

Waikato Institute for Leisure & Sport Studies

Alumni Newsletter

OCTOBER 2014

Welcome to the Spring Edition

Kia Ora Koutou

Crikey, we are already through most of the year with spring now arrived. Its exciting to again see enrolments for the National Certificates flowing in and we are again looking at having maximum numbers for the Coaching, Administration and First-Line Management programmes.

I am always humbled to see new participants take up the challenge of studying whilst balancing working, volunteering and family/whanau commitments. It's certainly no easy road undertaking any of these qualifications and completing participants demonstrate true audacity.

But as we know it is never just about the learner, as the support from our families/whanau, mentors, peers and colleagues is often the reason why participants are able to achieve and complete the programmes.

The Tertiary Education Commission recently released education performance figures for tertiary organisations in New Zealand and Wilss sits in the upper percentile with qualification completions of 87% and course completions of 86%. So although Wilss provides participants with support and guidance we are extremely grateful for the people who sit behind or stand beside our participants during their course of study with us.

Many thanks to those of you that have taken the time to respond to our request for updates of where you are and what you are doing in and outside the sector. We are still very keen to gather more stories so please keep in contact us.

Hope you have had successful winter seasons with your codes and are looking forward to the Christmas break coming up.



Wilss Celebrates 25 Years

This year marks Wilss' 25th birthday. We began from an idea of John Parker, (founder of Sport Waikato) and founding Board member organisations included; University of Waikato, Waikato Polytechnic, Waikato Health Board, Tainui Waikato, Waikato Secondary School Principals Association, and Sport Waikato. Our main aim in 1989 was to train volunteers in sport and recreation.

Today Wilss works regionally and nationally in delivering quality education in leadership and volunteer development to meet the changing needs in our communities of Aotearoa New Zealand. We have a strong vision of effective leaders and volunteers contributing to their communities. Our community is no longer encapsulated within the sport and recreation sector as we now connect across many sectors including:

social services, cultural, health, religious, art and education.

We now deliver outside our original field of sport and recreation into leadership, first-line management, employment skills, well-being, personal development and self-esteem. Our unofficial mantra of "where there's a Wilss there's a way" continues to hold us in good stead as we continue to develop and grow with the changing needs and requirements of the communities that we work with.

INSIDE THIS ISSUE:

PAGE 2

Graduate Stories

PAGE 3

Legal Issues for
volunteers

PAGE 4

Graduate Stories

PAGE 5

Management vs
Governance

PAGE 6

Graduate Stories

PAGE 7

Goal Setting

PAGE 8

Community Sport
Coaching

PAGE 9

Fundraising



From Graduate to Facilitator - Sharon

Sharon, a past National Certificate in Sport Administration graduate, is now the facilitator of the Lead the Way programmes for WILSS.

Her background is in sport and business coaching and not-for-profit administration. She has included roles such as the CEO of the YMCA in Invercargill, a charitable organisation which ran community events, provided second chance education for youth and provided recreational activities for all ages and outdoor leadership opportunities for youth.

Sharon was in charge of a number of national contracts and initiatives that the YMCA had with the New Zealand Government.

In 2000, Sharon was asked to facilitate for a company called Leadership Focus. They worked primarily in the corporate area.

In 2010 an opportunity arose for her to purchase this company and she has now combined her teaching experience with her passion for the not-for-profit sector to create a programme called 'Lead the Way' – National Certificate In Business (First Line Management) (Level 4).

She works with WILSS to deliver this programme in the Waikato and Christchurch under her company Blue Mercury-Leadership.

As owner/facilitator/consultant at Blue Mercury-Leadership, Sharon and her team of Nola, Wayne and David currently work across all industries with individuals and teams developing skills and enabling people to gain great results. These companies have included Fonterra, Holcim NZ, HWR, Synlait and Tradestaff.

Obtaining qualifications from Wilss has enabled Sharon to continuously up-skill and pathway herself in to a range of occupations within the administration arena.

What makes a great workplace?

'A great workplace is where everyone feels part of a team and everyone works for a common goal. Where there is time for fun and laughter and you are made to feel welcome'

(Quote from AAPNZ website)

Wilss offers workshops....

Training in Club Administration

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.

