

Waikato Institute for Leisure & Sport Studies

Alumni Newsletter

APRIL 2015

Welcome to the Autumn Edition

Kia ora koutou

My name is Moana Moleni and I replaced Robyn Polley at Waikato Institute for Leisure as Sport and Sport Studies (Wilss) as Sport Programmes Manager. Robyn Polley is now working at Sport Waikato as an Under-Five Fundamental Skills Advisor.

Wilss continues to move forward so that its participants are able to make a prominent contribution to a more productive and competitive New Zealand.

This will be evident by changes in qualifications coming in 2015/2016 for National Certificate in Sport and First-Line Leadership Management programmes.

All new participants will be transitioned through the changes in a seamless and appropriate manner.

The Coaching qualification is changing from the *National Certificate in Sport Coaching* to the **New Zealand Certificate in Coaching and Instructing**.

The Sport Administration qualification is changing from the *National Certificate in Sport Administration* to the **New Zealand Certificate in Sport and Recreation Community Development**.

The First Line Leadership Management qualification is also under review.

These new qualifications are welcomed as they have been considered well over-due for the sector.

As an Alumni, please help encourage anyone who is interested in becoming a new enrolment for our 2015/2016 National Certificates. See more details on page 6.

Nga mihi nui - Moana

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Health & Safety Reforms: What You Should Know

There has been a review of the Health & Safety Employment Act 1992. As a result, the Health & Safety Reform Bill was introduced into Parliament and passed on 10th March 2014. It seeks to introduce many changes to the current Act with key changes including:

- New duty holder definitions
- New obligations on all parties with increased worker participation

requirements; and

- Increased enforcement and penalties.

How will this affect you?

The Bill is currently before parliament. The new select committee had a report back on the 30th March 2015 and then the Bill will continue its progression through the parliamentary process. It is likely that the Bill will come into force in the second half of 2015. There will be adequate time

to make sure duty holders are aware of their responsibilities under the new law.

This means that you should be looking at the Health and Safety policy and procedures within your organisation, alongside the governance and managerial strategy. It is important that all duty holders are aware of their new responsibilities.

Reference:

Dhanjee, R. (2014). *Community Waikato*. Vol. 47, September.



"Some people want it to happen, some wish it would happen, others make it happen"

- Michael Jordan

Mary Ellen Bezzant

One Door Closes - Another One Opens

After being made redundant from my dream sports administration job in 2010, I was so grateful to St Johns College for making my existing voluntary position into an employment role. At this time I saw the WILSS advert for a certificate in Sports Administration course. I thought that if bits of paper were necessary to advance in the sports administration world then I would have to get one. And so started a journey of self-evaluation, realising how much knowledge I had already, how much my life's experiences had moulded me, and how I really wanted to work in the Sport Administration field.

Once this qualification was 'in the bag' Robyn Polley was encouraging people to enrol in the Waikato Lead the Way,

Management Certificate, but I thought that it wasn't for me. The course started in October 2013 and I was not there. At the end of October I realised that I had enjoyed the study, classroom sessions of the Sport Admin Cert, so phoned Polley to see if it was too late to start the Management Cert as the first session had already been held. There was a vacancy!

Sharon Woodings made contact and arrived in Hamilton the day before the November class session and went over with me what I had missed. I was hooked.

I found that the monthly sessions were a highlight in my busy life and again I had had life experiences and knowledge lying latent somewhere in my brain which was being stirred into life.

The other students on the course were from such diverse occupations and yet we were all learning and coping with learning to be Team Leaders.

I was extremely lucky to have Ms Peta Lean as my mentor and she was supportive and challenging whenever I needed it. She also made me question my conclusions to make sure that I really understood what I was writing.

The most enduring memory of the whole nine months was "Gung Ho" and I forever look to the geese flying to solve problems I encounter. I learnt so much in the two certificate courses I studied with WILSS and although I am still enjoying my role at St Johns College, I now know that I have marketable skills and qualifications that will be of use in my future.

Wilss offers workshops....

Training in Club Administration - Club Development

Are you a volunteer at a club but unsure of your responsibilities?

Would you like to volunteer but don't think you have the know-how?

These workshops are for YOU!

Session 1 - Learn about the roles of each volunteer e.g. Chairperson, Secretary, Treasurer — and how to run effective and efficient meetings. Learn how to recruit and retain your volunteers, how to support them and prevent burn-out.

Session 2 - Learn about club planning versus day-to-day operations, and how to achieve club goals. Learn how to be smarter with money, funding and sponsorship.

Workshops will be relevant to any type of voluntary organization - sporting, cultural or social club.

