	Monthly Fees	DC	\$2910.94
Aidan Withington	Wages FN ending 4/11/08	DC	\$748.55
Aidan Withington	Wages FN ending 18/11/08	DC	\$748.55
David Prattley	Wages FN ending 4/11/08	DC	\$1090.43
David Prattley	Wages FN Ending 18/11/08	DC	\$1090.43
Harvey Norman	Laptop Development officer	180751	\$1214.00
Southern OPD	Postage & Envelopes	180752	\$65.90
Swimming NZ	Entry Fees Summers	180753	\$437.50
Transfer Funds to Travel Account			\$2000.00
SwimZone Racing	FINA World Cup Expenses (HP Fund)	180754	\$125.00
Southern OPD	Postage	180755	\$50.00
Konica Minolta	Photocopier	180756	\$123.75
Aquazone Swimming	Telephone Reimb, PA Hire Gore Meet	180757	\$121.62
McCallums	Embroidery	180758	\$5
Travelcard	SNZ AGM, NZ Summer Tech officials	180759	\$818.02
Gore District Council	Pool Hire and Entry Fees	180760	\$878.50
SNAP	Domain Name Fee & Monthly Hire	180761	\$54.50

**Travel Account Summary of Transactions**

<b>Opening Balance 11/11/08</b>		<b>\$501.91 Cr</b>
<b>Transfer ex Cheque Account</b>		<b>\$1500.00</b>
<b>Purchase Printer Cable</b>	<b>\$19.99</b>	
<b>Balance as at 9/12/08</b>		<b>\$1981.92Cr</b>

**Aged Balance  
Summary 9/12/08**

	Current	30 days	60 days	90 days	Total
<b>Bluff Swimming Club</b>	715.69				715.69
<b>Central Southland Swimming Club</b>	624.19				624.19



<b>Collegiate Swimming Club</b>	172.50		172.50
<b>Fiordland Amateur Swimming Club</b>	448.19	587.50	1035.69
<b>Hokonui Aquatics</b>	835.69	141.00	976.69
<b>Mataura Swimming Club</b>	42.19		42.19
<b>Murihiku Swimming Club</b>	495.19		495.19
<b>Orca Swimming Club</b>	112.69	227.62	340.31
<b>Oreti Swimming Club</b>	42.19		42.19
<b>Riverton Swimming Club</b>	804.00		804.00
<b>Waiau Swimming Club</b>	375.19		375.19
<b>Waverley Swimming Club</b>	85.50		85.50
<b>Southland Building Society</b>	200.00		200.00
<b>Oscar van Stekelenborg Swimming NZ</b>	137.50		137.50
	500.00		1125.00
	<b>7046.89</b>	<b>956.12</b>	<b>1125.00 9128.01</b>

***Executive Officers Monthly Costs – Telecom***

Homeline plus wire maintenance		\$47.55
Xtra Broadband	\$39.95	
Total	\$87.50	
50%	\$43.75	
Plus Tolls	\$17.87	
Total	\$61.62	

**Development Officers Report**

**No report submitted**

**Portfolios**

***Team Management – Shona Tomlins***

***NZ Juniors appointed and all information has been forwarded to managers by EO***

***South Island Country and Town Competition – Dominic Flatley to act as Regional Manager on poolside. EO needs to check on how Aida is travelling.***

***Uniforms – Yvonne McDonald***

***Query on White and maroon tees for managers. Yvonne to make decision on the requirements for managers on a case by case basis.***

***The meeting agreed that due to the swimmers now travelling as a Swimming Southland team representing their clubs of choice then the swimmers would have some flexibility with their uniform.***

***All teams excluding South Island Country and Town***

- ***Travelling – Swimming Southland tracksuit top, Swimming Southland White Tee, Black Dress Pants***



- **Poolside – Swimming Southland Tracksuit, Swimming Southland Maroon Top or Swimming Southland Gold Top or Club of choice poolside top, Black Shorts**

**The South Island Country & Town team uniform will be advised ASAP.**

**Technical – Brian Richardson**

**Nil**

**Selectors – Fiona Dooley**

**Nil**

**Trophy – Joka Wiegersma**

**Nil**

**Hospitality – Dominic Flatley, Shona Tomlins, Joka Wiegersma**

**Requirements for Southland Champs are bottled water for officials. Shona to liaise with Joka**

**Governance – Dominic Flatley**

**Governance issues still require more time.**

- **Finalise discipline policy**
- **Constitution requires other issues to be resolved – Decisions on responsibilities, Relationship with H2O Dreams**
- **Development Officers contract**
- **H2O Dreams contract**

**Coaches and Teachers – Andrew Holden**

**Andrew reported that he had issues with Aidan arriving to school programme on a number of occasions. EO advised that he had previously met with Aidan about this issue and would supply the minutes to Andrew.**

**Nigel advised that he planned to discuss with Aidan and Marie McQueen what the programme had to offer to schools. We then needed to put that in a resource file and visit the schools and discuss with the principals.**

**General**

**Meeting Closed 10.55pm**

**Chairperson's Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Next Meeting: 10/2/09**