

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

## Edgeworth Sport & Rec Club Tuesday, 17 October, 2013

Meeting opened at 7.00pm with David Hinds in the Chair

### 1. ATTENDANCE

David Hinds                  David Richards      Jenny Schwetz                  Patricia Roberts      Russell Waugh  
                                        Norm Roberts      Michele Burley-Jones      Tom Davis                  Matt Frith  
Jarrod Anthony      SNSW Development Officer  
Phil Wishart -Nusport

- 2. APOLOGIES:** Ian Johnson. Moved David Richards 2<sup>nd</sup> Trish Roberts that apology be accepted. Carried.

Moved Norm Roberts 2<sup>nd</sup> David Richards that standing orders be suspended to allow Phil "Wishart (NuSport Venue hire co-ordinator) to address the meeting. Carried.

Phil Wishart advised the following:

- *Lake Macquarie City Council has selected Nusport as the venue for swimming for International Childrens Games 2014*
- *1500 – 2000 athletes are expected to attend the games*
- *Age group of competitors is 13 – 15 years*
- *Mon (8<sup>th</sup> December) & Tues (9<sup>th</sup> Dec) heats – 12pm – 3.00pm*
- *Wed (10<sup>th</sup> Dec) finals – 8.30am – 3.30pm*
- *LMCC will provide lunch, shirt and function for 1000 volunteers that are expected*
- *Timing Equipment will be booked by NuSport and arrangements made for drilling of pool for touch pads*
- *Availability of Live results on website?*
- *Norm Roberts suggests that Swimming NSW be requested to call for nominations for swimming officials*
- *Updates will be circulated to Norm Roberts who will keep Management committee updated*
- *Technical committee will be formed: Tournament Director/ Assistant Director/ Head Referee*

David Hinds thanked Phil for addressing the meeting and looked forward to a successful Games.

Moved Trish Roberts 2<sup>nd</sup> Russell Waugh that standing orders be resumed. Carried.

- 3. CONFIRMATION** - Minutes of previous meeting:  
Moved Russell Waugh 2<sup>nd</sup> 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. Pricing for radios – Ian Johnson-held over
- 5. CORRESPONDENCE:**
- 5.1. INWARDS
- 5.1.1. Clubs Online: query re entering NuSwim swim meet-fwd: NuSwim
  - 5.1.2. Email: NuSwim SC re meet entry
  - 5.1.3. Email: Swimming NSW-minutes AGM and State Forum
  - 5.1.4. Email: Swimming NSW-copy of SNSW calendar of events-fwd: Competition committee
  - 5.1.5. Email: Swimming NSW- name & address of Singleton pool; No of lanes
  - 5.1.6. Email: Jamies SC re Area fees
  - 5.1.7. Email: John Hart- updated accreditation
  - 5.1.8. Email Singleton SC re local meets-fwd: Russell Waugh
  - 5.1.9. Email: Melissa Shields re entries for Development meet
  - 5.1.10. Email: Melanie re attendance at D squad development day
  - 5.1.11. Email: Debbie Matterson – SC Championship records-fwd: Russell Waugh
  - 5.1.12. Email: Swimming NSW- transfer of Area registration fee—July
  - 5.1.13. Email Jacquie Elvidge-unavailability of Cr Doug Eaton to attend CVSA events
  - 5.1.14. Email: Michelle Rowsell re list of records- Central Coast SA-fes; George Brown
  - 5.1.15. Email: Phil Wishart- invitation to address next committee meeting
  - 5.1.16. Cr Jeff McCloy-inability to accept position of Patron
  - 5.1.17. Email: Cr Lawrie McKinna- attendance at CVSA championship meets
  - 5.1.18. Clubs Online: query re inability to enter swim meets online-fwd: Michelle Johnson, Registrar, NuSwim SC, Woy Woy SC
  - 5.1.19. Email: Bush Capital Loge- confirmation of numbers attending & catering arrangements
  - 5.1.20. Email: Sid Foggs- re payment received for C Squad coach charter & apology
  - 5.1.21. Email: Swimming NSW re Database progress newsletter-fwd: All CVSA committee members
- 5.2. OUTWARDS
- 5.2.1. Patrons-letter of thanks
  - 5.2.2. Email: Jamies SC-Re C & V fees
  - 5.2.3. Email (Jarrod Anthony): re entry for Development meet (SOPAC)
  - 5.2.4. Bush Capital Lodge- balance of payment for accommodation- B Squad
  - 5.2.5. Email: Martin Phillips- request for submission of monthly report-Country Regional meet
  - 5.2.6. Email: Singleton SC-confirmation that lap counters will be available for Country Regional
  - 5.2.7. Singleton SC- Technical Official badges
  - 5.2.8. Jamies SC-Technical Official badge

