



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

**Held** Wednesday 16th of September 2009  
**Venue** Waihopai School Boardroom - Invercargill  
**Start Time** 7.45pm

**Present** Nigel Soper (Chair), Joka Wiegiersma, 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.

**Apologies** Nil

**Minutes** **Management Meeting 11th August 2009**

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

"That the Management Minutes of 11th August 2009 be received"  
CARRIED

**Matters Arising**

**NIL**

**Moved** Fiona Dooley  
**Seconded** Yvonne McDonald

"That the Minutes of the Management Meeting held 11th August 2009, be accepted as a true and correct record" CARRIED

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

The executive officers September report was tabled for discussion:

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

Transfer request granted for Aila Tuhua from Riverton to Collegiate

**Moved** Fiona Dooley  
**Seconded** Shona Tomlins

"That the transfer as tabled be approved" CARRIED

Permission also approved for Adam McDonald (COL) to leave the team after NZ Springs to attend Swimming NZ camp.



Permission approved for the following swimmers to swim outside the province at Early Bird swim meet in Queenstown  
 Ellice Soper, Felecity Soper, Thomas Glew, Molly Butt, Emily Joyce and Caitlin Russell (all COL)  
 Katie Grant, Samantha Grant, Harriet Grant, Shaun Grant, Chris Grant, Dean Grant (all OCA)

**High Performance Fund**

Balance Fund 14/7/09	\$ 1571.94
Spent Period 14/7/09 – 11/8/09	\$400.00
Carried Forward to next period	<u>\$ 1171.94</u>

Payments of \$100 made to Robert McDonald, Andrew Bester, Kevin Kim and Molly Tomlins to assist with cost of attending NZ Age Group Development Camp

**Records**

17	SC	IM	100	OM	Michael Finlay	OCA	1.00.48	1.00.32	23/8/09	Southland
18	SC	Back	50	OM	Michael Finlay	OCA	27.21	27.11	4/9/09	South Palace
19	SC	IM	100	OM	Michael Finlay	OCA	1.00.32	1.00.29	6/9/09	South Palace
20	SC	Free	50	OM	Michael Finlay	OCA	23.94	23.83	6/9/09	South Palace
21	SC	Back	200	OM	Richard Harris	COL	2.08.92	2.08.79	6/9/09	South Palace
22	SC	Back	200	OM	Richard Harris	COL	2.08.79	2.08.75	6/9/09	South Palace
23	SC	Fly	100	OM	Adam McDonald	COL	55.49	54.61	6/9/09	South Palace
24	SC	Free	50	U14	April Miller	HOK	29.00	28.18	6/9/09	South Palace
25	SC	Fly	50	OW	Natalie Wieggersma	WAV	27.97	27.75	4/9/09	South Palace
26	SC	Back	50	OW	Natalie Wieggersma	WAV	29.50	29.42	5/9/09	South Palace
27	SC	Free	100	OW	Natalie Wieggersma	WAV	56.08	55.89	5/9/09	South Palace
28	SC	Free	100	OW	Natalie Wieggersma	WAV	55.89	55.84	6/9/09	South Palace
29	SC	Breast	50	OW	Natalie Wieggersma	WAV	33.33	32.63	5/9/09	South Palace
30	SC	Free	50	OW	Natalie Wieggersma	WAV	26.67	25.98	6/9/09	South Palace

Query from Barbara Grant regarding the lead off swims in relays. EO advised that lead off swims were recognised if all systems were working correctly. Barbara asked that the EO check the lead off for the 50 Freestyle relay for Michael Finlay

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

"That the records as tabled be ratified subject to checking 50 relay lead off for Michael Finlay" CARRIED

***EO notes that Michael Finlay relay lead off record was set with a time of 23.88 on 5/9/09 and subsequently broken on 6/9/09 by Michael with a time of 23.83. Records amended to recognise this.***

***Yvonne McDonald asked that a letter of congratulations be sent to record setters. Nigel asked that a letter of congratulations be sent to NZ Spring qualifiers***

#### ***Accommodation & Travel***

Springs team now increased to 16 plus Wayne Evans has indicated he is also going to attend for one day having qualified for the 50 Breast. Will stay with the team. David & Joka to discuss accommodation.

