

Coast & Valley Swimming Association Inc. Minutes-Management Committee Meeting

Edgeworth Sport & Rec Club Tuesday, 18 June, 2013

Meeting opened at 6.55pm with David Hinds in the Chair

1. ATTENDANCE

David Hinds	David Richards	Jenny Schwetz	Patricia Roberts	Russell Waugh
Ian Johnson	Norm Roberts	Michele Burley-Jones		

2. **APOLOGIES:** Jarrod Anthony, Matt Frith, Tom Davis
Moved Russell Waugh 2nd Ian Johnson that apologies be accepted. Carried
3. **CONFIRMATION** - Minutes of previous meeting:
Moved David Richards 2nd Michele Burley-Jones that the minutes of the previous meeting are a true and correct copy. Carried
4. **BUSINESS ARISING** from the minutes
 - 4.1. B Squad entry fee to be paid to Swimming NSW
 - 4.2. Meet Director winter championships – Russell Waugh/ David Hinds
5. **CORRESPONDENCE:**
 - 5.1. INWARDS
 - 5.1.1. Affiliation forms: Hunter SC; Lower Hunter Aquanauts SC; Mingara Aquatic SC; Maitland SC; Kincumber Pacific Dolphins SC; Beresfield SC; Newcastle Premiers SC; West Wallsend Indoor SC; Wyong SC;
 - 5.1.2. Meet Applns; Hunter SC; Woy Woy SC; Raymond Terrace SC; -fwd: Competition Committee
 - 5.1.3. Email: Thomas Kuszleyk-EOI Summer Speedo-Maitland pool-fwd: Competition committee
 - 5.1.4. Email: Kincumber Pacific Dolphins SC re changes to September swim meet-fwd: competition committee
 - 5.1.5. Email: Hunter SC- re qualifying times (800m & 1500m events at championships-fwd: Registrar
 - 5.1.6. Email: Swimming NSW re approval of Singleton SC as host for Country Regional 2014
 - 5.1.7. Email: Singleton SC re approval as host for country Regional 2014 and confirmation of Meet director
 - 5.1.8. Email: Mark Heathcote re Agenda items for SNSW forum
 - 5.1.9. Email: Nelson Bay RSL SC- re AGM
 - 5.1.10. Email: Anthea Fuchs re Development Squad-fwd: development Committee
 - 5.1.11. Email: Singleton SC re Country Regional & confirmation of Meet Director
 - 5.1.12. Email: Swimming NSW ETE hire invoice form March-fwd: Treasurer
 - 5.1.13. Email: Philip Jobling re summer swim meet calendar
 - 5.1.14. Email: Belinda Boon re Development B Squad- clash of dates with CCAS
 - 5.1.15. Cubs Online: enquiry re winter championships-fwd Competition Committee
 - 5.1.16. Email (Russell Waugh): Kincumber Pacific Dolphins re Meet Director for winter Championships.
 - 5.1.17. Email: Kelly's Party Hire - Invoice for equipment hire-winter championships

- 5.1.18. Email: R Stimson re winter championship entries –fwd: Competition committee
- 5.1.19. Email: Shane Milsom (PLC) re centre opening time on Sunday for summer Championships
- 5.1.20. Email: Shane Milsom (PLC) re requirements for warm up facilities-summer championships-fwd: Competition committee; Jarrod Anthony
- 5.1.21. Email: Purnell Trophies-invoice
- 5.1.22. Email: Swimming NSW-reminder for SNSW Board elections
- 5.1.23. Email: Debby Tatoli – invoice for coaching scholarship for reimbursement-fwd: Treasurer
- 5.1.24. Email: Belinda boon re Titans SC swim meet-fwd: Management Committee
- 5.1.25. Email: Purnell Trophies- invoice- fwd: Treasurer
- 5.1.26. Mark Walmsley-financial statements and invoice
- 5.1.27. Frame Today- invoice
- 5.1.28. Newcastle Embroidery-invoice
- 5.1.29. Sid Fogg & Sons- confirmation of charter requirements- Springwood & Canberra trips

5.2. OUTWARDS

- 5.2.1. Email (Russell Waugh): Kincumber Pacific Dolphins –Advising changes required to Tm file
- 5.2.2. Email (Russell Waugh): Hunter SC –QTs as advertised in event sheet
- 5.2.3. Email: Mark Heathcote Agenda items for SNSW Forum
- 5.2.4. Email: Swimming NSW re ETE hire for summer Championships
- 5.2.5. Email: Mark Heathcote re confirmation of B squad attending Canberra meet
- 5.2.6. Email: Gosford City Council-booking form for summer championships
- 5.2.7. Email: Kellogs re sponsorship for Development Squads
- 5.2.8. Email (Russell Waugh): re 800/1500 QT's
- 5.2.9. Email (Russell Waugh); reminder CVSA Championships-entries closing
- 5.2.10. Email: Philip Jobling re summer calendar
- 5.2.11. Email (Narelle Murphy): Evelyn Can re development squad
- 5.2.12. Email (Russell Waugh): re Meet Director for winter championships
- 5.2.13. Email: Shane Milsom (PLC) re centre opening times for summer championships
- 5.2.14. Letters of congratulations for team selection for World Champs & IPC World Champs – Jarrod Killey: Taylor Corry; Maddison Elliot & Tom Davis (coach)

