



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

**Held** Monday 14th of December 2009  
**Venue** Waihopai School - Invercargill  
**Start Time** 7.30pm

**Present** Nigel Soper (Chair), Joka Wiegiersma, Shona Tomlins, Yvonne McDonald, Barbara Grant

**In Attendance** David Prattley Executive Officer

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

**Apologies** Fiona Dooley

**Moved** Nigel Soper  
**Seconded** Joka Wiegiersma

"That the apologies be sustained" CARRIED

**Minutes** Management Meeting 23rd November 2009

**Moved** Joka Wiegiersma  
**Seconded** Yvonne McDonald

"That the Management Minutes of 23<sup>rd</sup> November 2009 be received"  
CARRIED

### **Matters Arising**

The EO advised that the banking arrangements with SBS Bank were proceeding. All paperwork in place and transfer will take place as soon as possible.

**Moved** Shona Tomlins  
**Seconded** Joka Wiegiersma

"That the Minutes of the Management Meeting held 23<sup>rd</sup> November 2009, be accepted as a true and correct record" CARRIED

### **Executive Officers Report – David Prattley**

The executive officers November report was tabled for discussion:

#### ***Swim Sport/Recorder***

Request to swim outside region approved for Canterbury Champs – Lisa Catto (HOK), Thomas Kennelly (WAV), Brydon Harrington, Lucy Pierce, Holly Pierce, Samantha Grant, Katie Grant, Harriet Grant, Olivia Thornbury, Gabbi McLeay, Tom Wylie (all OCA), Felicity Soper, Ellice Soper (COL)

Swimsuit competition rules were tabled for discussion (as circulated)



**The EO outlined progress to date and made recommendations for interim rules for regional competitions. The management committee agreed in principle to rule implementation subject to review with Lyn Sutherland. EO to action**

**Moved Nigel Soper**  
**Seconded Barbara Grant**

"That the interim rules for swimsuits able to be worn at Southland regional competitions be approved subject to Lyn Sutherlands approval" CARRIED

#### **High Performance Fund**

Balance Fund 16/11/09	\$ 1042.16
Grant from ILT Foundation	\$12000.00
Spent Period 16/11/09 – 15/12/09	\$1512.00
Carried Forward to next period	<u>\$ 11530.16</u>

Airfares NSW Champs (J Duncan)	\$794.66
Accommodation NSW Champs (J Duncan)	\$717.34
Total	\$1512.00 (GST Excl)

#### **Records**

NIL

#### **Accommodation & Travel**

Request from Waverley for Liam Cullen to travel with parents to NZ Juniors and join the team at the motel on Friday 19/2/09.

**As swimmers now make their own travel arrangements approval no longer required to travel outside the team but the management committee asked the EO to approve this in writing.**

#### **Correspondence**

Swimming NZ – Regional Junior Development Camps (referred to development officer)

**The EO outlined the development camp concept and the SNZ pathways for swimmers. The management committee asked that the DO be fully involved.**

**Moved Yvonne McDonald**  
**Seconded Barbara Grant**

"That the EO submit an application to Swimming NZ along with payment to run a Swimming NZ development camp in 2010" CARRIED

#### **Gear/Pool Liaison**

Refer to Technical report

#### **Registrar**

NIL

#### **Funding**

I spoke with Rachael McCormick at the Community Trust of Southland on Wed 9/12/09 and she advised that Lisa Catto and Lisa Pankhurst had both been awarded \$500 scholarships.

The reduced value of the scholarships was brought about by funding pressure.

The third application from Becky Dooley was declined because she fell outside the criteria of being affiliated to a Southland club or association. I queried her on this as I was always led to believe that as long as the parents resided in Southland then the athlete could apply, Rachael agreed that this used to be the case but they made amendments to the criteria and the application form last year to make it clear.



