



MINUTES: Of the Management Committee of Swimming Southland

Held Tuesday 10th of March 2009
Venue Waihopai School - Invercargill
Start Time 7.30pm

Present Nigel Soper (Chair)
Yvonne McDonald Shona Tomlins Joka Wiegersma
Andrew Holden Brian Richardson
Fiona Dooley

In Attendance David Prattley Executive Officer

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

Apologies Dominic Flatley

Moved Brian Richardson
Seconded Shona Tomlins

"That the apologies be sustained" CARRIED

Minutes **Management Meeting 10th February 2009**

Moved Joka Wiegersma
Seconded Brian Richardson

"That the Management Minutes of 10th February 2009 be received"
CARRIED

Matters Arising

Correspondence – No mention in minutes of letter to go to Joyce Wiegersma – amendment reqd

Letter of intent to still go to Jeremy

EO advised that in-committee minutes still to be distributed

Team manager appointment policy. EO to supply to Shona Tomlins

Joka Wiegersma checked on the purchase date of the Southland Champ medals. EO to advise quantities.

EO still to advise numbers for relay medals to Joka and then distribute to clubs

Moved Brian Richardson
Seconded Joka Wiegersma



"That the Minutes of the Management Meeting held 10th February 2009, be accepted as a true and correct record" CARRIED

Executive Officers Report – David Prattley

The executive officers March report was tabled for discussion:

Swim Sport/Recorder NIL

High Performance Fund

Balance Fund 20/1/09	\$ 5951.48
Spent Period 20/1/09 – 10/3/09	\$ 635.56
Carried Forward to next period	<u>\$ 5315.92</u>

Breakdown of expenditure	
Coaches Expenses Auckland Champs	\$635.56
Total	\$635.56

Brian Richardson queried the funding dates for the HP fund. The EO advised the dates ran 1/11 to 31/10 annually in line with the balance of the ILT funding.

Records

I wish to submit the following records for ratification

No	Stroke	Dist	Age	Name	Club	Old	New	Date	Where	
36	LC	Fly	50	OW	Natalie Wiegersma	WAV	29.10	28.92	22/2/09	NZ Juniors Open Meet
37	LC	Free	50	U12	Josh Hamilton	MKU	31.40	31.21	22/2/09	NZ Juniors 2009
38	LC	Back	100	U14	Molly Tomlins	MKU	1.10.18	1.10.08	5/3/09	NZ Age Group Champs
39	LC	Fly	50	OM	Adam McDonald	COL	25.96	25.38	5/3/09	NZ Age Group Champs
40	LC	Fly	50	OM	Adam McDonald	COL	25.38	25.34	5/3/09	NZ Age Group Champs

Moved Fiona Dooley
Seconded Nigel Soper

"That the records as tabled be ratified" CARRIED

Accommodation

I have started organisation of 2009/10 National meet travel and hope to have this sorted by end of April.

Travel

All travel to National meets is now sorted for this season.
I am starting on Springs and Summers 2009 soon.

Correspondence NIL

Gear/Pool Liaison

No action as yet on upgrade of touch-pads etc.



Plan to meet with Crosbie to discuss when things quieten down

Registrar

Feb affiliations paid to SNZ.

Awaiting some clubs affiliation forms so will have a fairly clear picture of numbers by the next meeting.

Funding

MLT Has advised that funding application was declined.

Pub Charity have advised that funding application was declined

Accountability Report for Adam McDonald scholarship submitted to ILT.

Funding for Tech Officials travel declined but asked to reapply for NZ Opens travel. Esther & Lyn advised and application resubmitted.

EO advised that a letter declining the application has arrived since the report has been written. The reason given is the funds available for this area have been all allocated.

Publicity/Promotion

While away at National meets I have found it hard to communicate back to Jeremy about achievements. We particularly missed an opportunity with the South Island Country & Town competition where Southland won the regional points trophy and Southland swimmers broke 6 meet records. I need to have a laptop while I am away to also access email as I had 135 to answer when I returned last Sunday.

The Swimming Southland laptop does not have Outlook loaded as it is only used at Splash Palace for Meet Manager.

I will look at using this one or alternatively I may have to use the development officers one while I am away.

Brian Richardson suggested that when in the future the desktop needs replacing that we replace with a laptop which will be more multi purpose.