#### ***Correspondence***

Southland Secondary School Sports – Invitation to host 2010 Sth Island Secondary School Swimming Champs

***Set down for 2 & 3<sup>rd</sup> of July. Still concern over viability with number who will attend from Canterbury.***

***EO tabled budget from Canterbury***

***Barbara Grant thought that we should accept but have minimum numbers.***

***EO to email Canterbury and Otago with query for coaches.***

Southland Secondary School Sports – Sports Calendar

Southland Secondary School Sports – Nominations for Secondary School Sports Awards

***Meeting agreed to nominate Adam McDonald and Molly Tomlins. Yvonne and Shona to provide resume to accompany nominations***

Swimming NZ – AGM Information and Annual Report

Lyn Sutherland – Special Olympics Swimming Meet

***Date set down for Wed 18/11/09. Further info available soon.***

Lyn Sutherland – Starters Podium

***Will form part of total audit of equipment***

Molly Tomlins – Letter of Thanks

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

#### ***Registrar***

#### ***Funding***

#### ***Publicity/Promotion***

#### ***Website***

#### ***Other***

Upcoming projects that require my urgent attention this month are (not necessarily in order of priority)

-Travel, accommodation NZ Juniors, NZ Age Groups, Div2s and Opens

- Travel and accommodation Budgets for clubs



- ILT Foundation Funding application
- Equipment stock take and report to management with recommendations
- Timing equipment
- South Island Championships record certificates
- Team Management applications

## **Finance Report – David Prattley**

The September finance report was tabled for discussion

### **Accounts for Payment**

<b>Name</b>	<b>Date</b>	<b>Description</b>	<b>Cheque</b>	<b>Amount</b>
Robert McDonald	12/8/09	HP Funding SNZ Age Group Camp	180890	\$100.00
Andrew Bester	12/8/09	HP Funding SNZ Age Group Camp	180891	\$100.00
Kevin Kim	12/8/09	HP Funding SNZ Age Group Camp	180892	\$100.00
Molly Tomlins	12/8/09	HP Funding SNZ Age Group Camp	180893	\$100.00
Collingwood Foodcentre	12/8/09	League Meet 3 Food	180894	\$67.50
H2O Dreams	21/8/09	August Fees	DC	\$2910.94
NZ Swimming Trust	21/8/09	Annual Subscription	180895	\$30.00
Adventure Outfitters	21/8/09	Swimming Southland Tees	180896	\$224.55
H2O Dreams	21/8/09	Coaching Clinic/Camp	180897	\$750.00
Aquazone Swimming	21/8/09	Accom for Nigel at SNZ AGM	180898	\$125.00
Broomes Picture Framing	21/8/09	Framing Rep Photos	180899	\$253.20
Queenstown Swimming	21/8/09	Refund Entry Fees Sth Winters	180900	\$30.00
Waves Swimming	21/8/09	Refund Entry Fees Sth Winters	180901	\$20.00
Aquazone Swimming	25/8/09	Printer and Postage Paid Envelopes	180902	\$351.80
Aidan Withington	25/8/09	Wages FN Ending 25/8/09	DC	\$733.03
David Prattley	25/8/09	Wages FN Ending 25/8/09	DC	\$1086.39
Waverley Swimming	26/8/09	Catering South Island Champs	180903	\$900.00
ICC	27/8/09	Pool Hire	180904	\$809.20
Aquazone Swimming	31/8/09	Telephone Reimb	180905	\$52.25
Aidan Withington	8/9/09	Wages FN Ending 8/9/09	DC	\$733.03
David Prattley	8/9/09	Wages FN Ending 8/9/09	DC	\$1086.39
Swimming CWC	8/9/09	Refund Entry Fees SI Champs	180906	\$56.00
Aquazone Swimming	9/9/09	Printer Cartridge	180907	\$122.99
UniformNZ	9/9/09	Uniforms	180908	\$117.00
Travelcard	9/9/09	Travel Nigel to SNZ AGM	180909	\$629.01
Southern OPD	9/9/09	Paper, Cartridge, Passes	180910	\$179.14
Creative Screen print	9/9/09	Screen printing	180911	\$23.00
IRD	9/9/09	PAYE	180912	\$822.68
<b>Total</b>				<b>\$12513.10</b>

