

**Swim Southland**  
**Minutes of the Management Board Special Meeting held on January 19<sup>th</sup>**  
**Held in at Sports Southland Meeting Rooms**

**1. Meeting Opened:** 6.01pm

**2. Present**

- Yvonne Fox (Chair)
- Roger Eagles
- Michelle Pratt
- Waric Cross
- Lynne Grant

**In Attendance** – Sue Wilson (Executive Officer)

**3. Apologies**

Fenton Herrick

**Motion** – “That the apologies be accepted”

*Moved Yvonne*

*Seconded Michelle*

*Carried*

As this meeting was called to specifically discuss topics for which the Executive Officer needs clarification and guidance one there will be no reports only general items. The Feb 10<sup>th</sup> meeting will be a full meeting

**4. General**

**Prize giving**

- Date – June 26<sup>th</sup>
- Trophies will be called for first week of Feb – ask swimmers to place in a large plastic container in the control room (Waric and Yvonne will clear the container regularly)
- Sue to sort plastic container
- Prize list – As Board members on the committee no need for this to be ratified
- Committee will however complete a review of trophies, criteria’s and areas in which we could potentially save costs. This will be presented at the March Board Meeting
- Noted that the presenting of Cups to Ribbon Day age group winners is really unnecessary and the presentation of keep sake trophies to major prize winners is real received and appreciated by the families

**Representative Teams**

Policy on gender mix of Management Teams

- No Policy but something we need to keep eye on, sending all male staff away with mix teams is not ideal, while there has never been a problem, need to be wary of protecting not only out swimmers but our managers
- Need to encourage female managers
- Could consider parent helpers or our female Executive Officer or Development Officer

Costs

- Mini Van – costs to be split by swimmers only
- Management Food – costs to be split between swimmers
- Regional Relays – Swimming Southland will pay
- Admin Fee – not at this stage but need to consider in future
- Swimming Southland – pays Management Teams – Accommodation and flights

## Information

- Sue is creating a specific Rep Swimmers Tab within the Toolkit, in here there will be information of uniforms, swimmers agreements, national meet entry forms, manager application forms/closing dates and a Prelim sheet for every meet (tabled). This is to cut down the number of emails sent asking for this information and copies of these forms
- Managers – need to move closing dates for Managers out to 3month prior to the team leaving so the Manager can organise food and we can book flights at reasonable price – dates for the year will be loaded onto the website this week. Sue has scheduled reminder Facebook posts for the day before each closing date

## Uniforms

- Not clear which meets are which uniform
- National – NZ Opens, NZ Age Group, NZ Short Course & NZ Div 2
- Rename to Mako Zone Meets – Mako NZ Junior, South Island Long, Short + Country & Town
- Remove all references to Swimming Southland Tracksuit and replace with Swimming Southland black jacket

## Food

- Budget on \$40 per day
- Swimmers to bring their own cereal we provide milk, toast, spreads, and swimmers purchase their own pool side snacks, water and recovery type drinks
- Brentwood – looking at menu Michelle and Waric agree on \$50 per day

## Funding

- Sue meet with Dianne of Community Trust of Southland earlier today – We have not been applying to them for the COMPETE Fund for assistance with our Premier Teams when we should have been
- Premier teams are NZ Open and NZ Age Group

**Motion** – “That we apply to the CTOS 2021 Compete Fund for assistance with costs associated in sending Swimmers to the Aon NZ Open and Age Groups Championships”

*Moved Waric*

*Seconded Michelle*

*Carried*

## South Island Long Course Champs

- Catering – need to get a quote for 50 officials/volunteers per session or ask if Clubs would like to cater for a fee (either a session or a day)
- Officials Meetings – Meet Director will decide and this position will have been appointed by the Mako’s Committee
- Prize giving – suggestions of a local to oversee (none given) Guests Life Members etc – Sue to send list of Life Members to Waric
- Points – needs 1 person for the weekend – big job (suggestions ask Tim Ward, John Sutton, Allen Mathieson or Graham Milligan) – Board to send sue contact details
- Programs – 30 Managers and around 50 extra’s to sell \$2
- Challenge Prizes – 12 towels screen printed cost through Uniform NZ \$40 per towel
- Photos – Talia Stout – Mum is Nicola (maybe in E.O contacts list)
- Media – Fenton will do this
- During Sue’s meeting with Dianne of Community Trust of Southland she mentioned we are hosting this event. Dianne invited Sue to submit an application by 5pm on Friday to the 2020 Compete Fund as there was still some funds left that could be allocated

**Motion** – “That we apply to the CTOS 2020 Compete Fund for assistance with costs associated with hosting the 2021 South Island Long Course Championships”

*Moved Lynne*

*Seconded Yvonne*

*Carried*

### **Executive Officers role**

#### Out of Region

- Significant improvement in emails since Swimmers have to go to their clubs in the first instance re swimming out of the region
- Process is to rubber stamp requests when there is no meet in Southland and cc Jeremy and Mariano into the reply – feedback from coaches is thank you as it keeps us in the loop
- If there is a meet in Southland – Sue is sending the request to Jeremy or Mariano for a decision then informing the swimmers Club

#### Eligibility Report

- Executive Officer needs to send so no one misses out – can't rely on Clubs
- How many times does this need to be done? – twice - 4 months out so parents can think about applying to manage and then after last local meet before qualifying closes
- Email to go to swimmer not the club
- Need to encourage swimmers to keep checking for themselves too – all qualifying standards are on major event pages

### **5. Meeting closed** 8.10pm

Passed as True and Correct Feb 10<sup>th</sup> 2021