



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

**Held** Tuesday 9th of March 2010  
**Venue** Waihopai School Boardroom - Invercargill  
**Start Time** 7.30pm

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

**In Attendance** David Prattley Executive Officer

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

**Apologies** NIL

**Minutes** Management Meeting 1st February 2010

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

"That the Management Minutes of 1st February 2010 be received"  
CARRIED

**Matters Arising**

The EO tabled the details of the PD budget as requested.

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

"That the Minutes of the Management Meeting held 1st February 2010, be accepted as a true and correct record" CARRIED

**Executive Officers Report – David Prattley**

**Swim Sport/Recorder**

Nil

***Barbara Grant advised that the latest batch of medals for Southland Champs 6were hard to engrave***

**High Performance Fund**

Balance Fund 14/12/09	\$ 11625.28
Spent Period 14/12/09 – 9/3/10	<u>\$ 3555.01</u>
Carried Forward to next period	<u>\$ 8070.27</u>

Expenditure made up as follows

Coach Accommodation NSW Open Champs 2010	\$717.33
Expense Reimb Queensland States – Lisa Pankhurst	\$444.44
Expense Reimb Queensland States – Natalie Wiegiersma	\$444.44



Expense Reimb Queensland States – Michael Finlay	\$444.44
Coach Accom & Meals Queensland States	\$577.78
Natalie Wiegersma HP Funding Miami Camp	\$407.47
Lisa Pankhurst HP Funding NSW Champs	\$148.44
Michael Finlay HP Funding NSW Champs	\$74.67
Natalie Wiegersma HP Funding NSW Champs	\$296.00
<b>Total</b>	<b>\$3555.01</b>

**Records**

50	LC	Free	100	OW	Lisa Pankhurst	COL	58.30	58.21	12/12/09	Queens
51	LC	Free	100	OW	Natalie Wiegersma	WAV	58.21	58.06	12/12/09	Queens
52	LC	Free	100	OM	Adam McDonald	COL	52.81	52.46	12/12/09	Queens
53	LC	Back	100	OM	Michael Finlay	OCA	1.01.96	1.01.76	12/12/09	Queens
54	LC	Back	50	U16	Aila Tuhua	COL	29.73	29.66	29/1/10	Southla
55	LC	IM	400	OW	Natalie Wiegersma	WAV	4.44.73	4.41.37	12/2/10	NSW O
56	LC	Back	50	U16	Aila Tuhua	COL	29.66	29.02	14/2/10	Age/Op
57	LC	IM	200	OW	Natalie Wiegersma	WAV	2.13.90	2.12.73	14/2/10	NSW O
58	LC	Back	50	U14	Hannah Morgan	MKU	33.84	33.65	21/2/10	NZ Juni
59	LC	Back	50	U16	Aila Tuhua	COL	29.02	28.86	2/3/10	NZ Age
60	LC	Back	50	OM	Aila Tuhua	COL	29.01	28.86	2/3/10	NZ Age
61	LC	Back	100	U16	Andrew Bester	OCA	1.02.95	1.03.21	3/3/10	NZ Age
62	LC	Back	200	U16	Andrew Bester	OCA	2.14.62	2.13.35	5/3/10	NZ Age
63	LC	Back	200	OM	Andrew Bester	OCA	2.13.36	2.13.35	5/3/10	NZ Age

Moved : Yvonne McDonald  
 Seconded: Barbara Grant

“That the records as tabled be ratified” CARRIED

**Accommodation & Travel**

Nil

**Correspondence**

Nil

**Gear/Pool Liaison**

Nil

**Registrar**

Nil

**Funding**

Nil

**Publicity/Promotion**

Nil

**Website**

Nil

**Other**

Nil

**Finance Report – David Prattley**  
**14/12/09 – 9/3/10**

**Accounts for Payment (Westpac)**

Name	Date	Description	Cheque
Aidan Withington	15/12/09	Wages DD	\$733.03
David Prattley	15/12/09	Wages DD	\$1086.39
Craigs	18/12/09	Paper 180958	\$65.00
Swimming NZ	18/12/09 J	Junior Camp Fees 180959	\$740.00
H2o Dreams	21/12/09	Dec Fees DD	\$2910.94
Aidan Withington	29/12/09	Wages DD	\$733.03
David Prattley	29/12/09	Wages DD	\$1086.39