Moved Trish Roberts 2nd Michele Burley-Jones that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried

5.3. Business Arising from Correspondence:

- 5.3.1. Agenda item- administration fee – Mark Heathcote will discuss with committee after AGM
- 5.3.2. Meet Director for Country Regional 2014 is Martin Phillips
- 5.3.3. B Squad clash of dates with CCAS- ratify executive decision that squad members must be able to do the development day and CCAS squad members must attend development day until 12 noon. Moved Ian Johnson 2nd Michele Burley-Jones. Carried
- 5.3.4. Jarrod Anthony has confirmed that warm down facilities will be available for summer championships and there will be no additional charges for out-of hours on Sunday.
- 5.3.5. Titans SC re championship date for 2014 – Moved David Richards 2nd Ian Johnson that date for championships and AGM will not be changed and letter to be sent to Titans SC. Carried

6. REPORTS:

6.1. Treasurer – Trish Roberts

Report tabled-copy attached

Moved Trish Roberts 2nd Michele Burley-Jones that report be accepted and accounts approved for payment. Carried.

- 6.1.1. Noted that cheque to Charlestown SC still to be presented
- 6.1.2. Term deposit to mature before next meeting –re-invest as per the best interest rate on the day- Moved Norm Roberts 2nd David Richards. Carried
- 6.1.3. Additional \$10,000 from Cash reserve a/c to be deposited into Term deposit on maturity. Moved Trish Roberts, 2nd Russell Waugh. Carried
- 6.1.4. Statement by Members of the Committee for the year ended 31 March, 2013
 - 6.1.4.1. The committee has determined that the Association is not a reporting entity
 - 6.1.4.2. In the opinion of the committee the Income & Expenditure Statement, Statement of Financial Position, and Notes to the financial Statements:
 - a) Presents fairly the financial position of Coast and Valley Swimming Association Inc as at 31 March, 2013 and its performance for the year ended on that date
 - b) At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

Moved David Richards 2nd Norm Roberts. Carried.

6.1.4. Accounts approved for Payment

Swimming NSW	B Squad meet entry fee	\$450.00
Swimming NSW	ETE hire deposit-summer champs	\$50.00
Gunyah Hotel	Technical Officials Dinner	\$1409.40
Swimming NSW	ETE hire –March	\$200.00
Kelly's Party Hire	Equipment hire-winter championships	\$1824.80
Purnell Trophies	Medals	\$20.00
P Roberts	Reimbursement-tips for Gunyah staff	\$30.00
Michael Tattoli	Coaching Scholarship	\$795.00
Purnell Trophies	Medals-winter championships	\$3634.20
Mark Walmsley	Preparation of financial statements	\$880.00
Frame Today	Framing	\$270.00
(Reimburse David Hinds)		
Russell Waugh	Printing of programs & toner	\$652.46
David Hinds	Gifts-Volunteers-SC championships	\$143.00
Newcastle Embroidery	Shirts-Development Squad	\$2025.00
Sid Fogg & Sons	Coach hire-Springwood trip (Dev)	\$1270.00

Sid Fogg & Sons	Coach hire- Canberra trip- Dev	\$3000.00
Kincumber Pacific Dolphins	Catering- SC championships	\$500.00
Kincumber Pacific Dolphins	Share of program sales	\$269.00
Rachel Wood	Female Swimmer of Meet	\$100.00
Michaela Hazell	Female swimmer of Meet	\$100.00
Bradley Woodward	Male swimmer of Meet	\$100.00
Jenny Schwetz	Reimbursement-printing Annual reports & toner cartridge	\$949.95
Richardson	Refund Dev. Fees	\$40.00
Bush Capital Lodge	Accommodation deposit – B Squad	\$500.00

6.2. **Competition Committee/Registrar** – Russell Waugh

No report

Meet report to be forwarded to Swimming NSW for inclusion in swimmer

6.3. **Selection & Development Committee** – Tom Davis

Minutes May meeting tabled-copy attached

Moved Russell Waugh 2nd David Richards that minutes be accepted. Carried.

Approve coach hire for Springwood trip and Canberra development trips-moved Michele Burley-Jones 2nd Norm Roberts. Carried

6.4. **ATSC Convenor** – Norm Roberts

No report

Championship meet went well – report will be tabled at next committee meeting.