**Moved** Fiona Dooley  
**Seconded** Yvonne McDonald

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

<b>Current Account Summary of Transactions</b>	
Opening Balance 11/8/09	\$417.70Cr
Plus Transfers In and Deposits	
Transfers in	\$5000.00
Deposits	\$20770.60
Less Transfers Out and Payments	
Transfers out	\$500.00
Payments (Cheques and Direct Credits)	\$12513.10
Plus Interest Received	\$0.33
Less Account Fees	\$1.50
Balance as at 10/9/09	\$13174.03 Cr

<b>On Line Savings Account Summary of Transactions</b>	
Opening Balance 11/8/09	\$20002.70Cr
Plus Transfers In from Current Account	
Less Transfers Out to Current Account	\$5000.00
Plus Interest Received	\$31.18
Balance as at 10/9/09	\$15033.88 Cr

<b>Travel Account Summary of Transactions</b>	
Opening Balance 12/8/09	\$67.27 Cr
Plus Transfers In from Current Account	\$500.00
Less	
Balance as at 10/9/09	\$567.27 CR

<b>Westpac Term Deposit Account Summary of Transactions</b>	
Opening Balance 11/8/09	\$10000.00Cr
Balance as at 9/9/09	\$10000.00Cr
Invested for 90 Days @ 3.60% maturing 11/09/2009 (Interest paid on maturity)	

<b>SBS Term Deposit Account Summary of Transactions</b>	
Opening Balance 11/8/09	\$9030.26Cr
Balance as at 9/9/09	\$9030.26Cr
Invested for 12 months @ 4.60% maturing 24/05/2010 (Interest paid quarterly)	

**Debtors**

**Aged Balance  
Summary 10/9/09**

	Current	30 days	60 days	90 days	Total
Bluff Swimming Club		290.00			290.00
Central Southland Swimming Club					
Collegiate Swimming Club	905.00				905.00



<b>Fiordland Amateur Swimming Club</b>			
<b>Hokonui Aquatics</b>	1368.00		1368.00
<b>Mataura Swimming Club</b>		290.00	290.00
<b>Murihiku Swimming Club</b>	1197.50		1197.50
<b>Orca Swimming Club</b>	1588.00		1588.00
<b>Oreti Swimming Club</b>			
<b>Riverton Swimming Club</b>			
<b>Waiau Swimming Club</b>			
<b>Waverley Swimming Club</b>			
<b>Adam McDonald</b>	10.00		10.00
<b>Clutha United Swimming Club</b>	25.00		25.00
<b>Anton Huisman</b>	20.00		20.00
<b>Molly Tomlins</b>	5.00		5.00
<b>Swimming Otago</b>	4072.00		4072.00
	<b>9190.50</b>	<b>580.00</b>	<b>9770.50</b>

**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	\$2.70
Total	\$52.25

**Note 2**

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

**Head Coaches Report – Jeremy Duncan**

The head coaches September report was tabled for discussion

**Splash Palace**

Nothing to report at this stage, assessments take place in week 8 of term; we should receive another crop of 5 10 year olds at the end of the term

**Wharenui Winter Olympics**

A very successful meet with a team total of 78% personal bests. The highlight for me was Southland winning the 12x50 Monte Carlo relay without several of our A team, we won by 15m. This highlights to me the need for us to be able to compete as Southland when away at National meets

A big thank you to all staff involved

## **H2O Dreams**

The skill level and aerobic fitness is improving nicely with all our groups. We would like to see the younger swimmers attend more now that winter sport is winding down.

We have experienced large growth in our Adult fitness programme

## **General**

Thank you to the committee for understanding the position we are in with the mentor coach, and having the vision to realize this is clearly not in the best interest for all of swimming in Southland.

***Nigel gave an update on the mentor coach position. Swimming NZ had been advised of the situation and Mike Byrne had passed onto Jan Cameron for reply. To date Jan Cameron had not replied to Swimming Southland but had dealt directly with Jeremy Duncan. She had accepted that Swimming Southland would not be part of the programme but Nigel was not happy that she had not communicated with Swimming Southland who made the decision. He would discuss with Mike Byrne and Jan Cameron at the SNZ AGM.***

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

The development officers September report was tabled for discussion

### **Schools**

August 35 hours

Due to being away at Wharenui I missed out on 7 hours. All schools were informed by email and in person at the pool. The schools understood this however Splash Palace is asking for someone to cover me when I am away or unable to take a school group.

### **Clubs**

Clubs were visited in the 2<sup>nd</sup> week of August.