**Total** **\$7354.78**

**Accounts for Payment (SBS)**

Name	Date	Description	Cheque	Amount
Marsh Ltd	20/12/09	Insurance	111111	\$1306.17
IRD	20/1/10	PAYE	111112	\$1234.02
Southern OPD	31/12/09	Consumables & Paper	111113	\$161.16
Aquazone Swimming	31/12/09	Telephone Reimb	111114	\$54.17
Lisa Pankhurst	31/12/09	HP Funding Queensland	111115	\$500.00
Natalie Wiegiersma	31/12/09	HP Funding Queensland	111116	\$500.00
Michael Finlay	31/12/09	HP Funding Queensland	111117	\$500.00
H2O Dreams	31/12/09	Coach Costs Queensland	111118	\$650.00
Aidan Withington	12/1/10	Wages	DD	\$733.03
David Prattley	12/1/10	Wages	DD	\$1086.39
H2O Dreams	21/1/10	Jan Fees	DD	\$2910.94
Aidan Withington	26/1/10	Wages	DD	\$733.03
David Prattley	26/1/10	Wages	DD	\$1086.39
Aidan Withington	9/2/10	Wages	DD	\$733.03
David Prattley	9/2/10	Wages	DD	\$1086.39
H2O Dreams	9/2/10	Coaching Clinics	111119	\$1500.00
Aquazone Swimming	14/2/10	Telephone Reimb (Note 1A)	111120	\$53.80
Uniformnz	14/2/10	Uniforms	111121	\$299.25
David Prattley	14/2/10	Entry Fees NSW Opens	111122	\$341.57
Tania Hamilton	14/2/10	Air fares NZ Juniors	111123	\$459.00
Swimming NZ	12/2/10	Entry Fees NZ Js	111124	\$1065.00
Joka Wiegiersma	14/2/10	Expenses Sth Champs	111125	\$60.00
Natalie Wiegiersma	14/2/10	HP Funding Miami Camp	111126	\$458.40
Eziweb	14/2/10	Domain Name renewal	111127	\$43.88
Travelcard	14/2/10	Airfares	111128	\$1172.00
Craigs	14/2/10	Printer Cart	111129	\$86.87
IRD	14/2/10	PAYE	111130	\$822.68
Aquazone	14/2/10	Envelopes	111131	\$123.80
Travel Account	14/2/10	Transfer funds to Travel account	111132	\$3000.00
Windsor Court	15/2/10	Accom NAGS	111133	\$5719.00
Swimming NZ	16/2/10	Affiliation Fees	111134	\$2700.00
H2O Dreams	19/2/10	Feb Fees	DD	\$2910.94
Lisa Pankhurst	19/2/10	HP Funding NSW Opens	111135	\$167.00
Michael Finlay	19/2/10	HP Funding NSW Opens	111136	\$84.00
Natalie Wiegiersma	19/2/10	HP Funding NSW Opens	111137	\$333.00



