

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

Edgeworth Sport & Rec Club Tuesday, 19 November, 2013

Meeting opened 7.02pm David Hinds in the Chair

1. ATTENDANCE

David Hinds David Richards Jenny Schwetz Patricia Roberts Russell Waugh
Ian Johnson Norm Roberts Michele Burley-Jones
Jarrod Anthony SNSW Development Officer

2. APOLOGIES: Nil

3. CONFIRMATION - Minutes of previous meeting: Moved Norm Roberts 2nd Ian Johnson that the minutes of the previous meeting are a true and correct copy Carried

4. BUSINESS ARISING from the minutes

- 4.1. Radios have been received and worked well at Central Newcastle swim meet
- 4.2. Website construction has commenced and is progressing well
- 4.3. CVSA Banner will be ready by Friday. Thanks to Adech Eco for sponsoring acquisition of banner. Letter to be sent and plaque to be organised.

5. CORRESPONDENCE:

5.1. INWARDS

- 5.1.1. Email: Macquarie Shores SC-Swim meet application-fwd: Competition committee
- 5.1.2. Email: Swimming NSW-Club website training sessions
- 5.1.3. Email: Swimming NSW-Presidents' meeting agenda; 2012 minutes-fwd: David Hinds
- 5.1.4. Email: Master Communications & Electronics – proforma invoice
- 5.1.5. Email: Phil Johnston- re assessment at Charlestown swim meet-fwd Norm Roberts & Charlestown SC
- 5.1.6. Email: Swimming NSW-website training guide-fwd: Dave Richards & Matt Frith
- 5.1.7. Email: Tania Morphew re MM/TM training course
- 5.1.8. Email: Kincumber SC re outstanding referee report
- 5.1.9. Email: Swimming NSW- Clublane Database Update #4 – fwd: Management
- 5.1.10. Email: Swimming NSW- Area Development Convenors Meeting -9 November-fwd: Tom Davis. Jarrod Anthony
- 5.1.11. Email: Swimming NSW-website login information
- 5.1.12. Email: Margaret Sadow- confirmation of MM/ TM course
- 5.1.13. Email: Swimming NSW-website training and Powerpoint presentation
- 5.1.14. Clubs Online: Monika Houston re info on open water & distance swims-fwd: Russell Waugh
- 5.1.15. Email: Novo SC- swim meet application-fwd: Competition Committee
- 5.1.16. Email: Swimming NSW-APT database update
- 5.1.17. Email: West Wallsend Indoor SC-Application for swim meets-fwd: Competition Committee
- 5.1.18. Email: Boolaroo-Speers Point SC-change of contact email address
- 5.1.19. Email: Swimming NSW-Presidents' Meeting-Agenda; bus schedule-fwd: David Hinds
- 5.1.20. Email: John Hart-re Level 3 Referee accreditation
- 5.1.21. Email: Hunter SC- swim meet application-fwd: Competition Committee
- 5.1.22. Email: Swimming NSW-September registration fees transferred

- 5.1.23. Email: Swimming NSW re Attendee for Development Convenors Meeting
- 5.1.24. Email: Swimming NSW – Clublane update
- 5.1.25. Email: Belinda Boon- Development posters
- 5.1.26. Email: Milan Kurjakovik- online entries-fwd: Registrar
- 5.1.27. Email: Gareth Sykes(Elite Merchandise & Swim Caps) re advertising in CVSA championship program
- 5.1.28. Email: Swimming NSW- website newsletter-fwd: Management
- 5.1.29. Email: Kurri Kurri SC re swimmer fees
- 5.1.30. Email: Swimming NSW-Clublane Newsletter #7
- 5.1.31. Email: Swimming NSW-Area Development meeting-follow up & supporting documents-fwd: Development committee
- 5.1.32. Email: Kelly's Party Hire-invoice
- 5.1.33. Email Kincumber Pacific Dolphins SC re catering numbers
- 5.1.34. Email (Russell Waugh): Carole Sanderson re championship entries
- 5.1.35. Email: Peninsular Leisure Centre: confirmation of booking details-fwd: David Hinds, Jarrod Anthony
- 5.1.36. Email: Sarah Gamble re replacement badge-fwd: Swimming NSW