**Publicity/Promotion**

NIL

**Website**

NIL

**Other**

NIL

**Finance Report – David Prattley**

**Accounts for Payment**

<b>Name</b>	<b>Date</b>	<b>Description</b>	<b>Cheque</b>	<b>Amount</b>
Jacques & Topping	24/11/09	Airfares NSW Champs	DD	\$894.00
Aidan Withington	1/12/09	Wages	DD	\$733.03
David Prattley	1/12/09	Wages	DD	\$1086.39
IRD	1/12/09	PAYE	180950	\$822.68
Aquazone Swimming	1/12/09	Telecom Reimbirsment	180951	\$49.35
Craigs	1/12/09	Laminating	180952	\$50.00
Nigel Soper	5/12/09	Flowers for LM Presentation	180953	\$40.00
Southern OPD	5/12/09	Stationery	180954	\$8.27
Swimming NZ	7/12/09	Entry Fees NZ Open Water	180955	\$40.00
Jacques & Topping	7/12/09	Accommodation NSW Champs	180956	\$807.00
Gore District Council	8/12/09	Pool Hire	180957	\$349.00
<b>Total</b>				<b>\$4879.72</b>

<b>Westpac Current Account Summary of Transactions</b>	
Opening Balance 20/11/09	<b>\$516.56CR</b>
Plus Transfers In and Deposits	
Transfers in	<b>\$3000.00</b>
Deposits	<b>\$3145.65</b>
Less Transfers Out and Payments	
Transfers out	<b>\$0.00</b>
Payments (Cheques and Direct Debits)	<b>\$4879.72</b>
Plus Interest Received	<b>\$9.41</b>
Less Account Fees	<b>\$</b>
Balance as at 14/12/09	<b>\$1791.90CR</b>

<b>SBS Star Account Summary of Transactions</b>	
Opening Balance 20/11/09	<b>\$0.00</b>
Plus Transfers In and Deposits	
Transfers in	<b>\$</b>
Deposits	<b>\$</b>
Less Transfers Out and Payments	
Transfers out	<b>\$</b>
Payments (Cheques and Direct Debits)	<b>\$</b>
Plus Interest Received	<b>\$</b>
Less Account Fees	<b>\$</b>
Balance as at 14/12/09	<b>\$0.00</b>



<b>Westpac On Line Savings Account Summary of Transactions</b>	
Opening Balance 20/11/09	\$105601.28Cr
Plus Transfers In from Current Account	\$
Plus Transfers in from Term Deposit	\$10000.00
Less Transfers Out to Current Account	\$3400.00
Plus Interest Received	\$150.86
Balance as at 14/12/09	\$112352.14

<b>Travel Account Summary of Transactions</b>	
Opening Balance 20/11/09	\$157.88 Cr
Plus Transfers In from Current Account	\$400.00
Less Eftpos Transactions	
The Warehouse	2 reams paper \$9.88
Mitre 10	Rope (Open Water) \$27.71
Cash Withdrawal	Open Water Prizemoney \$440.00
Balance as at 14/12/09	\$80.29CR

<b>Westpac Term Deposit Account Summary of Transactions</b>	
Opening Balance 20/11/09	\$10000.00Cr
Balance as at 14/12/09	\$0.00
Transferred to Online Savings account at maturity in preparation of transfer to SBS Bank	

<b>SBS Term Deposit Account Summary of Transactions</b>	
Opening Balance 19/10/09	\$9030.26Cr
Balance as at 20/11/09	\$9030.26Cr
Invested for 12 months @ 4.60% maturing 24/05/2010 (Interest paid quarterly)	

**Debtors**

**Aged Balance Summary  
14/12/09**

	Current	30 days	60 days	90 days	Total
Bluff Swimming Club	377.50				377.50
Central Southland Swimming Club					
Collegiate Swimming Club	165.50				165.50
Fiordland Amateur Swimming Club					
Hokonui Aquatics	756.50				756.50
Mataura Swimming Club					
Murihiku Swimming Club	403.00				403.00
Orca Swimming Club	570.50	30.00			600.50
Oreti Swimming Club					
Riverton Swimming Club					
Waiau Swimming Club	45.00				45.00
Waverley Swimming Club					
Adam & Robert McDonald (Queensland Entry Fees)	109.35				109.35



<b>Lisa Catto (Queensland Entry Fees)</b>	85.05	85.05
<b>Lisa Pankhurst (Queensland Entry Fees)</b>	48.60	48.60
<b>Open Water Committee (Rope &amp; Prizemoney)</b>	467.71	467.71
	<b>3464.72</b>	<b>30.00</b>
		<b>3494.72</b>