Coaches and Parents - Smart Coach Workshops are for YOU

Learn the art of coaching, getting organized, effective communication, planning processes, working in groups, how to teach games for understanding and much more.....

Participants do not need to be coaching a team to attend.

For more information contact:

Moana Moleni 0274-967-157; email: moana@wilss.ac.nz

SMART
coach

“Strong lives are motivated by dynamic purposes!” (Kenneth Hilderbrand)

Eminent psychologist Abraham Maslow in studying high achievers observed several consistent factors and patterns among them. One factor was that they always knew their purpose. Maslow concluded that people who know their purpose are self-actualized people, devoted to something outside of and larger than themselves. He concluded that having a life purpose is worthy of our attention.

According to James (1998), it is clear that by knowing your purpose, you know your goals! It is generally understood that when you are clear about your life purpose, your goals tend to fall into place. It is believed that when there is a purpose, you know what is next.

Belief is important and it can be seen as the foundation of all activity. Belief has a lot to do with helping to set goals. It is understood that you need to have belief in your work and in yourself. Belief in the benefits of the goals you set. If you want to do anything you firstly have to believe it.

“Goals allow us to control the direction of change in our life” (Brian Tracy)

To begin setting goals, it is understood you need to have a clear picture in mind of what you would like to have happen. Undefined goals are seen as being unreachable or unattainable. Defining your goals will take some work.

Reference: James, L. (1998). *The First Book of Life Skills*. Michigan, USA. Sage Creek Press.

Here are five good ideas for setting and achieving your goals

1 Think small

Make micro-changes for long term stick-ability. Instead of thinking on the long term goal, set small daily goals that gradually build on each other. By setting and achieving small goals every day, you build a habit that is etched in your brain. Before you know it, your big, audacious goal isn't big or audacious at all.

2 Manage your energy

It is not our time we have to manage, but rather our energy level. We need to accept that we have productive times of the day and unproductive times of the day – and

we can use both of them to our advantage. If you notice your changes in energy, you can quickly change focus to re-energise and make the most of every minute.

3 Stop worrying about 'last time'

Have confidence in your ability to take consistent action and make lasting changes is an essential first step to any goal.

“Go confidently in the direction of your dreams. Live the life you have imagined.” (Henry David Thoreau)

5 Turn off the television

Be consciously aware of how much time is spent in front of the TV screen. Imagine how many steps you could take towards a goal if you used your TV time.

5 Tell someone

A good way is to find a 'goal buddy' to stay motivated and accountable. It is always a good idea to tell at least one person what you want to achieve. Check with them daily, to tell them what you have done.

Reference: Tonic Magazine: Looking after yourself and your organisation (2015). Issue 25.

WILSS Celebrates Success

"It was great to have the opportunity to celebrate our achievement with fellow graduates and family members. A lot of hard work went in to gaining the qualification and it was nice to have this acknowledged"

- Zoe Toombs

"We thoroughly enjoyed the evening thank you. The kids were so proud of their Dad!"

- Marie Ngawhika

"My graduation was very special. It made me reflect on what I've achieved and appreciate the support of my family. WILSS supported us all through our study and it was special to celebrate with them at the end. Big thanks to WILSS for all their support and providing a special night for us to celebrate"

- Chris Jolly

The National Certificate in Sport and Blue Mercury Leadership: First Line Management Graduation for 2013/2014 was held on Monday 30th March 2015 at the Waikato Innovation Park, with successful Paralympic cyclist Phillipa Gray as the guest speaker for the evening.

Phillipa is well known for her performances at the London 2012 Paralympic Games that saw her (along with her pilot Laura Thompson) achieve gold, silver and bronze medals. To top this off, they also broke the world record in the 3000m pursuit. Phillipa shared some very insightful and humorous accounts of her journey. A very wise and mature young woman.



Graduation is part of recognizing and celebrating the journey that Graduates have all started as part of their own personal development and will continue on this journey that will go on to enrich the lives of many others around them, whether it is in the workplace, at home, in school, club, association or community.

A fantastic evening was enjoyed by all and again we congratulate all the Graduates on behalf of the Trustees staff and facilitators at Wilss.