5.2. OUTWARDS

- 5.2.1. Email: Swimming NSW – confirmed attendee-Presidents' meeting
- 5.2.2. Email CVSA Clubs – 2014 Development squads
- 5.2.3. Email: Jan Tredinnick- contact details
- 5.2.4. Email: KPD re outstanding referee report for September swim meet
- 5.2.5. Email: Tania Morphew re MM/TM course
- 5.2.6. Email Margaret Sadow-confirmed MM/TM course
- 5.2.7. Email (Russell Waugh) CVSA clubs-Swimmer ID's; MM/TM course; winter meet applications close 1 November; contact person
- 5.2.8. Email: CVSA clubs-reminder-MM/TM course
- 5.2.9. Email (Russell Waugh): Monika Houston re open water & distance swims
- 5.2.10. Allan Brooker: re Development squad requirements
- 5.2.11. Email: Mingara Aquatic SC-re Time trial
- 5.2.12. Email: Peninsula Leisure Centre-re cable pits and ETE mounting plugs
- 5.2.13. Email: Hunter Academy of Sport – contact details
- 5.2.14. Email: Swimming NSW- attendee for Development Convenors' meeting
- 5.2.15. Email: Swimming NSW re agenda- Development convenors meeting
- 5.2.16. Email(Russell Waugh): reply re online entries query
- 5.2.17. Email: Kurri Kurri SC re fees 2013/14
- 5.2.18. Email (Russell Waugh): Reminder-Country Regional-Singleton 4/5 January 2014-closing date for entries-18 December-no online entries.
- 5.2.19. Email (Russell Waugh): Reminder LC Championship entries close 19 November
- 5.2.20. Email (Jarrod Anthony): Newcastle University – bookings for Development Squads 2014\
- 5.2.21. Email: Swimming NSW- Invoice for final 50% funding
- 5.2.22. Email: Swimming NSW- Final report- Development program
- 5.2.23. Email: Kincumber Pacific Dolphins-catering numbers not yet known
- 5.2.24. Email (Russell Waugh): Carole Sanderson re QT- CVSA championships
- 5.2.25. Email: Mingara Aquatic SC- re outstanding referee report

Moved Russell Waugh 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. Confirmed Narelle Murphy as attendee for Area Development Convenors Meeting

- 5.3.2. Moved Ian Johnson 2nd Trish Roberts that advertising by *Elite Merchandise & Swim Caps* in CVSA program not be allowed. Carried Russell Waugh to advise.
- 5.3.3. PLC: Warm up and cool down lanes will be available in program pool after 1pm both days
- 5.3.4. Macquarie Shores SC to be requested to have representatives attend a training session for Technical Officials prior to their meet. Moved Russell Waugh 2nd Norm Roberts. Carried. Russell Waugh to advise Macquarie Shores.
- 5.3.5. Letter to be sent to all CVSA clubs re call for officials to nominate for Country Regional- Singleton through Swimming NSW. There is a need for as many CVSA officials as possible. Moved Norm Roberts 2nd Michele Burley-Jones. Carried
- 5.3.6. Letter to be sent to Carole Sanderson re Qualifying Times

6. **REPORTS:**

6.1. **Treasurer** – Trish Roberts

Report tabled-copy attached

6.1.1. Accounts approved for Payment

Master Communications & Electronics	Radios	\$3506.80
Club Macquarie	Room hire-Membership & Online entries training	\$200.00
Macquarie Inn	Accommodation-presenter-training	\$156.00
David Richards	Reimburse web training expenses	\$47.30
Kelly's Party Hire	Equipment hire-LC Championships	\$1696.80
The Verandah Restaurant Pokolbin	Deposit- lunch	\$200.00
Newcastle Limousines	Bus hire	\$285.00

Moved Trish Roberts 2nd David Richards that report be accepted and accounts approved for payment. Carried.

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

- 6.2.1. Entries to date for LC Championships
400 athletes – 2058 entries - \$11,325 entry fees collected.
- 6.2.2. Timeline – Session 1-12.24pm; Session 2 -3.53pm; Session 3 12.15 pm; Session 4 – 3.42pm
- 6.2.3. Medals have been ordered and will be received this week
- 6.2.4. Winter Sprints will not be run this year as it has been poorly attended in the past.
- 6.2.5. Moved Russell Waugh 2nd Norm Roberts that the following clause be added to the program for CVSA championships :

Coast and Valley Swimming Association will NOT accept responsibility for supervision in any area other than the Competition pool and marshalling area at the Coast and Valley Championship meet. It is the parent's, carer's and/or coach's responsibility to supervise children under their care in all other areas, as these are outside our control and jurisdiction.

Carried.