Cheque Destroyed			111138	
McLeay Engravers	19/2/10	Stopwatch Batts	111139	\$45.00
Swimming NZ	19/2/10	Entry Fees NAGS	111140	\$1170.00
Creative Screen Prints	19/2/10	SICT Ribbons	111141	\$2452.94
ICC	19/2/10	Pool Hire	111142	\$2277.15
Aidan Withington	23/2/10	Wages	DD	\$733.03
David Prattley	23/2/10	Wages	DD	\$1086.39
Adventure Outfitters	23/2/10	Uniforms	111143	\$79.99
NZ Post	23/2/10	PO Box Rental	111144	\$135.00
Ministry of Justice	23/2/10	Aidan	111145	\$100.00
Swimming Auckland	23/2/10	Entry Fees Auckland Champs	111146	\$200.20
Swimming NZ	23/2/10	Entry Fees Div 2s	111147	\$645.00
Ashford Motor Lodge	25/2/10	Accom NZ Juniors	111149	\$1426.00
Pegasus Rentals	7/3/10	Rental Van Opens	111150	\$694.00
Aquazone	7/3/10	Telephone Rental (NOTE 1B)	111151	\$58.14
Aidan Withington	9/3/10	Wages	DD	\$733.03
David Prattley	9/3/10	Wages	DD	\$1086.39
Southern OPD	9/3/10	Paper & Consumables	111152	\$271.75
Craigs	9/3/10	SICT Expenses	111153	\$14.03
McCallums	9/3/10	Uniforms	111154	\$45.00
Gore DC	9/3/10	Photocopying SICT	111155	\$95.50
Uniformnz	9/3/10	Uniforms	111156	\$1001.72
Travelcard	9/3/10	Travel	111157	\$6917.99
IRD	9/3/10	PAYE	111158	\$822.68
Jenny Hayes	9/3/10	Catering NAGS	111159	\$1482.00
Waverley Swimming	9/3/10	Catering SICT	111160	\$400.00
Westpac	9/3/10	Transfer to travel account	111161	\$3000.00
<b>Total</b>				<b>\$62227.84</b>

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

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

<b>Westpac Current Account Summary of Transactions</b>	
Opening Balance 14/12/09	<b>\$1791.90CR</b>
<b>Plus Transfers In and Deposits</b>	
Transfers in	<b>\$112098.50</b>
Deposits	<b>\$964.51</b>
<b>Less Transfers Out and Payments</b>	
Transfers out	<b>\$107639.64</b>
Payments (Cheques and Direct Debits)	<b>\$7354.78</b>
<b>Plus Interest Received</b>	<b>\$92.81</b>
<b>Less Account Fees</b>	<b>\$1.50</b>
<b>Balance as at 9/3/10</b>	<b>\$0.00</b>

<b>SBS Star Account Summary of Transactions</b>	
Opening Balance 14/12/09	<b>\$0.00</b>
<b>Plus Transfers In and Deposits</b>	
Transfers in	<b>\$107640.04</b>
Deposits	<b>\$28745.25</b>
<b>Less Transfers Out and Payments</b>	
Transfers out	<b>\$25000.00</b>
Payments (Cheques and Direct Debits)	<b>\$62227.84</b>
<b>Plus Interest Received</b>	<b>\$111.85</b>



Less Account Fees	\$2.50	
Balance as at 9/3/10		\$9266.80

<b>Westpac On Line Savings Account Summary of Transactions</b>		
Opening Balance 14/12/09		\$112352.14Cr
Plus Transfers In from Current Account	\$0	
Less Transfers Out to Current Account	\$112498.50	
Plus Interest Received	\$146.36	
Balance as at 9/3/10		\$0.00

<b>Travel Account Summary of Transactions</b>		
Opening Balance 14/12/09		\$80.29 Cr
Plus Transfers In from Current Account	\$7400.00	
Less Eftpos Transactions		
18/12/09	Open Water prizemoney	\$400.00
22/2/10	NZ Juniors Transactions	\$1074.16
9/3/10	NAGS Transactions	\$2374.94
Balance as at 9/3/10		\$3631.19CR

<b>SBS Term Deposit Account Summary of Transactions</b>		
Opening Balance 14/12/09		\$9030.26Cr
Balance as at 9/3/10		\$9030.26Cr
Invested for 12 months @ 4.60% maturing 24/05/2010 (Interest paid quarterly)		

<b>SBS Term Deposit Account Summary of Transactions</b>		
Opening Balance 14/12/09		\$0.00
Balance as at 9/3/10		\$25000.00Cr
Invested for 6 months @ 4.75% maturing 22/06/2010 (Interest paid quarterly)		

**Debtors**

**Aged Balance Summary**  
9/3/10

	Current	30 days	60 days	90 days	Total
Bluff Swimming Club	51.50	56.25			107.75
Central Southland Swimming Club					
Collegiate Swimming Club	208.00				208.00
Fiordland Amateur Swimming Club	1267.00				1267.00
Hokonui Aquatics	82.00				82.00
Mataura Swimming Club					
Murihiku Swimming Club	7237.30				7237.30
Orca Swimming Club	4152.41				4152.41
Oreti Swimming Club		56.25			56.25
Riverton Swimming Club					
Waiau Swimming Club	75.50				75.50