Moved Brian Richardson
Seconded Nigel Soper

"That the EO purchase Outlook for the Swimming Southland Laptop after two quotes" CARRIED

Website

NIL

Other

NIL

Head Coaches Report – Jeremy Duncan

The Head coaches report was tabled for discussion

Executive Summary



1. Southland Champs Overview
2. Auckland Champs
3. Juniors
4. Splash Palace
5. Development Programme
6. Aidan
7. Schools Cover
8. Neptune Meet
9. Wharenui Winter Olympics

1. Southland champs was a success despite the initial concerns regarding the lack of entrants from the Otago area. It gave other swimmers a chance of making their first Southland Final and for some a podium finish.

It did concern me to see swimmers taking their medals off as soon as they had stepped down from podium. The coaching staff is now asking the swimmers to wear their medals until they get to the team area.

2. Auckland Champs was a success, in that it gave all involved some quality long course racing prior to Age Groups, particularly those who would be attending age groups for the first time in March. Jenny Hayes is an outstanding manager and things ran smoothly. Our total pb % was 41. I was happy with this bearing in mind swimmers were not rested for this.

3. A great job by coaching staff and managers involved, looking in from the outside the team worked well together. To see us have 22 swimmers compared to the bigger provinces, and the way those kids wore their Southland uniform and raced to win brought a tear to the eye.

4. Splash Palace, is ticking over nicely, we have a meeting on Friday 27/03/09 to discuss progress for term 1 2009

5. H2O Dreams Development Programme, is progressing nicely I have enjoyed taking all the swimmers every day. Our 3.30-4.15 Sharks is light on Numbers (16) this is our 9-10 year olds, this is where our next wave of Junior Nationals swimmers will come from. The staff will all be putting a lot of effort into expanding this level

6. I have been in regular contact with Aidan throughout his time away, by all reports he is progressing along slowly, any decisions regarding him traveling is out of our hands and in the hands of the specialist which he sees on the 11/03/09.

Nigel Soper advised that he had spoken with Aidan yesterday. He has been on light duties doing 2 hours for schools and 2 hours at night. Advised Nigel verbally that he will not be attending Div 2s.

7. While Aidan has been away I have filled in for him by doing some schools in the afternoons. Some queries I have are, who will pay H2O Dreams for covering this? Secondly if we are in a position again like this is it expected that I will just take the load and prop everything up? Personally with my work load over the last 2 weeks it is not sustainable, healthy or something I will do again.

Nigel Soper advised that Aidan was on sick leave and annual leave so continued to be paid by Swimming Southland.

Nigel Soper had asked Aleisha Withington to submit hours and Jeremy Duncan is to be asked to submit his hours.

The meeting felt that Swimming Southland should have a contingency plan in place.

Nigel advised that after discussions between Aidan, David and himself they had arranged Aleisha to cover but she was unable to do all sessions due to also working at Splash Palace. Jeremy offered at this point. Fiona Dooley offered her services in the future. Nigel thought that we need to get a list of people from clubs. The meeting agreed that this was a good idea and committee members would seek people within their own clubs.

Moved Yvonne McDonald
Seconded Brian Richardson

"That the EO obtains the hours worked by Aleisha Withington and pay her at the rate that Aidan would be paid." CARRIED

Moved Yvonne McDonald
Seconded Brian Richardson

"That the EO obtains the hours worked by Jeremy Duncan and pay him at the rate that Aidan would be paid." CARRIED

Andrew Holden to liaise with Jeremy Duncan. EO to write a letter of thanks to both parties and include in Jeremy's letter a covering note advising that we are attempting to put in place a process for the future.

8. We have selected 32 swimmers from the H2O Dreams development programme to attend the Neptune meet. This is in line with the development pathways put in place and outlined in the quadrennial report, and consistent to the last 3 years where we have developed young swimmers at this meet towards qualifying for juniors. All swimmers must meet the criteria outlined in the invitation given to them to attend. All swimmers will compete for their clubs. This has caused concern from the Orca swimming club. I have spoken to the president on the phone on Friday 06/03/09, and have emailed him and the Orca secretary asking them to list their concerns with H2O dreams taking a team.

- 9 We have also added an opportunity for the 3 levels up in the H2O Dreams programme, i.e. those who have qualified for and competed at Juniors Div 2 Nags and Opens. This is Wharenui Winter Olympics on the 13-16 August 2009 in CH CH. We have selected 36 swimmers for this, with the aim of getting early qualification for all national meets and Australian Age Groups. This is a long course meet. All swimmers must meet the criteria outlined in the invitation given to them to attend.

Brian Richardson advised that points 8 & 9 were a major issue with Orca. Need to discuss with clubs and Jeremy what the fit between the H2O squad and clubs actually is.

Nigel Soper advised that if Orca have a problem then they need to write to Swimming Southland outlining the concerns so any remedial action can be taken.