6.2.6. Winter meets approved – clubs to be notified.

APPROVED WINTER SWIM MEETS			
CLUB	DATE	VENUE	TYPE
Toukley	30th March	Toukley	Qualifying
Mingara	6th April	TBA	Qualifying
Hunter	13th April	Arnolds Swim Centre	Qualifying
West Wallsend	4th May	West Wallsend	Qualifying
KPD	17th May	PLC	Development
	18th May	PLC	Qualifying
Macquarie Shores	25th May	Toronto	Qualifying
Novo	1st June	Coughlins	Qualifying
Titans	7-8th June	Toukley	Qualifying
CVSA championships	14-15 June	PLC	Championships
Woy Woy	13 July	PLC	Development
Lake Mac Games	27th July	West Wallsend	Qualifying
KPD	13th Sept	PLC	Development
	14th Sept	PLC	Qualifying
State Age			
State Open			
Country			

Moved Russell Waugh 2nd Ian Johnson that report be accepted and winter swim meets be approved. Carried.

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

6.3.1. Moved Norm Roberts 2nd Russell Waugh that Development posters be approved. Carried.

6.3.2. Proposed development dates are:

A Squad	Sunday 29 June, 2014	The Forum, Newcastle University
B Squad	Saturday 19 July, 2014	The Forum, Newcastle University
C Squad	Sunday 20 July, 2014	The Forum, Newcastle University
D Squad	Sunday 10 August, 2014	The Forum, Newcastle University
E Squad	Friday, 28 February, 2014	SOPAC tour

Activities on dates other than those required by Swimming NSW will receive no support from SNSW

Moved Russell Waugh 2nd Trish Roberts that report be accepted. Carried.

6.4. **ATSC Convenor** – Norm Roberts

- 6.4.1. Swimming NSW Technical committee representative for CVSA championships is Jose Jalvo.
- 6.4.2. October/November - 35 accreditations
- 6.4.3. Swim club visits to be organised
- 6.4.4. Technical committee meeting will be held in early December
- 6.4.5. Appointments for Championships are being drawn up.

Moved Norm Roberts 2nd Ian Johnson that report be accepted. Carried.

6.5. **Property Officer**- Ian Johnson

No report

Moved Ian Johnson 2nd David Richards that there be a briefing at Championships on radio etiquette. Carried.

Updated Asset Register to be tabled at next meeting

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

Report tabled-copy attached

Moved Michele Burley-Jones 2nd Russell Waugh that report be accepted. Carried

6.7. **Web Administrator** –

- 6.7.1. Website construction – progress is well advanced
- 6.7.2. Competition page needs to have Meets and Results uploaded. Russell to email programs and files to allow hyper linking.
- 6.7.3. Visage websites will go live on 5 December

Moved Jenny Schwetz 2nd David Richards that report be accepted. Carried.

6.8. **Development Officer** – Jarrod Anthony

Report tabled-copy attached

6.8.1. Approved Scholarship coach criteria tabled-copy attached

6.8.2. Approved Head coach criteria tabled-copy attached

6.8.3. Moved Norm Roberts 2nd David Richards that CSVA management committee to approve the sum of \$1000 towards coaching development in 2014 in the CVSA area. Carried.

6.8.4. CVSA Coaches Meeting - to be held on Saturday 30th November at 7am at the PLC centre in the 'Party Room'

6.9. **Meet Director-Country Regional – Martin Phillips**

Report tabled-copy attached.

Management committee appreciates the work being done by Cathy & Jim Sheedy and Martin Phillips to ensure the successful running of this meet.

Moved Michele Burley-Jones 2nd Ian Johnson that report be accepted. Carried.

7. GENERAL BUSINESS:

- 7.1. Membership & Online Meet Entries training-Wednesday 20 November- Venue-6.15pm-9.30pm
- 7.2. Approved inclusion of flyer for Country Regional in Summer Championship program
- 7.3. CVSA website will be - **CoastandValleyNSW.swimming.org.au**
- 7.4. Budget to be prepared by Treasurer for next meeting

8. MEETING CLOSED: 8.55 pm

9. NEXT MEETING: **Tuesday 17 December, 2013-Edgeworth Sport & Rec Club-7pm**

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

COAST & VALLEY SWIMMING ASSOCIATION TREASURERS REPORT

AS AT 1st OCTOBER 2013

Forward **\$34,281-69**

Income

Development squad *80-00*

IMG sports *112-80*

TOTALS **\$192-80** **192-80**

\$34,474-49

LESS EXPENSES

Chq no 320 SNSW *450-00*

No 352 SNSW *480-00*

354 Bush Capital Lodge *1176-00*

355 D Hinds *90-85*

356 Purnells *25-10*

358 P Roberts *147-65*

TOTALS **\$2369-60** **\$2369-60**

Balance as per statement No 50 **\$32,104-89**

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Cash Reserve a/c \$22023-29 + \$46-61 Interest **\$22,069-90**

