

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

## Edgeworth Sport & Rec Club Tuesday, 20 May, 2014

Meeting opened at 7.00 pm with David Hinds in the Chair

### 1. ATTENDANCE

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

2. **APOLOGIES:** Patricia Roberts, Jarrod Anthony. Moved Michele Burley-Jones 2<sup>nd</sup> Norm Roberts that apologies be accepted, Carried

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

### 4. BUSINESS ARISING from the minutes

- 4.1. PLC Booking & admission prices follow up- Jarrod Anthony still awaiting formal response. Moved Norm Roberts 2<sup>nd</sup> Russell Waugh that we investigate other appropriate pool options for summer championships. Carried
- 4.2. International Youth Games –
  - 4.2.1. EOI to Technical Officials-16 responses to date. Officials will need to register by Aug/Sept online as a volunteer. Facility to be set up
  - 4.2.2. Team Manager to be appointed-must be able to reside with team for the entire games week- David Hinds to follow up
  - 4.2.3. David Hinds has been appointed Meet Director
- 4.3. Purchase of 100 water bottles c/w logo- \$4.00 each + \$50.00 set up fee – Moved Ian Johnson 2<sup>nd</sup> Norm Roberts that artwork be approved and bottle colour to be yellow. Carried.
- 4.4. Draft budget-discussion at next meeting
- 4.5. Assistance for CVSA swimmer & coach representatives on Australian & Jr Australian teams-
  - 4.5.1. Teams– Senior/Youth Olympics, Senior/Junior Pan Pacs, World Championships, Commonwealth Games & Oceania Championships-
  - 4.5.2. Be available to pool & open water swimmers
  - 4.5.3. Assistance to be decided by the Management Committee from time to time.
- 4.6. Narelle Murphy- attendance payment- cheque to be re-written
- 4.7. Website issue has been rectified- the news item clicked on from the Home page will appear at the top of the list with the remaining items below.

### 5. CORRESPONDENCE:

#### 5.1. INWARDS

- 5.1.1. Email: Analisa West-query regarding membership of CVSA
- 5.1.2. Email: Jets SC-swim meet-fwd: CVSA clubs
- 5.1.3. Email: Coonamble SC (Russell Waugh)-request for swimmers to compete as CVSA championships
- 5.1.4. Morisset Meteors SC: re fees for 2014/15
- 5.1.5. Email Mark Hazell: Information required-fwd: David Hinds
- 5.1.6. Email: Leonie De-Bellis reLC Qualifying times-fwd: Russell Waugh
- 5.1.7. Email : Kerrie Walsh – guest list for TO dinner
- 5.1.8. Email: Judith Duma re TO dinner-fwd: Norm Roberts

- 5.1.9. Email: Cherry Smith-re Winter Sprint Series
- 5.1.10. Email Matt Adair: Area submission of results for 2013/14 summer season-fwd: Russell Waugh
- 5.1.11. Email Kellys Party Hire: Invoice
- 5.1.12. Email West Wallsend Indoor SC: re Lake Macquarie Games- clash of dates with TO Forum (Sydney)
- 5.1.13. Email Swimming NSW: Certificate of Currency available
- 5.1.14. Email Swimming NSW: Memo re AGM voting information
- 5.1.15. Email Swimming NSW: invoice-fwd: Treasurer
- 5.1.16. Email Jodie Wilkins (Northcott)-swim meets for children with disabilities in CVSA area-fwd Russell Waugh, Ellena Morris
- 5.1.17. Email: The Entrance SC: Timekeeper training for 29 June
- 5.1.18. Email Newcastle Embroidery: Artwork for water bottles-fwd Management
- 5.1.19. Email Swimming NSW: ID number now corrected
- 5.1.20. Affiliation form: Morisset Meteors SC, Hunter Valley Allstars SC,

## 5.2. OUTWARDS

- 5.2.1. Swimming NSW: Directors' Liability form and affiliation payment
- 5.2.2. Swim Data Services-payment
- 5.2.3. Email: Analisa West- re membership of CVSA
- 5.2.4. Email (Russell Waugh): Coonamble SC – swimmers will be allowed to compete
- 5.2.5. Email Morisset Meteors SC-fees to be ratified at AGM
- 5.2.6. Email (Russell Waugh): Re CVSA Qualifying Times
- 5.2.7. Email: Newcastle Embroidery-logo for water bottles
- 5.2.8. Email: Kerrie Walsh-guest list for TO dinner
- 5.2.9. Email (Russell Waugh) Winter Sprint Series will not be held this year
- 5.2.10. Email (Russell Waugh) Reminder closing date for summer swim meets & procedure for entering CVSA swim meets
- 5.2.11. Email CVSA clubs: offer of assistance to upgrade Meet Manger or Team Manager program
- 5.2.12. Email The Entrance SC: Training for 29 June still scheduled
- 5.2.13. Email Swimming NSW: ID number for Certificate of Currency incorrect

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

## 5.3. Business Arising from Correspondence:

- 5.3.1. Meet results have been sent to Swimming NSW by Russell Waugh

## 6. REPORTS:

### 6.1. Treasurer – Trish Roberts

Report tabled-copy attached.