Fiona Dooley felt that no Swimming Southland uniform should be worn on squad trips and the EO should advise Jeremy of this.

General discussion surrounded this subject.



Brian Richardson asked that Andrew Holden in is position as coach liaison should encourage Jeremy to clearly identify with the swimmers that the team is not a Swimming Southland team and not to wear uniforms.

Andrew felt that because he was against this stand that he wouldn't feel comfortable.

Finance Report – David Prattley

The finance report was tabled for discussion

Accounts for Payment

Name	Description	Cheque	Amount
H2O Dreams	Monthly Fees Feb	DC	\$2910.94
Aidan Withington	Wages FN ending 10/2/09DC		\$748.55
Aidan Withington	Wages FN ending 24/2/09DC		\$748.55
David Prattley	Wages FN Ending 10/2/09DC		\$1090.43
David Prattley	Wages FN Ending 24/2/09DC		\$1090.43
Southern OPD	Stationery	180786	\$245.22
IRD	PAYE	180787	\$815.52
Travelcard	Travel	180788	\$6592.92
Waverley Swimming Club	Credit Balance	180789	\$351.00
Swimming NZ	Affiliations	180790	\$4880.00
Adventure Outfitters	Uniforms	180791	\$399.38
Joka Wiegiersma	Southland Champ Expenses	180792	\$153.45
Creative Screen print	Ribbons	180793	\$220.00
SNAP	Internet	180794	\$5.00
McLeay Jewelers	R & M Stopwatches	180795	\$30.00
WHK Cook Adam Ward Wilson	Audit	180796	\$945.00
Swimming NZ	Entry Fees NAGS	180797	\$1075.00
Swimming Nelson Marlborough	Entry Fees SI C & T	180798	\$1895.00
ICC	Pool Hire	180799	\$1363.73
Destroyed		180800	
Waverley Swimming Club	Catering NZ Juniors	180801	\$500.00
Tania Hamilton	Accom NZ Juniors	DD	\$2212.00
Jenny Hayes	Auckland Champ Expenses HP Fund	DD	\$345.00
Capital View Motel	Accom NAGS	180802	\$7650.00
Southern OPD	Photocopying NZJs, Postage	180803	\$795.30
Invercargill City Council	Photocopying NZ Juniors	180804	\$134.65
Swimming NZ	Entry Fees Div 2s	180805	\$1300.00
Aquazone Swimming	Internet & telephone Reimb	180806	\$106.56

**Moved
Seconded**

Brian Richardson
Shona Tomlins

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

Nigel Soper asked that a letter of thanks be sent to the Waverley Swimming Club for the great job at NZ Juniors.



Travel Account Summary of Transactions

Opening Balance 10/2/09	
\$621.48 Cr	
Prizemoney Open Water Swim	\$220.00
Transfer ex Call Deposit	\$2000.00Cr
Eftpos Transactions NZ Juniors 09	\$1520.63
Transfer ex Current Account	\$3000.00
Eftpos Transactions NZ Age Groups	\$2092.57
Balance as at 10/3/09	
\$1788.28Cr	

**Aged Balance
Summary 10/3/09**

	Current	30 days	60 days	90 days	Total
Bluff Swimming Club	19.50		39.00	676.69	735.19
Central Southland Swimming Club	450.00				238.50
Collegiate Swimming Club	1103.88				1902.11
Fiordland Amateur Swimming Club	936.88		1591.00		2527.88
Hokonui Aquatics	6126.54				6126.54
Mataura Swimming Club					
Murihiku Swimming Club	7736.57	580.80			8317.37
Orca Swimming Club	10638.58				10638.58
Oreti Swimming Club					
Riverton Swimming Club	130.50				130.50
Waiau Swimming Club	2148.98				2148.98
Waverley Swimming Club	2314.30				2314.30
Swimming NZ	1176.95				1176.95
Oscar van Stekelenborg	3782.87				3782.87
Neptune	9.00				9.00
Jasi Swimming Club		58.50			58.50
Swimmers Fundraising Ac	485.01				485.01
	37059.56	639.30	1630.00	676.69	40005.55

Executive Officers Monthly Costs – Telecom

Homeline plus wire maintenance	\$47.55
Xtra Broadband	\$39.95
Total	\$87.50
50%	\$43.75
Plus Tolls	\$62.81
Total	\$106.56

The EO advised that the 09/10 budget would be completed as soon as possible.

Development Officers Report

No report submitted

Portfolios

Team Management – Shona Tomlins

Shona asked if we need another team manager for Div 2s

Oscar had advised that he could now possibly attend but would have to take leave without pay and has asked for \$356 in reimbursement from Swimming Southland, Meeting agreed that reimbursement was not possible.