This month I will be visiting clubs again and talent spotting swimmers for Splash Palace and H2O Dreams.

### **New Club Swimming Levels**

These are now ready to be rolled out. We now need to have a meeting with the clubs and start bringing in the levels.

### **One Club Invercargill**

After being away with a team of swimmers at Wharenui it was good to see that some of our clubs got into the top 10. However if we looked at only having one club we would have a better chance of being the best club there. This would also make it a lot easier for funding and a better use of resources.

### **Contract**

I would like to know when my contract will be reviewed as there has been a lot of changes made since the first one. I would also like to ask for professional development to be added.

***Barbara Grant advised that Aidan had visited Orca and things had not gone too well and they most likely wouldn't require him again. Nigel asked that any issues be put in writing so he could deal with them.***

***EO to send out current contract to management***

## **Portfolios**

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

**NIL**

### ***Uniforms – Yvonne McDonald***

**NIL**

### ***Technical – Barbara Grant***

***Technical report tabled***

***Barbara indicated the biggest issues facing Swimming Southland were:***

***Recruitment and training of AOD operators***

***Age and unreliability of current equipment***

***Communication with Crosbie Grieve over faulty equipment.***

***All of the above issues have priority. The EO is to do an audit of equipment.***

***After discussion meeting agreed that there would be a 15 minute period between the end of warm-up and the commencement of racing to allow for testing of timing equipment for all Swimming Southland meets. Clubs to be advised by EO and suggest they follow same procedure for club run meets.***

### ***Selectors – Fiona Dooley***

***Ongoing problem identified with marshalling and procedures and support required for the volunteer marshals.***

***Fiona suggested that the marshalling area not big enough and a new system was required. Recommend that we rope off the first 8 seats in the stand and use for marshalling. Also use seats in current area. Numbers on seats. Meeting agreed with clubs and coaches to be advised that their would be no warnings for the people not obeying marshals instructions, failing to report or leaving the area.***

### ***Trophy – Joka Wiegersma***

***Medals ordered for Southland Champs***

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

***Nigel passed a vote of thanks to Waverley for the catering at South Island Champs.***

### ***Governance – Nigel Soper***

**NIL**

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

***Nigel had asked Jeremy for recommendations for head coaching appointments for National meets.***

***Recommendations from Jeremy were:***

***NZ Juniors – Aidan***

***Div 2 – Aidan***

***Country & Town – Aidan***

***Age Groups – Oscar***

***Opens – Jeremy***



***David had advised Jeremy that he would be attending all meets where he had swimmers to coach them.***

***The meeting was disappointed that David had not been given a head coaches position and agreed that he would be the head coach of the Div 2 team.***

***The meeting noted that theses were head coaching appointments only and assistant coaches could be appointed on a meet by meet basis dependant on swimmer numbers and finances.***

***Moved Nigel Soper  
Seconded Joka Wiegersma***

***That the head coaching appointments with amendment for Div 2 be approved" CARRIED***

### **General**

***Nigel checking the constitution on what was required to co-opt a management committee member.***

***EO advised that Rule 25.4 covered this process***

### **RULE 25 - MANAGEMENT COMMITTEE**

4. If a vacancy arises on the Management Committee through death, resignation or otherwise, the Secretary shall call for nominations from clubs. Such vacancy shall be filled by ballot or election, at the next succeeding delegates meeting.

***Nigel advised that the committee should seek nominations when date for delegates meeting was set.***

***The SNZ AGM papers were discussed and remit and motions tabled. Meeting agreed on voting procedure for Nigel. The board member voting was discussed and the meeting agreed to vote in the following order***

***Dominic Toomey, Noot Barrett, Humphrey Pullon, Mark Saunders***

### **Funding:**

***Moved: Shona Tomlins  
Seconded: Barbara Grant***

***"That Swim Southland Management Committee authorises the Executive Officer to proceed with a grant application to the Southern Trust for funding to assist technical officials with travel to national meets for the period 1/1/10 – 30/6/09. CARRIED***



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

"That Swimming Southland Management Committee authorises the Executive Officer to proceed with a grant application to the ILT Foundation and the ILT to fund the coach, development officer, executive officer, mentor coach and high performance fund."  
CARRIED

**Meeting Closed 10.30pm**

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

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

**Next Meeting:** **13/10/09**