

Swim Southland
Minutes of the Management Board Meeting held on February 10th 2021
Held in at Sports Southland Meeting Room

Meeting Opened: 6.31pm

Present

Yvonne Fox (Chair), Roger Eagles, Michelle Pratt, Waric Cross

In Attendance: Sue Wilson (Executive Officer) & Katrina Garrett (Development Officer)

1. Apologies

Lynne Grant & Jeremy Duncan (Head Coach)

Lateness: Fenton Herrick

Motion – “That the apologies be accepted”

Moved Yvonne

Seconded Michelle

Carried

2. Minutes

- **Motion** - That minutes meeting on Dec 9th 2020 be taken as true and correct

Moved Yvonne

Seconded Roger

Carried

- **Motion** - That minutes meeting on Jan 19th be taken as true and correct with the following correction – Eligibility Reports – Email to go to swimmer ~~not~~ and the club

Moved Yvonne

Seconded Roger

Carried

3. Matters Arising from the minutes

Dec 9th – Audit Fee – Significant amount given the turnover of Swimming Southland

- **Motion** - That Sue approach Swimming NZ to establish if other regions are completing Financial Reviews or Audits

Moved Roger

Seconded Waric

Carried

4. Correspondence Inwards

- Swimming NZ – Meet information, Administrators zoom meeting & Affiliation Fees
- Regions – meet info
- Clubs – Learn to Swimmer Affiliations

5. Correspondence Outwards

- Regions – Info South Island LC Champs
- Southland Clubs – Eligibility Reports, Managers Applications, Learn to Swim Affiliations
- CTS & Sports Southland – Funding Applications
- Police Vett

6. Health & Safety

- No issues to report

7. Reports

Development Officer

- Presented by Katrina Garret
- No Questions

Head Coach

- **Motion** - That the Head Coach Report presented by Jeremy Duncan is taken as read

Moved Yvonne

Seconded Fenton

Carried

- Jeremy has priced camps at Riverton Pool but it came out too costly

- Mako's Junior Camp – Instead of 2 sessions on different days – having 1 morning session and 1 afternoon session on the same day to save on travel for parents

Executive Officer

- Presented by Sue Wilson

Local Meet

Waric to tweak the duty sheet, so you can identify which sessions you are available for and so people know how many of each we need – e.g. xx timekeepers

Meet Entry Form

- Now swimmers complete their own entries, this is no longer required
- Strongly encourage swimmers to meet with their respective coaches to discuss event selection before they enter the meet via Fastlane

Manager's Uniforms

- Swimming Southland to provide – any one of the white polos in stock for travelling and either marron top
- Black Jackets – **Sue** to arrange the purchase of 3 men's jackets (M, L & 2XL)

Swimmers Uniforms

- **Sue** to add a note on the website that sweatshirts are an optional item
- Div. II Comp – **Sue** to be moved this down a level (will not require the white polo)
- Yellow tops – **Sue** to collect in and update after NAGS

Managers

- Managers Swimming Southland Code of Conduct/Agreement – **Sue and Fenton** to create
- Managers Job Description – **Sue, Michelle & Fenton** to update and presented for adoption at the June meeting

Mako's Junior Festival Team

- **Waric & Yvonne** will meet the three Managers on Sunday prior to their Team Meeting to go over Swimming Southland's expectations of them – Waric and Yvonne will also be in attendance at the Team Meeting
- Cost recovery of pool sessions – include \$2 per head in the budgets

Country & Town

- Sue very worried about size of team, due to the qualifying standards
- If this remains unchanged in 2022 – We need to discuss if swimmers should attend as a Southland Team or as Clubs

South Island Long Course

- Community Trust Southland – Compete 2019 Application was successful and we have received \$2000 to assist with costs associated in running this event
- Have most of top roles in place, short on timekeepers
- Need to ask our local clubs to provide timekeepers – **Sue** to email Clubs this week

8. Financial Report

Motion - That financial report be taken as read

Moved Yvonne

Seconded Waric

Carried

- Local Meets

Motion - That Swimming Southland will "own" all the Club Meets. Equipment fees (50c per swimmers per event) and any pool hire will be deducted from entry fees and then passed on to the respective clubs

Moved Yvonne

Seconded Waric

Carried

Waric is to talk with Warren to access if the 50c fee needs to be increased for next season

- Outstanding Accounts

Sue to remind Clubs that if they have accounts more than 60days overdue their swimmers will not eligible to compete at the next meet as per the wording of Feb 2020 meeting

9. Portfolio Reports

Rep Team Management – Michelle

- Junior Festival – Head Meagan McCabe, Assistants Lauren Johnson & Angela Biggar, this group is all people and has highlighted the need for the Job description to be reviewed
- No applications for position of Manager for Open's or S.Island LC Champs (Sue to send latest Eligibility reports to **Michelle** to identify potential Managers)
- NAGS – Rachel Black appointed
- Country & Town – Kelly Lafoga Head and Angela Biggar Assistant

Technical Sub Committee – Waric

- Nothing to report

Club Support & Development – Yvonne

- Focus has been on Swimmer Development rather than Club Support
- Have suggested to Katrina having School holiday Days were there is lessons in the morning and a Chocolate Fish Meet in the afternoon

Swimmer Development & Retention – Waric

- International photos are now all in Waric's possession – working on uploading them to the screen at Splash Palace (also think about senior swimmers)

Media and Promotion – Fenton

- Poolside article will be this week's express
- Have plans for lead up to South Island Long Course
- **Fenton** to contact Talia in regards to taking photo's at S

Governance and Policies – Fenton

- Sue present a Policy Review Calendar
- **Fenton** to add any policies not on the list and juggle timing where necessary, will at March meeting

Employee & Contractor Liaison – Waric

- Jeremy to present Annual Plan at March meeting
- Waric suggested that Yvonne conduct a Performance Review with Katrina

10. General

ILT Elite Development Programme

- Board accepts applications from J Korojadi & M Speight – 75% of total costs will be paid from the TAF Bank Account

Rep Teams

- **Sue** to investigate opening of a travel fund bank account with SBS

Motion "That Sue Wilson open a Swimming Southland Travel Account at SBS and obtain a debit card on this account"

Moved Fenton Herrick Seconded Waric Cross Carried

- If this is unable to be completed before the Mako's team leave – the budgeted amount for food & fuel will be placed in the Head Managers bank account – receipts must be kept and any money not spent or accounted for with a receipt must be returned to Swimming Southland within 7 days of the team returning
- Board unanimously agrees that Luke Easton is not a suitable replacement for Brittany Johnston for the South Island Country & Town Meet
- Executive Officer will send Country and Town Eligibility report to Club Secretaries only not to the swimmers themselves, this is due to the size and nature of the report – Clubs will be asked to forward to all their swimmers

Meetings

- Documentation to be sent out the Friday before the meeting to allow time for Board member to read before the meeting
- Minutes to be circulated within 7days
- Attendance of the Head Coach and Development Officer at meetings to continue
- Meeting in 2021 will continue to be the 2nd Wed of the month (March 10th, April 14th, May 12th, June 9th, July 14th, August 11th, September 8th, October 13th, November 10th & December 8th)

Meeting closed: 8.31pm

Passed as true and correct March 10th