2013/14 Graduates

National Certificate in Sport (Administration) - Level 3

Gillian Alexander
Keri Baillie
Graeme Blake
Amy Crawford
Tania Hall
Belinda Kane
Thea Keith-Matchitt
Peter Leng
Angela Montgomery
Kathryn Numa
Toni Phillips
Victoria Rangiawha
Cameron Stapleton
Barbara Townshend
Karyn Walters
Sheryll Whitt
Claire Williamson
Mark Willis

National Certificate in Sport (Coaching) - Level 4

Paul Ansley
Jason Blake
Mussolino Humby
Turi Ngawhika
Gina Nicholson
Stephanie Nunn
Philip Petch
Sotheara Phork
Lee Ryan
Jamie Stones
Diane Vetter
Graham Wallace
Trent Webby

National Certificate in Business (First Line Management) – Level 4

Samantha Bailey
Keri Baillie
Mary Ellen Bezzant
Chris Jolly
Tim Kirk
Zoe Toombs

*"Good, Better, Best.
Never Let it Rest,
Until your Good is Better,
and your Better, Best"*
- St. Jerome

Check out the Graduates on our Facebook page on <http://www.facebook.com/wilsswaikato>

Responsible sport organizations recognize the importance of a sound team selection policy to ensure that the best athletes are selected for optimal performance of the team & also to avoid disputes leading up to a major competition. It is therefore the responsibility of the sport organization to make the selection criteria public so that its athletes have access to accurate information regarding what is expected of them in order to be selected.

Once the selection criteria have been drafted, it is also recommended that a consultation of concerned athletes be conducted to allow them to comment on the policy that is about to be adopted; after all, they will be the ones who will have to understand & meet the requirements. This team selection policy checklist can serve as a tool to guide sport administrators & athletes in their review of a draft team selection policy.

Not all points on this checklist are mandatory components & some may not apply to all sports. For each point, ask yourself whether they are addressed by the policy; if not whether it would make sense to add them, & if so, whether they are worded using a clear & precise vocabulary that does not leave any ambiguity in the reader's mind.

1 General Background & introduction

- Does the document -
 - ⇒ State the purpose of the policy?
 - ⇒ Refer to other policies or governing documents that would override the selection policy or serve to complement or clarify it?
 - ⇒ Clearly identify the entity (ies) or person (s) responsible for?
 - ⇒ Contain a conflict of interest clause?
 - ⇒ Outline the respective responsibilities of members & decision makers in the implementation of the policy
- Are there terms used in the document that are worth defining at the beginning of the policy to avoid eventual confusion or disagreement
- How much discretion is afforded the final decision maker?
- If the selection policy concerns a specific sport competition does the document specify the minimum eligibility criteria that are imposed by the entity responsible for organising the event

2 Selection Criteria

- Does the document -
 - ⇒ Identify a clear qualification period within which the athletes must demonstrate that they meet the selection criteria? If so, is it clearly established with a start date & an end date?
 - ⇒ Provide a detailed list of qualifying events in which the athletes' performance & ranking will be assessed for the purpose of selection?
 - ⇒ Specify whether there are events or functions, other than competitions, that the athletes have to attend to be considered for selection?
- How will performance be assessed?
- If several criteria are used to assess performance, are some criteria more important than others? If so, is this done by a hierarchy or by some criteria carrying a different weight in the overall evaluation scheme?
- Does the policy have provisions to deal with alternatives & substitutes?

3 Communication of Policy & Implementation

- Does the document -
 - ⇒ Provide for a sound communication plan to ensure that all interested & eligible athletes (& their coaches or clubs) will be actively targeted to receive either a copy of the policy or a notification of its publication?
 - ⇒ Contain a clause allowing the policy to be amended?
 - ⇒ Specify how & when the selection decision will be announced to ensure that all affected members (athletes selected & those not selected also) are duly advised in a timely fashion?
 - ⇒ Contain an appeal clause that provides sufficient time after the selection decision is rendered to file an appeal before the athletes have to be registered or travel to the competition?

4 Final Language/Vocab Check

- OR / AND
- Shall / Should—Must / May / Might
- CAN / COULD - WILL

If you would like more information see the following link:

http://www.crdsc-sdrcc.ca/eng/documents/SDRCC_Policy%20Checklist_web_EN_final.pdf



*Attitudes truly
are contagious,
and from time
to time we need
to ask ourselves,
"Is mine worth
catching"
- Mac Anderson*

Keri Baillie - It's All About Being Positive

I decided to do the Lead the Way course (National Certificate in Business - First Line Management (Level 4) with Sharon and Blue Mercury Leadership because I felt that that I needed to get into some more study; I think study and self development, regardless of your age or life situation is always important. I did this, alongside the WILSS National Certificate in Sport Administration course.

As a fulltime working mother with two boys aged 8 and 11, this course structure allowed me to study without interrupting my other everyday commitments.

This course provides a wonderful foundation for those in organizations who are working alongside other people all the time, both paid and in volunteer positions. It gives you some guidance and support in various aspects of developing not only yourself but those around you.