Moved Norm Roberts 2nd Michele Burley-Jones that Technical Officials dinner be continued in 2014. Carried

Moved Norm Roberts 2nd Russell Waugh that all coaches be accommodated in designated "coaches area" and not be in the grandstand for safety reasons. Carried

6.5. **Development Officer** – Jarrod Anthony

No report

NOTE:

Jarrod will be on leave from 1 July ~ 22 September. Any queries during this time can be directed to the Management committee or the Swimming NSW office.

6.6. **Property Officer**- Ian Johnson

No report.

Investigating cost of new radios – recommendation to be tabled at next committee meeting

6.7. **Publicity Officer** – Michele Burley-Jones

No report.

6.8. **Web Administrator** –Matthew Frith

No report.

7. GENERAL BUSINESS:

- 7.1. Swimming NSW elections- Janelle Barnett/ Mark Payne/ Peter Reinhard/ Graham Towle- 3 to be elected. All clubs are encouraged to register their vote.
- 7.2. Refund of Development Squad fees for Hannah & Emily Richardson (\$40.00) moved Russell Waugh 2nd Ian Johnson. Carried
- 7.3. Moved David Richards 2nd Ian Johnson that at least one (1) stop watch is to be used on every lane in conjunction with AOE and/or SAT equipment at CVSA championship meets - 5 for/ 2 against. Carried.

- 7.4. That when we run a meet and it is a Qualifying Meeting, then we MUST adhere to the rules of Swimming NSW and Swimming Australian and that the Referees on the day must be reminded of that fact and not to deviate from the rules by any "hear say" - referred to Technical committee for action
- 7.5. Recommend that Meet Director ensures the lights are left on over competition pool for CVSA championships
- 7.6. Food supplied at the recent Short Course Championships was not up to the standard expected –letter to be sent to host club
- 7.7. Query from Russell Waugh regarding free entry for coaches at CVSA championship meets-Jarrold Anthony be requested to follow up
- 7.8. Noted that on rechecking point scores for SC championships, Michaela Hazell was a joint winner of Female Swimmer of the Meet. Moved Russell Waugh 2nd Trish Roberts that medal and prize money be presented. Carried
- 7.9. Moved Michele Burley-Jones 2nd Norm Roberts that there is no requirement for meet mobile to be used at CVSA championship meets and noted that there is no internet access available at PLC. Carried.
- 7.10. Moved Trish Roberts 2nd Ian Johnson that bouquet be delivered to Heather Brown. Carried

8. MEETING CLOSED: 8.17pm

9. NEXT MEETING: Tuesday, 16 July, 2013 – Edgeworth Sport & Rec Club- 7.00pm

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

COAST & VALLEY SWIMMING ASSOCIATION INC

TREASURERS REPORT as at 1 June 2013

FORWARD \$37,405-71

INCOME

IMG sport entries 3482-70

Development squad 840-00

Adjustment error 874-00

Program sales 541-80

SSS entries 660-00

T O DINNER 50-00

TOTAL \$6448-50 \$ 6448-50

\$43,854-21

LESS EXPENSES

CHQ NO 285 D Hinds 74-00

292 Wyong s/c 61-00

299 Gunyah hotel 1409-40

302 R Waugh (program printing) 182-97

TOTALS \$1727-37 \$1727-37

BALANCE AS PER STATEMENT NO 46 \$42,126-84

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Cash reserve a/c \$31,729-65 plus interest \$86-06 \$31,815-71

Term deposit due 12 July 2013 @ 4.6% 12 months \$22,475-48

Unpresented chq no 300 \$715-00 SWNSW no 301 Mqsh club \$109-00

Coast & Valley Swimming Association Inc. Minutes-Selection and Development Committee Meeting

**Teleconference
Wednesday, 22nd May, 2013**

Meeting opened at 7.02pm with Jarrod Anthony elected as Chairman.

1. ATTENDANCE

Peter Reinhard	Narelle Murphy	Belinda Boon	Tom Davis
Visitors	David Hinds	Jenny Schwetz	
Jarrod Anthony	SNSW Development Officer		

2. APOLOGIES: Adam Beisler

Moved Narelle Murphy 2nd Peter Reinhard that apology be accepted. Carried

3. CONFIRMATION - Minutes of previous meeting:

Moved Peter Reinhard 2nd Tom Davis that the minutes of the previous meeting are a true and correct copy. Carried

4. BUSINESS ARISING from the minutes

1. Outstanding fees – the only reminder was sent with Congratulation letter-Move to General business
2. Shirts have been ordered. Delivery 1 ½ weeks prior to winter championships

5. CORRESPONDENCE

5.1. INWARDS–

- Multiple emails re – applications to apply. All Accepted.
- Several members cancelled.
- Bus Quotes – General Business
- Accommodation – B Squad General Business

5.2. OUTWARDS-

- All Squad Letters sent.