For more information contact: Robyn Polley. 0274-967-157

Email: robyn@wilss.ac.nz

Legal Issues to Consider when Volunteers are Being Used to Provide Services

Volunteers Covered by the Health & Safety in Employment Act 1992

To meet the criteria of the Act volunteers must work for an organisation on an ongoing or regular basis. Also required is that the work done by the volunteer is an integral part of the business of the organisation.

If these apply then the organisation must take all practicable steps to ensure the safety of the volunteer, and in particular the organisation must:

- Provide and maintain a safe working environment and work facilities;
- Ensure that volunteers are not exposed to hazards in or near the place of work;
- Develop procedures for dealing with emergencies that may arise.

Focusing upon the third point means that an organisation should ensure that effective methods in are in place to identify hazards, eliminate those hazards where practical, and isolate where elimination is impractical.

Limited Cover

As well as those volunteers who don't meet the above criteria, there are some specified situations that are excluded. These are where the volunteer is:

- Participating in a fundraising activity
- Assisting with sports or recreation for a sports club, a recreational club or educational institute
- Assisting an educational institution outside the institutions premises

- Providing care for another person in the volunteers own home.

The organisation or person for whom the volunteer is doing the work should still take all practicable steps to ensure the health and safety of volunteers, in particular by taking hazards into account. The distinction in these circumstances however is that many of the penalties under the Act are not enforceable

where there is a breach of duty by the organisation.

Regardless of the Act, an organisation still owes to their volunteers a general duty of care and this means that an organisation should take all reasonable care while performing acts that could foreseeably harm their volunteers.

Liabilities for Volunteers Actions

An organisation who uses volunteers could become liable to damages or loss caused by their volunteers negligence. The question that will be asked is "whether the volunteer was acting on the organisation's behalf at the time the damage or loss was caused?"

If the volunteer is acting on the organisations behalf, then the organisation will most probably be liable for the damage or loss caused.



“I have transferred the coaching and management skills learnt at WILSS to mentor and advise young developing teachers”
Michelle Tupper

Learning New Skills -Michelle Tupper

I did my study with Waikato Institute for Leisure and Sports Studies in the following areas:

- 2007 - National Certificate Coaching (Level 4)
- 2007 - National Certificate Sport Administration (Level 3)
- 2011 - National Certificate in Business - First Line Management (Level 4)

My journey with the WILSS team was one of great personal growth. I discovered so much about my strengths and how to make better use of them in my coaching and leadership roles. I also learnt to identify my shortcomings and how to negate them in order to experience more success in individual endeavours and in team environments.

In my role as a Senior Teacher and Head of Physical Education and Health at a secondary school, I have transferred the Coaching and Management skills to mentor and advise young, developing teachers and be a part of strategic change

management within the school. Whether I am coaching athletes, managing staff or setting personal goals, the skills gained through my WILSS qualifications have given me confidence, knowledge and people skills to be better at communicating, leading and helping others realise their potential.

The three courses were an effective package to do together, as they complimented each other and have provided me with the ability to see the big picture, but to also be able to see where all the puzzle pieces fit together. In addition to this, I learnt what puzzle pieces fitted where to best serve the bigger picture.

I thoroughly enjoyed learning with the WILSS team who were supportive and encouraging and celebrated my successes with and for me.

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.

Workshop Info

- DATE:** 8TH October
VENUE: Wilss, 178 Ruakura Rd, Hamilton
TIME: 6.30—8.30pm
COST: \$10

To register email robyn@wilss.ac.nz



Management vs Governance

The blurred lines between management and governance are a common problem in community and volunteer organisations. It's important to understand the difference between these two business disciplines and also how you mark the boundaries between them.

Governance is concerned with the long term considerations of the organisation, including: strategy; goals; aims; vision; risk management and financial oversight.

Management is concerned with the daily operations of carrying out the Board's long term considerations, including: the allocation of resources; staffing and the daily functions of running a business.

An easy way to tell the difference between governance considerations and management considerations is to consider what kinds of questions you are asking around the boardroom table.

Governance is about asking WHAT and WHY.

Management is about asking HOW.

So at a governance level focus your thinking on the long term strategy and avoid getting caught up in the detail of operational issues.