Moved Matt Frith 2<sup>nd</sup> Tom Davis that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried

- 5.3. Business Arising from Correspondence:
- 5.3.1. Recognition of record by relay swimmer (1<sup>ST</sup> leg)
    - no points will be awarded to individual swimmer
    - Relays to be checked after meet by Registrar
    - Revision of by-laws
  - 5.3.2. Martin Phillips -monthly report for Country Regional. Moved Norm Roberts 2<sup>nd</sup> David Richards that report be accepted. Carried.
  - 5.3.3. Cr Lawrie McKinna will attend both days of summer champs and Saturday of winter champs-pending re-election as Mayor
  - 5.3.4. Website training –CVSA to send 4 representatives ( Russell Waugh, Jenny Schwetz, Matt Frith, David Richards)- 20 October 9am -12pm
  - 5.3.5. **Existing website module content WILL NOT be migrated across from the IMG STG platform.**

## 6. REPORTS:

### 6.1. **Treasurer** – Trish Roberts

Report tabled-copy attached.

#### 6.1.1. Considered Actual budget

#### 6.1.2. Accounts approved for Payment

Trish Roberts	Catering B Squad	\$147.65
David Hinds	Catering B Squad & Training day	\$182.30

Moved Trish Roberts 2<sup>nd</sup> Tom Davis that report be accepted and accounts approved for payment.  
Carried

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

#### 6.2.1. "D" squad meet entries sent completed & sent

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

Report to be tabled at next meeting.

6.4. **ATSC Convenor** – Norm Roberts

- 6.4.1. Committee meeting minutes tabled-copy attached. Moved Norm Roberts 2<sup>nd</sup> Russell Waugh that minutes be accepted. Carried.
- 6.4.2. MM/TM course will be held on Sunday 27 October, 2014. All interested persons welcome to attend. 23 registered to attend to date.
- 6.4.3. Training for Timekeeper-1; Chief Timekeeper-1 ; Recorder - 7; Check Starter/Marshal -10; Starter-3 held over weekend 15/16 September
- 6.4.4. ATSC Plan has been sent to Area clubs and uploaded to website
- 6.4.5. Letter to be sent to some clubs –request invitation to attend committee meeting

6.5. **Development Officer** – Jarrod Anthony

Local website training dates .. to be advised

6.6. **Property Officer**- Ian Johnson

No report

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

No report.

6.8. **Web Administrator** –Matthew Frith

6.8.1. **Recommended tasks to be undertaken in preparation for migration:**

- Review all content on current database website and update or remove outdated content
- Ensure all contact information is up to date
- Source and finalise new content to be made available on new website
- Download documents stored in your IMG console (PDF's. Etc). and store them in organised files for uploading to the new website
- Catalogue images and media files
- Document existing site-map – this is the menu structure of the existing website

**7. GENERAL BUSINESS:**

- 7.1. Approved Guideline for Championships – Moved Trish Roberts 2<sup>nd</sup> Tom Davis. Carried
- 7.2. Approved application for Visitors to compete at summer championships – Moved Russell Waugh 2<sup>nd</sup> Michele Burley-Jones. Carried.