The skills and knowledge gained to help you to build productive high performance teams with effective leadership.

The practical knowledge gained can be applied to all aspects of life and work going forward into the future.

Sharon is an amazing and inspirational person, and without her guidance I would have really struggled. I always went away from course with a great sense of achievement, not just with the course work, but also with the other words of wisdom that Sharon uses in the delivery of her course. I have definitely gone away from the course with a greater sense of self-ability, and strength.

Since finishing the course, I have changed jobs gaining a position in a multi million dollar company, and now have the tools and strength to trust in my abilities going forward.

New Qualifications

New Zealand Certificate in Coaching & Instructing.

New Zealand Certificate in Sport & Recreation Community Development.

Places available on 2015/2016 programmes -

Both these programmes are designed to provide:

- The sporting sector with individuals who coach participants and develop sport specific performance programmes for individuals and-or groups
- The sport and recreation sector with individuals who can provide a range of support & community development services for organizations such as sports clubs, trusts and community recreation organizations

Core components include:

Coaching & Instructing

- Plan, prepare, review own performance as a coach
- Apply key tactics, strategies & techniques in coaching or instruction sessions
- Integrate knowledge of exercise science in the delivery of coaching
- Proactively foster a positive side line environment

Community Development

- Create a development project
- Understand sport or recreation at all levels
- Profile to support all needs & aspirations
- Appropriate communication and business skills

Scholarships available to cover the full fee. For more details contact: moana@wilss.ac.nz

Building a Healthy High Performance Team Culture

What does it mean to be a leader, rather than just a manager?

There are two main modes of intelligence. The 'intellect' = IQ and the 'emotional' = EQ. People are often hired for their intellect, yet it is the EQ (emotional quotient) that is required to be a good leader. The manager becomes a leader when they rely on their internal resources. Their ability to be insightful, to deeply listen and have clarity of thought is paramount in today's world of uncertainty. The distinction between the two under the 'Umbrella of Leadership' are Managing = IQ and Leading = EQ.

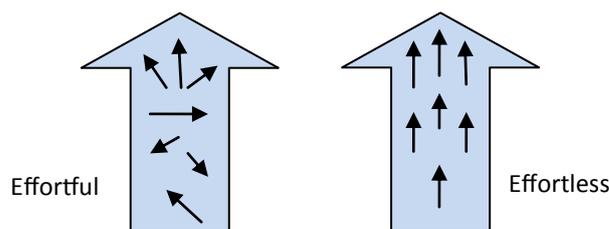
The managing part of a leadership role is to see that all the 'stuff' I appropriately delegated and gets done. Sometime managers hang on to so many things and so people don't step up. Ask yourself the question: where am I getting in the way of people taking personal responsibility.

A healthy High Performance (HHP) Team Culture is built on a solid foundation of the 3 C's

- Cool** - Everyone is relaxed, yet focused and balanced
- Calm** - Under pressure and resilient in all situations
- Creative** - Everyone has the ability to have fresh new thoughts and come up with new solutions

To leverage and maximise the potential of individuals, it is essential that the individuals within a team are aligned. The two arrows show the non-aligned and aligned organisation, department or team. The first one is hard work and everything takes longer and sometimes poor decisions are made. This also takes up lot of energy.

The aligned arrow is about One Team – One Purpose. It feels effortless (Healthy Team Culture) rather than effortful (Stressed Team Culture).



The Challenge

Being a leader requires confidence and trust in self. Sometimes you will need to move someone out of the team, but not before you have changed the way you think. Your role is to bring out the best in yourself so that you can bring out the best in others.

Insightful listening is about recognising your feelings. They are your internal message.

Trust your ability to access your wisdom and to have insights. Trust your intuition or gut feeling.

You will find that what you say will be simple, profound and in the moment. It is available to us all and the connection with the team and individuals is what will bring a healthy high performance team culture.

“Individual commitment to a group effort—that is what makes a team work, a company work, a society work, a civilization work”

— Vince Lombardi

Young Athletes and Training.....

“Overtraining happens and we must accept that the problem is ours as adults to resolve. Not the athletes or their parents.

As coaches, teachers and administrators we need to decide on the programme and set the expectations.

How much our athletes do is in our control. Where is our athletes’ time best spent? What are their goals?”

- Craig Harrison

What is confronting most coaches is the increased social emphasis on competition and winning. Coaches strive to win while trying to avoid swamping their young athletes with ‘too much, too soon’.