13 Tips for looking after your workforce-The Volunteers

- Don't wait for a special occasion to say thank you. Say it often
- Build a volunteer team just like you would by treating them as valued employees
- Talk to them often – ask for feedback
- Recognise their collective effort publicly
- Know what they want – a t-shirt, or petrol voucher or just an acknowledgement of thanks
- Don't scrimp on recognising them – provide chocolate biscuits instead of round wines
- If you can, reimburse them for their expenses
- Be specific when you thank them for their contributions
- Acknowledge their families as part of your appreciation of their time contributing to your organisation
- Make it as easy as possible for them to do their job by making sure that you provide training and support
- Don't waste their time
- Involve them in planning
- Provide formal recognition that is meaningful to them

Places to find FREE stuff

www.donatenz.co.nz

www.nothrow.co.nz

Got stuff to give away – email kerri@exult.co.nz

www.freecycle.org

www.freestuff.co.nz

My Journey with WILSS - Naaz Shah



“Through attending courses at WILSS it has given me the confidence to do better in my work place and as a coach” - Naaz

My first meeting with Robyn Polley was at the hockey turf. As enthusiastic hockey supporters we got talking and in the course of conversation Robyn mentioned WILSS. I was very interested as I had been looking for somewhere, where I could access quality courses related to sport and management. As I was new to NZ, I wanted a place which would help me upskill and would benefit my experience as a hockey coach and teacher- and so the journey began!

I was introduced to the world of WILSS. I quickly learnt of the huge number of options that were available and that whether as a coach or administrator, there was something for everyone and depending on your level of expertise and skill, a course was available to help improve and be able to contribute better to your chosen field.

I have attended a large number of courses at WILSS and have enjoyed the experience.

It has given me the confidence to do better in my work place and as a coach.

I have been able to strengthen the programme of hockey in the Academy of Sport and also been able to coach successful teams at school and representative levels with the knowledge gained from the various courses done through WILSS.

One particular course comes to my mind and that is the Business/Sports management course that I did. It was in 2010 and at the end of the course we had to organise a sizeable sports event to prove our ability to organise an event and also pass the course.

It was a tough course and lots of work but I learnt so much that I was able to successfully get a team together and be able to organise a very successful centenary event at HBHS.

I am convinced that without the course to help with understanding the planning and running of such an event, I would never have been able to do achieve the outcome I wanted.

The above is only one of the many successes I have experienced having studied at WILSS. I am now able to facilitate courses as well, and I think it's the confidence that I have gained from doing the courses, that has helped with me becoming an effective facilitator.

My study has continued in various other sectors related to improvement of student performance within the classroom and on the playing field. The help I got from attending the courses at WILSS has continued to support my further learning.

The team at WILSS is a dedicated group of people who have helped many like me to upskill in a great environment and enjoy our learning experience. My special thanks to Robyn Polley who is a wonderful person and a great co-ordinator and role model.

National Certificate in Sport Admin (Level 3)

Places still available on 2014/2015 programme.

Designed to provide the skills and knowledge for people wanting to administer sport in either a volunteer or paid employment.

Core Components

- Seeking funding/ sponsorships
- Finance & accounting
- Meeting & record keeping procedures
- Customer service skills
- Communication including conflict resolution
- Team & individual development

- Health & Safety skills
- Sport management issues

Scholarships available to cover the full fee.

For more details contact:

robyn@wilss.ac.nz

or

Ph: 0274-967-157

Goal Setting AND Achieving in Sport - An Overview

Combining a 'well formed' outcome goal with having achievable yet stretching performance and process goals will move the athlete towards achieving the desired outcome and hence probably be motivating, which is an essential element to start any athletic endeavor. Enjoy the journey!

Jeremy Lazarus

www.WinningATSport.com



Anyone with a basic knowledge of coaching in sport (and business) and Neuro Linguistic Programming (NLP) will be aware of the approaches to goal setting, often referred to as setting 'a well-formed outcome'. This article will discuss the application and relevance of goal-setting in the field of sport, regardless of which level and which sport you play.

More specifically, the article will cover:

- Why set goals in sport?
- Some key elements of NLP goal-setting that are relevant to sport.
- Some key elements of goal-setting from the field of 'sports psychology'.

Why Set Goals in Sport?

As with all areas of life, if you know where you are going, you are more likely to get there.

If you don't know where you are going, how will you know whether you are on or off-track? In addition, by being clear that the goal is absolutely right for you, it can prevent you from chasing the 'wrong' goal.

Some key elements of NLP goal-setting

Although there are several elements to having a 'well-formed outcome', I would like to pinpoint some which I have found to be especially important:

1. Specific, measurable and timed. In other words, how would you know undeniably that you had achieved the goal?

2. What is the purpose of achieving the goal? John Grinder, one of the cofounders of NLP, has stated that "probably the major reason that people do not achieve their goal is because they don't have a goal beyond the goal".