**Note 1**

**Executive Officers Monthly Costs – Telecom**

Homeline plus wire maintenance	\$47.55
Xtra Broadband	\$51.55
Total	\$98.70
50%	\$49.35
Plus Tolls	\$
Total	\$49.35

**Note 2**

**Actual YTD result to 30/11/09 plus revised forecasted position to 30/4/2010 were tabled and discussed.**

**Moved**                      **Yvonne McDonald**  
**Seconded**                **Shona Tomlins**

“That the accounts as tabled be approved for payment” CARRIED

**Head Coaches Report – Jeremy Duncan**

**Splash Palace**

I have now finished helping Splash Palace re do their pathways programme and also helping with their on going development of that programme .

As Splash Palace feeds us with 90% of our new clients, I will be slowly spending more time with this programme to streamline their quality control systems. This is to ensure the product we receive is of a consistent high standard

**H2O Dreams Competitive Programme**

We are in a rare position in that we have run out of space ... at this stage. When I arrived the competitive programme was 3 lanes in the deep end, we are now 4 lanes in the deep end with 2 lanes in the shallow end averaging 5-7 swimmers a lane. This critical mass is important to give us the teams going away to National meets

**H2O Dreams Adult Fitness Programme**

We now have 40 adult fitness swimmers; these swimmers are mainly tri athletes. This is part of the programme is vital as 50 % of these swimmers have children many in the 8-10 yr old range, and more of these children are filtering into the competitive programme

**Chocolate Fish**

I had 13 registrations for this 10 of these were from Splash Palace. The remaining was from the club. Information was sent out 2 weeks prior so plenty of notice was given .Clubs need to aim to get more numbers at the next one.



### **Swimming Southland**

Can Swimming Southland please answer these questions in writing via email, before the next meeting in January

1. To give our swimmers clear and instant feedback on their performances the coaching staff wants to see Long Course times entered for long course meets. If it's an education issue then we need to find someone to up skill our officials to do this. Or get the software necessary.

**The EO advised that he manually enters the LC/SC times for all swimmers aged 13 & over as agreed with Jeremy.**

**He will investigate but believes it will have to continue to be done manually**

2. To treat all swimmers fairly and transparently does Swimming Southland have an unbiased selection policy for those athletes who are nominated for academy scholarships? If no can we establish a system of communication on this.

**Selection Policy discussed.**

**Has been in place for 3 years.**

3. To avoid confusion of roles and job conflict will Swimming Southland in future send to me in writing when they require the services of the h2O Assistant coach from 3.30-5.15pm

**Happy to communicate when we know about any service requirements.**

**Nigel advised this request related to when Aidan visited the Waiau club. Need to establish with Aidan who he was working for on this visit and who paid him. If he charged the Waiau club himself for his services then he wasn't working for Swimming Southland as the development officer and the issue is between h2O Dreams and Aidan. If he was working as the development officer then we were unaware in this instance that he was travelling out to Tuatapere. Nigel to discuss with Aidan and advise.**

**President to send a letter to Jeremy as requested.**

## **Development Officers Report – Aidan Withington**

**School Hours Nov & week 1 Dec 56**

### **Clubs**

Town clubs were revisited during November. Some clubs are starting to take on the new club levels. I propose we have a training day for teachers and coaches. This will give them a better understanding of the new levels. I wish to run a training day on either a Sat or Sun after clubs start back in Term 1. Would Swimming Southland pay for lane hire of \$17 **Approved**

### **Talent ID Programme**

Starting in 2010 I would like to start a Talent ID group.

The aim of the program is to encourage more swimmers into our sport and find talented swimmers not already in h2O Dreams or Splash Palace Swim School.

8 weeks with 2 x 1hr sessions

Up to 4 swimmers per club aged 7-10

Swimmers not already in h2O Dreams or Splash Palace Swim School

Each club involved to supply one coach per session per week

Country swimmers to have the option of one session per week due to travel.