Term deposit a/c 3.65% for 12 mths due 16/7/14 **\$10,000**

Term deposit a/c 3.75% for 12 mths due 12/7/14 **\$23,509-30**

Outstanding chqs: NO 34 T Davis \$20 NO 37 NMurphy \$10 NO 351 SNSW \$100
NO 357 B Boon \$119

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COAST & VALLEY SWIMMING ASSOCIATION INC TREASURERS REPORT

AS AT 1st NOVEMBER 2013

FORWARD

\$32,104-89

INCOME

Interest 29-56
IMG Sports 263-20
Area fees 9-00
TOTALS \$301-76

301-76
\$32,406-65

LESS EXPENSES

Chq no 334 T Davis 20-00
No 357 B Boon 119-00
No 359 D Hinds 182-30
No 360 Foggs Coaches 960-00
No 361 Master Communications
& Electronics 3506-80

TOTALS \$4785-10

\$4788-10

BALANCE AS PER STATEMENT NO 51

\$27,618-55

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Cash Reserve a/c \$22069-90 + \$46-86 Interest

\$22,116-76

Term deposit a/c 3.65% for 12 mths due 16/7/14

\$10,000

Term deposit a/c 3.75% for 12 mths due 12/7/14

\$23,509-30

Outstanding cheques
No 37 N Murphy \$10
No 351 SNSW \$100

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Signature

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PUBLICITY REPORT

Management Meeting Tuesday 19th November, 2013

Recently I have received newspaper clippings from the "northern end" of the area thanks to Cathy Sheedy and I have been able to find some in the central coast paper.

Listed are the ones that I have received and placed into the "Publicity Book" of the C&VSA.

1	Undated	Singleton	"Town to host Country Meet"
2	7 th August 2013	The Advertiser	Great results for Y Valley at Country Championships
3	30 th August 2013	The Singleton Argus	Advert - Information re Singleton Swim Club
4	30 th August 2013	The Singleton Argus	Join Our Club - Get in the Swim
5	3 rd Sept 2013	Newcastle Morning Herald Re	Beresfield Swim Centre –Anger at cuts to Pool hours
6	24 th Sept 2013	The News	Branxton Greta Swimming Club appoint new coach
7	11 th Oct 2013	The Singleton Argus	In the Swim re Singleton Swim Club
8	1 st Nov 2013	CC Gosford Express Advocate	Mingara Event tests the water

10. Membership and Online Meet Entries - Swimming Australia will be providing training for Membership and Online meet entries on Wednesday 20th November 2013 at Club Macquarie from 6pm. Please ensure that you contact jarrod.anthony@nsw.swimming.org.au to confirm your attendance.

11. Website Update - Domain Name Consolidation - Swimming Australia and all states will be undergoing a domain name consolidation exercise as part of this project. The purpose of this is to bring all swimming-related domains in line with a national standard, which will demonstrate solidarity throughout all levels of our federated structure as a sport.

CVSA website will be - CoastandValleyNSW.swimming.org.au

There is less than one month before new system becomes live so all clubs need to have removed all necessary documents removed from the IMG console immediately.

12. CVSA Head Coach – Position Description - See attached

13. CVSA Coaching Scholarship Criteria – see attached SNSW Coaching Development Framework (CDF -\$500). Recommendation - CSVA management committee to approve the sum of \$1000 towards coaching development in the CVSA area.

14. Coaching - Bronze License Course – Cancelled due to lack of numbers.

15. Team Manager & Meet Manager Training – Congratulations to CVSA swim clubs who had representatives attend the Meet Manager & Team Manger training session on the Sunday 27^h October. Thank you to David Hinds for providing catering on the day along with David Richards for his assistance and knowledge.

16. CVSA Summer Championships Pool Entry fees – Entry into the Peninsular Leisure Centre is now \$4.80 per person per day. All parents and coaches are reminded that swimmers are not permitted in the leisure pools during the competition (except designated swim down lanes).

17. CVSA Coaches Meeting - to be held on Saturday 30th November at 7am at the PLC centre in the 'Party Room'.

Jarrold Anthony
SNSW Development Officer

CVSA Scholarship Coach Selection Criteria 2014

Issued - November 2013

Description

CVSA is offering a coaching scholarship program under the Coaching Development Framework (CDF) aimed at Bronze license coaches within the CVSA area. The CVSA scholarship program will entitle up to two successful applicants the opportunity to gain their silver license coaching accreditation at the ASCTA conference on the Gold Coast (cost of Silver license course only). The successful applicants will also have access to ASTCA NSW and the CVSA Head coach as a mentor coach for the season assisting with the CVSA Development Squads.