3. Is the goal ecological? In other words, are there any negative consequences of achieving the goal and if so, is the price of success worth it? Also, will the potential negative effects be 'handled' and accepted by the athlete and those affected?

4. Is the athlete stating what they want or what they don't want? Ideally, the goal should be stated in the positive, with no negations or comparatives.

5. The athlete/player and the coach must both believe that the goal is achievable. If not, it can become de-motivating for the athlete, and the coach's doubt will be picked up (even if unconsciously) by the athlete.

Other Elements Using Goal Setting

The approach often used in sports psychology to goal setting is based on:

Outcome Performance and Process goals.

Using an example to illustrate, an outcome goal could be 'to win the Olympic Gold in the 100 metres in the 2016 Olympics'.

Even if the goal were 'well-formed', achieving the goal is not totally within the athlete's power – there are other athletes involved in the race!

A useful question is 'what level of performance would I need in order to be likely to win the race?' This is the performance goal, for example 9.72 seconds. This is within the athlete's control and as such is measurable during training. The next step would be to set some process goals, which when achieved would give the athlete the best chance to reach the performance goal, and hence the outcome goal.

Process goals could relate to technical or training-related elements, for example lifting the knees up to a certain level during the first 20 metres, or doing 1,000 press-ups per week etc.

The athlete's coach will be actively involved in setting these goals.

Community Sport Coaching

Clearinghouse for sport

New research concluding that "overall, the coach-athlete relationship forms a key component in a participant's rationale for entering, and then continuing in a sport. The quality of coaching also contributes to a participant's satisfaction with his/her sporting experience and continued performance development".

https://secure.ausport.gov.au/clearinghouse/knowledge_base/sport_participation/community_engagement/community_sport_coaching

New Concussion test focuses on eyes - 22 Apr 2014

In studies relevant to the gridiron and other contact sports, researchers hope to use a new test based on eye movements to increase accurate diagnosis of concussions. The research involves the use of high-speed digital photography to analyse a patient's tracking of dots of light or other visual stimuli. (Athletic Business)

<http://www.athleticbusiness.com/more-news/new-concussion-test-focuses-on-eyes-br.html?topic=2,600&eid=162250984&bid=855551>

Exercising in the heat? Cool down for better performance – 30 Apr 2014

Using cold water, ice baths or ice vests before or during a workout in the heat helps athletes perform better, according to a new review. Cooling techniques may reduce the amount of energy the body needs to use to stay cool, leaving more energy for the exercise itself. (Reuters)

<http://www.reuters.com/article/2014/04/30/us-cooling-techniques-athletes-idUSKBN0DG1IH20140430>

Are athletes really getting faster, better, stronger? – July 2014

When you look at sporting achievements over the last few decades, it seems like humans have become faster, better and stronger in nearly every way. Yet as David Epstein points out in this delightfully counter-intuitive talk, we might want to lay off the self-congratulation. Many factors are at play in shattering athletic records, and the development of our natural talents is just one of them.

https://www.ted.com/talks/david_epstein_are_athletes_really_getting_faster_better_stronger

Fundraise Online

FundraiseOnline has been providing internet based fundraising solutions to charities and corporate customers around the world since 2004. Over that period of time, we have enabled charities and registered not-for-profit organisations to reach a wider, global network, based around people who through their own endeavours want to make a difference in a very real and tangible way.

[HTTP://WWW.FUNDRAISEONLINE.CO.NZ/](http://www.fundraiseonline.co.nz/)

RAISE FUNDS & RAISE YOUR ADVANTAGE

Advantage Fundraising Online has been helping youth sports, high school and charity organizations raise money online since 2010. Our proven fundraising results have helped thousands raise more money online than selling products. We take pride in helping organizations raise money beyond the conventional methods of fundraising.

<http://advantagefo.com/>

ThrillPledge - crowdfunding for entertainment

Thrillpledge is a crowdfunding platform focused on raising sporting grants and supporting entertainment ventures from anywhere in the world. Backed by ThrillCapital, a team specializing in raising venture capital, and with vast experience in financing and supporting startups. Signing up with Thrillpledge allows project creators to set up fixed term projects for funding, coupled with rewards for those who support the project.

<https://www.thrillpledge.com/>

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>