Draft budget

Coaching \$320 Lane Hire \$165

**Concern expressed by EO once again about who Aidan was working for here. If he is charging for his time then he is not working as the development officer but if this is outside his current contract then we will need to pay him.**

**The whole concept has worked well in the past with Andy Adair but this proposal needs a lot more work before going out to clubs.**



***Nigel to meet with Aidan and resubmit at the next meeting.***

***Barbara Grant asked that time sheets be completed by the DO to ensure the management committee is aware of what he is doing. EO to action***

### **SNZ Regional Junior Development Camp**

This is an important camp to help create a pathway for our swimmers to move onto regional age group camps.

These camps are selected off the XLR8 point system and the 2010 camp will be aimed at swimmers born in 1998-1999. Currently in Southland we only have 10 swimmers in this age group in the XLR8 point system so information will need to be sent out to swimmers to advise them on how to qualify and coaches to encourage them to swim the right XLR8 swims.

The camp is also for 8 coaches so helping coach education.

Budget	
SNZ Fee	\$740
Lane Hire	\$50
Activity 1	\$90

I am still working on activity 2 and meal options.

I would also recommend making the camp for 1 ½ days and add in extra pool sessions and activities.

***The EO advised that the camp wouldn't be able to go out of the framework that SNZ have set. He backed the recommendation to proceed with hosting the camp and suggested that it should be timed after the Winter League meets so giving the swimmers plenty of chances to get their XLR8 points scored.***

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

"That Swimming Southland proceed with an application to Swimming NZ to conduct a regional junior development camp" CARRIED

## **Portfolios**

### ***Team Management – Shona Tomlins***

At present working on a guide for team managers, so sending out e-mail to Southland coaches to get their comments.

Regional Head managers appointments for 2010 are

**Age Group - Bev Catto**, (with parent Help)

**Div II - Barbara Grant** (assistant to be confirmed depending on numbers)

**Opens – Vicki Finlay**

**South Island Town and Country**, Regional manager still to be found

**EO asked to approach Dom Flatley**

**Juniors - Jane Morgan Manager, Nigel Soper Assistant Manager**

**South Islands** - Are we taking a team, or do we just need a Regional manager for Dunedin 2010?  
**EO advised that accommodation for 50 at Cable Court had been booked on the premise that travelling as a team as in previous years.**

**EO asked to approach Dom Flatley and Suzie Harrington for management roles.**



In future could all applications for managers to be directed through swimming Southland executive officer and then forward to me. This is regarding the Div 2 e-mail telling interested parties to contact me directly. This would be more professional, for all involved.  
***EO agreed that this would happen.***

### **Uniforms – Yvonne McDonald**

**NIL**

### **Technical – Barbara Grant**

I had arranged with Crosbie to remove the "2 dark yellow" timing pads off the trolley last week. These were the pads that we isolated at labour weekend as not working correctly. Tony Phillips said to get rid of them...

Crosbie actioned this on Friday afternoon. He said the connections on the top were badly corroded.

He also noted that the trolley holding the timing gear is broken, and not supporting the pads as it should. He will look into options for replacing or fixing.

There are 10 pads left on the trolley. There is a further stack of second hand pads stored in the store room behind the Learners pool.

We have removed 5 badly corroded backup buttons prior to Murihiku meet and there are more brand new buttons in brown box in slide cupboards in control room if needed.

Crosbie has also removed 3 old white computer monitors from the control room and cupboard that were excess to requirements. He also there is an old printer in that cupboard and wondered if it is also excess to requirements and is it Swim Southlands?

***EO advised not our printer as he had all of ours at his place.***

***Barbara to discuss maintenance of gear with Tony & Alan to get a plan for the future.***

***Waiting on reply from Monstervision regarding recommendations for pads before meeting with Crosbie.***

### **Selectors – Fiona Dooley**

**NIL**

### **Trophy – Joka Wiegersma**

**NIL**

### **Hospitality – Shona Tomlins, Joka Wiegersma**

***Water and lollies required for Southland Champs.***

***Raffles to be organised.***

***Programme sponsorship to be organised. Sponsors able to sponsor in one programme for \$100 or two for \$150. This is for Southland Champs and South Island Country & Town***

### **Governance – Nigel Soper**

**NIL**

### **Coaches and Teachers – Nigel Soper**

**NIL**

### **General**

**NIL**



**Meeting Closed 10.55pm**

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

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

**Next Meeting: Monday 1/2/10 (at Joka's request)**