Criteria

- Teachers Of Competitive Swimming Coaching Accreditation (or ASCTA equivalent)
- Must have held Bronze license for minimum of 3 consecutive years.
- A Coach who has swimmers that have competed either at - CVSA Championships, Country, State or Nationals.
- Must attend CVSA development squad programs for the season.
- Must be a current financial member of a CVSA Swimming Club.
- Must be a current financial member of the Australian Swimming Coaches and Teachers Association (ASCTA).
- Good communication skills.
- Ability to work effectively within a team environment and in close collaboration with CVSA Head Coach / SNSW Development Officer.
- Must hold a current Drivers License.

Duties / Responsibilities

- Work closely with CVSA Head Coach / SNSW Development Officer and liaise with the CVSA Development Committee when necessary.
- Assist CVSA Head coach in relation to Development squad activities.
- Assist with CVSA development team activities.
- Assist in the formation of a daily roster in consultation with the Head Coach / Team Manager, so all members of the team/squad is aware of the daily activities.

Applications can be emailed to SNSW Development Officer

**jarrod.anthony@nsw.swimming.org.au or
Coast and Valley Secretary swim.coastandvalley@gmail.com**

Applications Close - 5 pm Monday 3rd February 2014.

CVSA Head Coach – Position Description 2014

Issued - November 2013

Description

The Head Coach is responsible for overseeing area development squad training and related competition activities throughout the CVSA development season. The Head Coach will also be expected to liaise with the SNSW Development Officer and assist in 'mentoring' the CSVA scholarship coach(s) and in return they will be his/ her assistants throughout the CVSA development season. This position works closely with the home coaches of all athletes participating in the development squads to ensure both the development and performance goals of the swimmers are achieved. The Head Coach will report to the CVSA committee and liaise with the Swimming NSW Development Officer to ensure the success of the Development activities.

Qualifications / Experience / Attributes

- Silver License Coaching Accreditation or above.
- Previous experience as a Coach on previous Development Days/Tours/Camps and as a mentor to junior coaches.
- Excellent communication skills
- Well organized and have an ability to effectively manage the performance of other coaches and athletes.
- Strong and Effective Leadership Skills
- Committed to reaching the development and performance goals of the development squad activities.
- Ability to work effectively in a team environment and in close collaboration with CVSA Development Coordinator / SNSW Development Officer.
- Current financial member of Swimming NSW and the Australian Swimming Coaches and Teachers Association.
- Current financial member of a CVSA Swimming Club.
- Must hold a current Drivers License.

Duties / Responsibilities

Work closely with the CVSA Development Committee & SNSW Development Officer in the lead up to the CVSA Development season, to ensure the development activities are organized; presentations, and training activities.

- Mentor CVSA scholarship coach(s) with assistance from SNSW Development Officer (CDF).
- Liaise with the CVSA Coordinator / Team Manager on Competition and training matters.
- Provide a Head Coach Report to CVSA Management committee at the conclusion of each camp/tour.
- Manage Assistant Coaches and provide them with roles and functions pertaining to competition and training.
- Ensure there is a collation of training notes and/or competition results for home coaches on the completion of the tour/camp.
- Input into all relevant team meetings and provide input to team newsletters if required.
- Assist in the formation of a daily roster in consultation with the CVSA Coordinator/ Team Manager, so all members of the team/squad is aware of the daily activities.

**SNSW COUNTRY REGIONAL MEET
SINGLETON – 3-4 JANUARY**

November Report

PREPARATION UPDATE

Preparations for 2014 Country regional meet in Singleton on 3-4 January are progressing well. The club, pool manager, YMCA, and Singleton Council have had several meetings to ensure that all involved are on the "same page". Correspondence has also been made with CVSA and SNSW via email.

Singleton Council and the YMCA are very supportive of this event as they, along with the club, see it has a great opportunity to showcase our town and pool facilities. To this end, the Council is building a weekend of activities around the event for families including events for non-swimmers at the pool, youth activities and a dinner, with hopefully, a high profile swimmer/guest speaker on the Saturday night. The club is also hoping to hold a welcome BBQ for those who arrive on the Friday night.

Progress on the items listed in the Country Regional checklist as issued by SNSW plus extra that we have thought of continues.

Any feedback will be appreciated.

Martin Phillips