**8. MEETING CLOSED: 8.45pm**

**9. NEXT MEETING: Tuesday 15 October, 2013 – Edgeworth Sport & Rec Club – 7pm**

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

## COAST & VALLEY TREASURERS REPORT

AS AT 1 SEPTEMBER 2013

**FORWARD** **\$30,755-39**

### **INCOME**

Development squad grant \$3000-00

Coaching scholarship grant 500-00

Area fees 204-00

Donation 50-00

**TOTALS** **\$3754-00** **\$ 3754-00**

**\$34,509-39**

### **LESS EXPENSES**

CHQ NO 347 P Roberts \$104-85

No 349 Springwood s/c 87-00

No 353 J Schwetz 35-85

**TOTALS** **\$227-70** **\$227-70**

**BALANCE AS PER STATEMENT NO 49** **\$34,281-69**

**Cash Reserve a/c Interest \$68-16 Less \$5-00 transaction fee** **\$22,023-29**

**Term Deposits - 3.65% 12months due 16/7/14** **\$10,000**

**3.75% 12 months due 12/7/14** **\$23,509-30**

Unpresented cheques- No 334 T Davies \$20 No 337 N Murphy \$10 No 351 SNSW \$100

No 352 SNSW \$480 No 354 Bush Capital Lodge \$1176 No 355 D Hinds \$90-85

.....  
**Signature**

.....  
**Date**

# Coast & Valley Swimming Association Inc. Minutes-ATSC Meeting

**16 Harrison Street, Belmont North.  
Wednesday 4 September, 2013**

Meeting opened: 7.03 pm

Chair: Norm Roberts

## **1. ATTENDANCE**

Norm Roberts      David Richards      Jenny Schwetz      Narelle Murphy      Ian Johnson  
Michele Burley-Jones  
**Visitors:**      David Hinds      Jarrod Anthony

## **2. APOLOGIES:** Cathy Sheedy, Jim Sheedy.

Moved David Richards 2<sup>nd</sup> Ian Johnson that apologies be accepted. Carried

## **3. CONFIRMATION** - Minutes of previous meeting:

Moved David Richards 2<sup>nd</sup> Ian Johnson that the minutes of the previous meeting are a true and correct copy. Carried

## **4. BUSINESS ARISING** from the minutes

Nil

## **5. CORRESPONDENCE:**

### **5.1. Inwards**

- 5.1.1. Various – Technical training nominations – 14/15 September, 2013
- 5.1.2. Various – MM/TM training nominations – 27 October, 2013

### **5.2. Outwards**

- 5.2.1. Call for nominations for Technical training-14/15 September – Edgeworth Bowling Club
- 5.2.2. Call for nominations Meet Manager/Team Manager training course – 27 October, Edgeworth Bowling Club

Moved Ian Johnson 2<sup>nd</sup> David Richards that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried

### **5.3. Business Arising from Correspondence**

- 5.3.1. Technical Training- 14/15 September – Reminder to be sent out.

## **6. GENERAL BUSINESS.**

### **6.1. Election of Officers:**

- 6.1.1. Appointments Officer – David Richards
- 6.1.2. Training Officer – Cathy Sheedy – pending acceptance of position
- 6.1.3. Secretary- Jenny Schwetz

### **6.2. Action Plan**

- 6.2.1. 2-year Action Plan- Moved Ian Johnson 2<sup>nd</sup> David Richards that plan be adopted. Carried. Ian Johnson thanked for his work in updating Plan.

- 6.2.2. Plan to be circulated to CVSA clubs for discussion by each club and uploaded to website
- 6.2.3. Follow up discussions with club by Technical Committee
- 6.2.4. Implementation of Plan
  - 6.2.4.1. Technical committee representative to attend club committee meeting. Competition Committee representative to be invited to attend with Technical representative.
  - 6.2.4.2. Target interested club members at their club night
  - 6.2.4.3. Target Clubs:
 

Hunter	Singleton
KPD	NuSwim
Mingara	West Wallsend
Novos	Charlestown
Woy Woy	Swansea
Titans	

Letter to be sent to these clubs requesting Committee meeting dates and day of club night.

- 6.3. CVSA Database – copy for each club to be sent to club secretary requesting review of database:
  - 6.3.1. Noting ACTIVE officials
  - 6.3.2. Correct and/or complete contact details
  - 6.3.3. Still a club member
- 6.4. Manning of Swim Mets by Technical Officials
  - 6.4.1. –Pathway for Developing Officials:
    - Picnic meets→ Development meets→ Qualifying meets →CVSA Championship meets
  - 6.4.2. Training courses
- 6.5. Sign –on sheets - Referees Reports and Sign on sheets: It is the RESPONSIBILITY of the REFEREE and COMPULSORY for these to be submitted to the Area Secretary within **SEVEN DAYS** after date of swim meet
- 6.6. Payment of Technical Officials – for further discussion at next committee meeting.
- 6.7. Power point Training presentations are available on the Area computer for the following modules:
  - a) Timekeeper
  - b) Chief Timekeeper
  - c) Check Starter
  - d) Marshal
- 6.8. Beresfield pool meeting was held yesterday – David Hinds attended on behalf of CVSA.

**MEETING CLOSED:** 8.30pm

**NEXT MEETING:** TBA

CHAIR: Norm Roberts

SECRETARY: Jenny Schwet