Moved

Joka Wiegersma

Seconded

Brian Richardson

“That David Prattley be confirmed as the coach to Div 2s”

Nigel agreed to discuss with Oscar.

The EO advised Shona off the requirement to appoint a regional manager for South Island Champs.

Uniforms – Yvonne McDonald

NIL

Technical – Brian Richardson

First draft of coach’s contract sent to EO for comment and opinion.

Outline given by Brian and should be ready for circulation in a couple of days.

Selectors – Fiona Dooley

Trophy – Joka Wiegersma

Shona Tomlins to do presentations at Junior Schools as Joka unavailable.

Quotes for ribbons to come for South Island Country & Town. The EO felt that the ribbons given out in Nelson were substandard for the status of the meet and asked that a better quality or style be considered. He suggested the Div 2 type ones and would supply a sample to Joka.

Joka advised a trophy recall was required. EO to action.

Yvonne McDonald offered to be a collection point for Invercargill and David for Gore.

Hospitality – Dominic Flatley, Shona Tomlins, Joka Wiegersma

Syncro Swimming has written to Nigel apologizing for setting up a fundraising stall at NZ Juniors. Nigel has acknowledged letter.

David Prattley asked on behalf of Aquazone Swimming who is an agent for the Aquashop regarding the possibility of setting up a shop at South Island Champs and South Island Country & Town competition.

Brian Richardson asked that a formal approach be made in writing and that David leave the meeting when this was discussed.

David agreed that he would do this.

Governance – Dominic Flatley

NIL

Coaches and Teachers – Andrew Holden

NIL

General

Nigel Soper reported that the group going to Australia is well organised and all arrangements are in place. He has been liaising with Australian clubs they maybe looking at a return visit.

EO advised that the group would need to apply through Swimming Southland to Swimming NZ for permission to swim outside the country.

Fiona Dooley reported that the Open meet swimmers at NZ Juniors did not set a very good example as they were not reporting. This happens frequently. Coaches are to be asked to advise swimmers that this is an issue and marshalling rules will be enforced going forward.

Shona Tomlins wanted to clarify the structure of the Summer Camps. Aidan was instructed by Swimming Southland to run one and she felt that if this was the case then the Swimming Southland accounts be used to operate as this provided transparency.

Late correspondence received from H2O Dreams requesting funding for a West Coast USA tour for N Wiegiersma and J Duncan.

Funding to come from High Performance fund \$4250 and J Duncan’s professional development \$2750.

Brian outlined the proposal within the new coach contract for professional development.

Meeting agreed that the high performance and the professional should be considered separately.

Andrew Holden felt that split between coach and swimmer was not appropriate.

Moved Andrew Holden
Seconded Nigel Soper

“That \$4250 of High performance funding be allocated to the request and be split evenly between Natalie Wiegiersma and Jeremy Duncan to assist with the expenses associated with the West Coast of USA tour” CARRIED

Brian Richardson felt that the trip was not purely professional development but conceded that the new contract if adopted would mean that the coach can spend this budget where he likes.

Moved Andrew Holden
Seconded Shona Tomlins

“That \$2750 from the 1/5/09-31/10/10 coach professional development budget be paid to H2O Dreams to assist with the expenses associated with the West Coast of USA tour” CARRIED by majority



Brian Richardson asked that his vote against the motion be recorded.

Andrew Holden to request a report from Clive Power regarding progress and Jeremy Duncan on the tour when completed.

David Prattley outlined the broad proposal regarding the South Island mentor coach initiative from Swimming NZ.

The coach considering the move is former Australian National coach, Don Talbot. Swimming NZ would most likely be seeking local funding to assist with this venture.

Moved Brian Richardson
Seconded Fiona Dooley

"That Funding be sought from the Community Trust of Southland and the ILT for this project subject to Swimming NZ information and endorsement" CARRIED

Nigel Soper raised the costs associated with the second coach at NAGS. David Prattley advised that his business had paid for this and he was happy for this to happen as this was what was agreed. His airfares to Nelson and return had incorporated the NAGS tour with only an additional \$69 to travel Nelson to Wellington which he had paid.

Moved Brian Richardson
Seconded Andrew Holden

"That accommodation and sustenance be paid for the second coach (David Prattley) at NAGS 2009" CARRIED

Meeting Closed 10.45pm

Chairperson's Signature: _____

Date: _____

Next Meeting: 7/4/09 (One week earlier than usual due to holidays)