<b>Waverley Swimming Club</b>	76.00	76.00
<b>Swimming Otago</b>	1760.00	1760.00
<b>Jasi Swimming Club</b>	39.00	39.00
	<b>14909.71</b>	<b>151.50</b>
		<b>15061.21</b>

**Note 1 A**

**Executive Officers Monthly Costs – Telecom**

Homeline plus wire maintenance	\$47.55
Xtra Broadband	\$51.55
Total	\$98.70
50%	\$49.35
Plus Tolls	\$4.45
Total	\$53.80

**Note 1 B**

**Executive Officers Monthly Costs – Telecom**

Homeline plus wire maintenance	\$47.55
Xtra Broadband	\$51.55
Total	\$98.70
50%	\$49.35
Plus Tolls	\$8.79
Total	\$58.14

**Note 2**

**Actual YTD result to 28/2/10 plus revised forecasted position to 30/4/2010 attached. This is in expanded format as well.**

**Head Coaches Report – Jeremy Duncan**

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2. Splash Palace
3. New Initiatives
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5. Canterbury Champs Summary
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**1. H2O Dreams Aquatic Programme**

The start of term 1 2010 has been a positive one. From term 4 2009 we have experienced 10 % growth in terms of numbers swimming within the programme offered by H2O Dreams.

As we strive to achieve our KPI of consistently placing more swimmers on Town & Country, New Zealand Juniors Division 2 Age Groups, Australian Age, National Representation then onto podium finishes, we have put in place some initiatives to better help our younger swimmers. (See New Initiatives)

I have stepped back from hands on coaching the junior groups from 3.30-5.15 pm and am investing time and financial resource into training all our staff. I am still overseeing what is being taught and critiquing the product before it is delivered daily from 3.30. I am also spending time on swimmers who need more individual attention to grasp new skills.

I have employed Lisa Pankhurst as our junior coach on a pilot programme with the aim in mind of increasing the number of quality coaches within the province. This has proved to be a success already with the children responding to an older swimmer who is still competing.



## **2. Splash Palace**

We have received 3 swimmers from Splash Palace this term. These swimmers are of a good standard, the redesign in the pathways programme has enabled H2O Dreams to get them at an early age of 8 years.

## **3. New Initiatives**

Following our end of year review H2O Dreams staff has agreed that there are several swimmers within our programme who **a.** need to be fast tracked through the system **b.** and who are in-between squads due to their stage of maturation

To aid these swimmers we have brought the top three squads together on a Thursday night and offered a Wednesday at a 5.00-7.00pm to all swimmers in the Rising Star and Age Group squads.

Clive Power is arriving down early February. He will be explaining his role in the development of the Three Regions and how this model can help all swimming in Southland. He has requested to meet all the Management Committee and Coaches to give a presentation on this concept. From this we can individualize to suit Southland. H2O Dreams has indicated its willingness to cover the cost of his initial visit to Invercargill and Gore. H2O Dreams see this concept as important in the development of our younger swimmers and development as a province

I am currently in talks with Southland Water Polo to provide separate structured water polo fitness focused squads three times a week.

## **4. Home Camp Summary**

The home camp was a success to those swimmers who attended with the right mix of endurance and speed being developed.

Volume Totals week 1 75,000m Senior 60,000m Junior Week 2 Senior 80,000m Junior 65,000m

## **5. Canterbury Champs / Southland Champs**

This was another step in the right direction for those who attended with 12 titles and numerous PBs s 72% being recorded as a team.

For next year we would like to see more swimmers support the finalists at nights even if not swimming. Thank you to those who did.

Of concern were comments I received regarding parents coaching their own children when a coach was supplied by H2O Dreams. We have zero tolerance this as it can result in confused messages being delivered to the swimmers, reducing the potential for success. This can be likened to an employee having two bosses.