Moved Norm Roberts 2<sup>nd</sup> Russell Waugh that report be accepted and accounts approved for payment. Carried

#### 6.1.1. Accounts approved for Payment

Kelly's Party Hire	Marquees, chairs, tables-SC champs	\$1699.80
Swimming NSW	ETE hire- Dev meet	\$190.00
Gunyah Hotel	Technical Officials dinner	\$1691.00
Purnell Trophies	Technical Official Awards	\$255.00
Narelle Murphy	Replacement cheque	\$10.00

- 6.2. **Competition Committee/Registrar** – Russell Waugh
- 6.2.1. Area Championships:
    - 6.2.1.1. Have booked marquee, chairs & tables.
    - 6.2.1.2. Heaters for marshalling to be ordered by Russell Waugh
  - 6.2.2. Summer swim meet applications received from Beresfield, Nuswim & Woy Woy, Central, Mingara for Qualifying meets & I have sent an e-mail to club contacts that I have regarding lodgement of applications
  - 6.2.3. Sent email to clubs informing them of the correct protocol & procedure for parents, swimmers & race secretaries regarding swim meet entries. Too many with incorrect qualifying times not meeting the criteria & individual manual entries from parents.
  - 6.2.4. There will be no swim meets on the weekend (6th/7th December) prior to ICG

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

No report

6.4. **ATSC Convenor** – Norm Roberts

- 6.4.1. AOE Course August/September- still to be confirmed
- 6.4.2. Reminder sent for Officials dinner – dinner went well
- 6.4.3. West Wallsend Indoor- LMG (27 July) availability of technical officials due to Technical forum in Sydney
- 6.4.4. Invitation sent to targeted officials (11) for winter Country-mentor to go on bus with group. Letter to be sent to those officials who have confirmed their attendance – details of travel arrangements to be confirmed at a later date.
- 6.4.5. Request sent to Mingara, Jamies, Novos, Toukley, Beresfield, Woy Woy, & Coalfields re officials requiring reaccreditation 17/32 officials from these clubs are no longer working.

Moved Norm Roberts 2<sup>nd</sup> Ian Johnson that report be accepted. Carried

6.5. **Development Officer** – Jarrod Anthony

Report tabled-copy attached.

- 6.5.1. Development Squad members approved-moved Michele Burley-Jones 2<sup>nd</sup> Norm Roberts. Carried
- 6.5.2. Letters to swimmers will be sent out this week.
- 6.5.3. Team Mangers to be appointed

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

6.6. **Property Officer-** Ian Johnson

No report

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

Report tabled-copy attached

Moved Michele Burley-Jones 2<sup>nd</sup> David Richards that report be accepted. Carried

6.8. **Web Administrator** –Matthew Frith

No report

6.9. **Liaison Officer – Swim Meets** – Michele Burley-Jones

Report tabled-copy attached

Moved Michele Burley-Jones 2<sup>nd</sup> David Richards that report be accepted. Carried

**7. GENERAL BUSINESS:**

- 7.1. Meet Manager/Team Manager Course booked 26 October-venue to be booked by David Hinds. Jarrod has booked presenters Cherry Smith & Matt Adair
- 7.2. June meeting will be held on June 17-original date
- 7.3. Agenda for Forum (to be held after the AGM) to be set
- 7.4. Recommendation to AGM that Registration fees to remain at \$3.00. Moved Ian Johnson 2<sup>nd</sup> David Richards. Carried
- 7.5. Recommendation to AGM that Honorarium for Management Committee for 2014-15 be:

President	\$200.00
Secretary:	\$200.00
Treasurer:	\$200.00

Meeting Attendance: \$20.00 per meeting attended

Moved David Richards 2<sup>nd</sup> Russell Waugh. Carried.

- 7.6. NCC request coach for ICG- David Hinds to follow up.
- 7.7. Request by Russell Waugh for Tab for Archived Results be set up under Competition tab on CVSA website.