Moved Narelle Murphy 2nd Peter Reinhard that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried

6. GENERAL BUSINESS –

- 6.1. Outstanding fees- follow up email to be sent out. Fees to be paid on or before development day and prior to receiving shirts.

- 6.2. MC Swimmers – Tom to touch base with parents or coach prior to Development activities.
- 6.3. Development Stand – CVSA Championships – Narelle, Murphy & Belinda Boon to man same Shirts handed to B and C squads. Moved Narelle Murphy 2nd Belinda Boon that stand be situated at entrance after program sales & raffles have been completed. Carried
- 6.4. Noted the Technical Officials working at the CVSA winter championship meet appear to be less than required, however Development stand needs to be visible.
- 6.5. Caps will be held until Development Day activities begin.
- 6.6. **B Squad Meet** – W/E 7th and 8th September 2013 – Canberra.
- 6.6.6. Confirm Bush Capital Lodge - \$500 deposit required with booking
- 6.6.7. 1 x breakfast 2x Lunches, 1 x Dinner Belinda Boon & David Hinds to organise catering.
- 6.6.8. **Accommodation** \$1800 /
Coach hire - \$3000 /
Meals - TBA
Entry Fee - \$450- Cheque to be sent to Swimming NSW
Pool entry- check
- 6.6.9. Team Manager: Tom Davis
Head Coach: Adam Beisler
Assist. Managers: Peter Reinhard; Narelle Murohy; Belinda Boon; David Hinds
- 6.6.10. Tom Davis to send email sent to swimmers advising:
- Collection of shirts,
 - Trip details,
 - Swim events,
 - No further costs involved for swimmers
 - No parents to travel or stay with team, however they are most welcome to attend the meet
 - Consent Form to be completed by swimmers
 - Further information will be discussed at B squad development day.
- 6.6.11. Tom Davis to invite CVSA Scholarship coach to attend this development day.
- 6.7. **C Squad Meet** - "Day trip" Springwood 21/7/13 – Note LMG.
- 6.7.6. **Coach Hire** \$1500 – Narelle to confirm pick up points.
Entry Fees – up to 4 entries per swimmer will be covered by CVSA. Additional entries will be payable by swimmer - \$5.00 per entry. They can still enter under CVSA if monies are paid to Russell on the day.
Entries Will be taken by Russell Waugh on Development Day – 30th June
Pool entry- will be covered by CVSA
Meals catering to be covered by CVSA
- 6.7.7. Team Manager: Tom Davis
Head Coach: Adam Beisler

Assist. Managers: Peter Reinhard; Belinda Boon; Narelle Murphy;
David Hinds

- 6.7.8. Tom Davis to send email to swimmers advising of
- shirts,
 - trip details,
 - swim events,
 - No parents to travel or stay with team, however they are most welcome to attend the meet
 - Further information will be discussed at C squad development day.
 - Springwood Program needs to be sent with email. Swimmers are to select 4 events and bring sheet to Development activity on the 30th June.
 - Any swimmer wishing to participate in more than 4 events can do so at their own cost.

6.7.9. Tom Davis to invite CVSA Scholarship coach to attend Development Day

6.8. **D Squad Meet – SOPAC**

6.8.6. **Coach Hire** \$1500 – Narelle..... Confirm pick up points.

6.8.7. Team Manager - TBA
Head Coach – TBA
Assist. Managers – Narelle Murphy

- 6.8.8. Tom Davis to send email to swimmers advising of:
- shirts, - to be collected on first Development Day (31st August)
 - trip details,
 - swim events,
 - No parents to travel or stay with team, however they are most welcome to attend the meet
 - Further information will be discussed at D squad development day.

6.9. **Current Numbers**

A Squad – (23/56) Saturday 22nd June 2013. Newcastle University. No Payments, T Shirts and caps to be handed out on the day. Shirts ordered – Narelle to confirm.

B Squad – (38/107) Saturday 29th June 2013. Newcastle University .

C Squad – (41/94) Sunday 30th June 2013. Newcastle University .

D Squad (96/165) Saturday 31st August. Newcastle University .

Total – (198/424)

6.10. Blair Davey (Novocastrian) has been added to B Squad.

6.11. Jarrod Anthony will send out email to committee members with updated list

6.12. No additional applications will be accepted after Friday 24 May.

- 6.13. David Hinds congratulated Jarrod Anthony, Tom Davis and the committee for their pro-active work in organising the development activities.

Next Meeting – TBA

Meeting Closed – 8.06pm

CHAIR: JARROD ANTHONY

SECRETARY: JENNY SCHWETZ