Today, young athletes are overtraining, experiencing higher injury rates and failing to reach their actual potential. It all leads back to the increasing training and competition loads demanded of them by their sports and the teams that they are competing in.

In many cases, an athlete’s schedule can include trainings, games for school, for the club, for the region, and a specialised ‘performance academy’, all at the same point in time, and in ‘seasons’ that stretch across 12 months (year round).

As coaches, teachers and administrators it is clear that we may need to stop working off our agendas and put our athletes in the centre of decision making. What is going to be best for them? Their learning, their improvement and ultimately their sporting success?

We also need to communicate with each other better as a community. Alignment of goals and objective across sports, teams, and programmes is critical so that all ‘unnecessary’ physical work being done can be removed.

What can coaches do to achieve maximum performance from young athletes who aren’t yet emotionally and physically developed? According to Stapleton (2001), the key is education.

Coaches need to educate themselves and their athletes about growth cycles and then factor that into their training regimen. For example, it’s a known fact that peak growth occurs during puberty.

But, young athletes of the same chronological age could vary by as much as five biological years, especially during adolescence.

Doherty (2015) goes further to argue that young athletes should never be seen as miniature adults. This is imperative for coaches, teachers, administrators and parents to understand this. There has to be a better understanding of the biological differences at puberty – not skills and abilities – which is crucial for young athletes and the driving force behind performance. Coaches play such a critical role in the long-term development of young athletes. It is their responsibility to supply the necessary arsenal of knowledge to optimally develop young athletes.



Harrison (2015) emphasises that we must address overtraining of young athletes now, or expect to see even more young athletes getting injured and dropping out of the sports that they love because it has all become too much.

References

- Doherty, J. (2015). *Children are not miniature adults*. See nwitimes.com.
- Harrison, C. (2015). *AUT Millennium Newsletter*. Auckland, New Zealand. Auckland University of Technology.
- Stapleton, B. (2001). *Athletic development based on maturity, not ability*. Vital Sports.

Information & Links

TED Talks

TED is a non-profit organisation devoted to spreading powerful ideas that can change attitudes, change lives and ultimately change the world. TED enables everyday people to share their ideas through short (less than 18 mins) presentations, which are posted on the net for the whole world to enjoy. If you've never watched a TED Talk before, now is the perfect time to pull up a chair and be inspired. Check out three TED Talks that will change the way you think about non-profits and your community.

⇒ **Meet the Mum behind the ALS Ice Bucket Challenge (Nancy Frates)**

Nancy Frates tells the story of how her son was diagnosed with Amyotrophic Lateral Sclerosis (ALS) and why he was determined to get the attention of billionaire philanthropists through the Ice Bucket Challenge.

www.ted.com/talks/nancy_frates_why_my_family_started_the_als_ice_bucket_challenge_the_rest_is_history

⇒ **Introducing the Social Progress Index (Michael Green)**

The Social Progress Index is introduced as a way of measuring the well-being of a society, completely separate to its GDP (Gross Domestic Product). Michael Green walks you through some interesting data and compares the Social Progress Index of countries from all over the globe. It's an interesting discussion, if for no other reason than to see how New Zealand compares to the rest of the world. Are you proud to be a kiwi?

www.ted.com/talks/michael_green_what_the_social_progress_index_can_reveal_about_your_country

⇒ **The Way We Think About Charity is Dead Wrong (Dan Pallotta)**

This is a hard hitting talk which goes to the heart of how non-profits are funded and what donors consider when making financial gifts. It is an absolute must-watch for every person involved in the non-profit sector – whether you are a staff member, volunteer, trustee, donor or funder.

www.ted.com/talks/dan_pallotta_the_way_we_think_about_charity_is_dead_wrong

US College Scholarships

A scholarship to a US university is something many athletes and their families may consider. High Performance Sport New Zealand (HPSNZ) has put together some useful information to help athletes who are considering training, competing and studying under the United States College system.

<http://hpsnz.org.nz/athletes/athlete-life/us-college-information>

DFSNZ

Tough new anti-doping rules have come into force as of January 1, 2015. Make sure you understand and are ready for these changes.

Find out more here. <http://drugfreesport.org.nz/2015-code/>

Waikato Academy for Young Achievers (WAYA)

Find out more at www.wilss.ac.nz. Registrations for Hamilton close at the end of April.

Waikato Institute For Leisure & Sport Studies (WILSS)

178 Ruakura Rd

Private Bag 3105

Hamilton 3240

Phone: 07 839 9908

Email: wilss@wilss.ac.nz

Website: www.wilss.ac.nz

Facebook: <http://www.facebook.com/wilsswaikato>