**8. MEETING CLOSED:** 8.30pm

**9. NEXT MEETING:** **Tuesday 17 June, 2014**

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

# COAST AND VALLEY TREASURERS REPORT

AS AT 1 MAY 2014

**FORWARD** **\$37,859-67**

## INCOME

Interest 34-06  
Development squad 40-00  
Swim meet entry 385-00

**TOTALS** **\$459-06** **459-06**  
**\$38,318-73**

## LESS EXPENSES

CHQ NO 386 SNSW(SSS) 1063-00  
No 388 SNSW (SSS) 940-00  
No 400 D Hinds (catering) 108-00  
No 401 B Fricker 795-00  
No 404 Swim Data Services (MM5) 404-00

**TOTALS** **\$3310-00** **\$3310-00**

**Balance as per statement no 57** **\$35,008-73**

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**Unpresented cheques No 402 – T Davies \$795-00 No 403**

Cash reserve Account \$37,375-15 + int \$76-18 \$37,451-33  
Term deposits 12 months @ 3-65% \$10,000-00  
12 months @ 3.75% \$23,509-30

.....  
**Signature**

.....  
**Date**

## CVSA D/O Report – May 2014 - 11/5/13

1. **Nominations for CVSA AGM** – 5th Annual General Meeting to be held on Sunday 22nd June, 2014, commencing at 11:00am at Edgeworth Bowling Club. Nominations for committee positions and standing committee positions can be found on the CVSA website.

I encourage ALL members from ALL clubs who wish to be a part of the Coast and Valley Swimming Association management team , to please nominate for one of the positions available. Your contributions will help ensure that Coast and Valley remains the number One area in the State.

2. **CVSA Development Squad 2014.** - CVSA development squads will be posted on the CVSA website this month and swimmers who applied to participate in these squads will all receive an email from the CVSA Secretary. Swimming clubs and coaches will also been notified at this time. CVSA development squads are conducted during the winter months June – September each year.

Ensure that any members wishing to obtain information in regards to any SNSW or CVSA activities such as Development squads or Competitions etc, that you have a current email address which is registered to your membership.

Electronic Payment can be made to the CVSA **BSB 032-528 Acc 19-1702**. Please ensure that the athletes **First & Last Name are in the Reference**, Print receipt numbers for your proof for payment.

3. **CVSA Technical Officials Dinner a Success** - The CVSA technical committee hosted the second CVSA dinner for our area technical officials at Gunyah hotel function centre. Congratulations to Janette Kincade, Kym Hobbs and Jeff Gamble on their awards. The night was a show of appreciation by the management committee: a way of saying a big thank you to those officials who work area meets as well as attend home club races. It was a very fun and enjoyable evening with Pat Troy (SNSW president) and Jody Harrison ( Lake Macquarie Mayor) attending as special guests.
4. **International Youth Games 2014** - Update - International Youth Games at the end of the year at the Forum Aquatic Centre. Team and coach has been selected and David Hinds has been appointed as Meet Director with Chris Dale venue director.
5. **CVSA Proposed Budget 2014** - Review 2014/15 budget.
6. **Seasonal Calendar 2014** - Has been updated and sent out to CVSA swim clubs /coaches and placed on the CVSA website.

Jarrold Anthony  
SNSW Development Officer

## PUBLICITY OFFICER REPORT

A very well appreciated Technical Officials Dinner was offered to one and all to attend on Saturday 3<sup>rd</sup> May, 2014 at The Balcony, Gurnah Hotel, 644 Pacific Highway, Belmont where approximately 30 people attended including the Mayor of Lake Macquarie and the President of Swimming NSW (Pat Troy). The food was outstanding and the company great and thoroughly enjoyed by all. It is a MUST for the calendar each year.

Presentation was made to outstanding Technical Officials for the past season and only one was available on the night being Jeff Gamble.

Attached are a couple of many photos taken to show the fabulous night.



Jeff Gamble (Encouragement Award) with David Hinds (President CVSA), Norm Roberts (Technical Committee Convenor), Jodie Harrison (Mayor LMCC), and Pat Troy (President, Swimming NSW)



Technical Officials dinner guests

Michele Burley-Jones



## LIAISON OFFICER REPORT

### Swim Meets

West Wallsend – 4<sup>th</sup> May 2014 - Several follow up & reply emails regarding Swim Meet and Technical Officials

Kincumber Pacific Dolphin – 17<sup>th</sup> & 18<sup>th</sup> May, 2014 - Several follow up & reply emails regarding Swim Meet and Technical Officials

Macquarie Shores – 25<sup>th</sup> May, 2014 – Couple of follow up & reply emails regarding Swim Meet and Technical Officials

Novocastrian – 1<sup>st</sup> June, 2014 – Email requesting supplying information on Technical Officials for their forthcoming meet

Michele Burley-Jones