Southland Champs provided us with many PBs and the swimmers who returned from were mostly able to go faster.

All of the coaches at H2O Dreams feel that to move the sport forward shifting the meet to Early December is more beneficial for our younger swimmers (12 & under) . Enabling them to get qualifying times before Christmas, then go away over January and enjoy family time

## **6. General Discussion**

All four coaches at H2O Dreams are wondering what has happened to the coaches liaison officer, neither of us have had a meeting since Andrew Holden stepping down last year.

We all found this to be beneficial ensuring we were all on the same chapter going forward and that communication was open and free flowing.

We would like to increase the level of communication with Swimming Southland on the direction of our sport. This would allow for H2o Dreams to put plans in place that support the vision of Swimming Southland to achieve targets and growing a successful swimmer base



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

**No report**

### **Portfolios**

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

Shona advised that Barbara Grant and Jane Fisher are sharing management of Div 2 team and paying ½ each

Draft job description tabled for discussion

Guideline questionnaire answers from coaches tabled for discussion

Swimmers Agreement review required

Shona sought clarification of Zane Harris's role. EO advised that Zane is not employed or contracted by Swimming Southland and is contracted by the swimmers. Swimming Southland allows travel with the team but shouldn't be involved with any team manager's duties.

Shona requested the meeting move "in committee"

Moved: Shona Tomlins

Seconded: Fiona Dooley

"That the meeting moves "in committee" CARRIED

Moved in committee at 8.45pm

Moved out of "committee" at 9.05pm

***The discussions being of a sensitive nature, remain the business of the committee***

#### ***Uniforms – Yvonne McDonald***

Gold uniform tops for 1<sup>st</sup> time age group swimmers presented to Bradley Catto and Alessandro Tommei

#### ***Technical – Barbara Grant***

Timing Gear – 8 working lane modules with no spares thanks to Alan Sadlier

Meeting held with Crosbie. Confirmed that 8 new modules have been ordered with 2-3 months delivery

Crosbie has found a supplier in town to repair modules

Barbara Grant requested a voucher or like for Alan Sadlier for all the work undertaken. Joka suggested that Tony Phillips should also be included. Without these two people we would have no electronic timing for events.

Moved: Barbara Grant

Seconded: Yvonne McDonald

"That a ILT voucher be purchased for both Alan Sadlier and Tony Phillips" CARRIED

Still working on pad replacement

Letter to Crosbie about starting blocks cracking. All need to be checked. Nigel advised that he had checked them and all appear to have been repaired.

#### ***Selectors – Fiona Dooley***



Relay team selection raised by Nigel Soper. Needs to have coach input and selected on form. David advised that coaches and regional managers have the authority to change teams at the meets based on form.

***Trophy – Joka Wiegersma***

Joka thanked Jodi McLeay for all her help at SI C & T  
Trophy recall to go out to clubs by EO

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

NIL

***Governance – Nigel Soper***

Nil

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

Having difficulty with communication with Aidan. Laptop broken but now fixed.  
Nigel to address poor time management with Aidan. Always late with reports, time sheets holiday requests etc  
Positive feedback received from Daniela re schools

**General**

Yvonne McDonald tabled report from Alison Broad. Left with committee to read and discuss at next meeting  
The EO tabled his discussion document for the Southland Champ changes and the three region concept. Meeting agreed that this should be an agenda item at the delegates meeting on the 13/4/10 and should be forwarded out to all clubs. EO to action  
Barbara Grant asked that Swimming Southland send a letter of encouragement to the Bluff Swimming Committee (cc to Bluff Swimming Club) offering assistance with their fight to save the Bluff pool. EO to action.  
Barbara and Yvonne reported back on their attendance at the SPARC elite sports meeting. Basis thrust of meeting was for sports to join forces and provide sports science academy. Survey being sent out which Barbara and Yvonne will jointly reply to on Swimming Southlands behalf.

**Meeting Closed 10.40pm**

**Chairperson’s Signature:** \_\_\_\_\_

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

**Next Meeting:        Tuesday 20/4/10**