

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

Edgeworth Sport & Rec Club Tuesday,

Meeting opened at 7.05 pm with David Hinds in the Chair

1. ATTENDANCE

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

2. **APOLOGIES:** Patricia Roberts, Norm Roberts. Tom Davis, Phillip Hawke, Jarrod Anthony. Moved Ian Johnson 2nd Russell Waugh that apologies be accepted. Carried

3. **CONFIRMATION** - Minutes of previous meeting:
Moved Michele Burley-Jones 2nd David Richards that the minutes of the previous meeting are a true and correct copy. Carried

4. **BUSINESS ARISING** from the minutes
- 4.1. Review of targeted officials trip to Taree (Country Regional). David Hinds advised that this trip will not occur and that there is no accommodation is available at Taree
 - 4.2. Technical Committee: consideration and setting of criteria for payment of \$10.00 per meet to Technical Officials for Meet attendance – meeting to be held this month
 - 4.3. Agenda items for Presidents' Meeting by 25/9 – no items tabled
 - 4.4. PLC booking- booking form to be lodged
 - 4.5. Date for 1st Quarterly Forum meeting 21st October @7pm –Edgeworth Sport & Rec Club. 2 delegates per club – clubs to be requested to submit agenda items

5. CORRESPONDENCE:

5.1. INWARDS

- 5.1.1. Email-Andrew Sylvester: Presentation Group meeting- 6 September
- 5.1.2. Email-KPD: Application to host LC championships-fwd: Competition Committee
- 5.1.3. Email-Novo SC: contact details for Office bearers
- 5.1.4. Email-Matt Frith: request for A Squad information
- 5.1.5. Email- PLC: Confirmed dates for CVSA LC Champs are available
- 5.1.6. Email-Debby Tatoli (KPD): invitation for officials for September swim meet
- 5.1.7. Email-Michele Burely-Jones: thank you
- 5.1.8. Email-Novo SC- copy of invoice for Meet Manager-fwd: Treasurer
- 5.1.9. Email-Hunter SC: nominees for training
- 5.1.10. Email-Titans SC: query re Technical training
- 5.1.11. Email-Deborah King: master Swimming-Gosford-fwd; John Hart
- 5.1.12. Email-Swimming NSW: Minutes SNSW AGM & Forum-fwd; David Hinds
- 5.1.13. Email-Sid Fogg's Coaches- confirmation of date change
- 5.1.14. Email-Swimming NSW: Editing Area Membership fees
- 5.1.15. Email- Ellena Morris: Special Olympics State Aquatics meet-Cessnock-22/23 November- request for technical officials
- 5.1.16. Email-Coalfield United: Application for summer Swim meet-fwd: Competition Committee
- 5.1.17. Email-Central Newcastle SC: cancellation of swim meet
- 5.1.18. Email-West Wallsend SC: Affiliation form
- 5.1.19. Stockton SC: Affiliation form
- 5.1.20. Email-Lesley Jansen-Sturgeon: Recognition of times for RSL Zone 6-fwd: Russell Waugh/David Hinds

- 5.1.21. Email-Swimming NSW: Clublane update
- 5.1.22. Email-Swimming NSW: Refund Policy
- 5.1.23. Email-Swimming NSW: invoice-fwd: Treasurer

5.2. OUTWARDS

- 5.2.1. Email-Sid Fogg coach charter: alteration to departure times – A squad
- 5.2.2. Email-Titan SC: info re technical training
- 5.2.3. Email-Sid Fogg's Coaches: change of date for coach hire to 27 September
- 5.2.4. Swimming NSW: University Scholarships
- 5.2.5. Email- Swimming NSW: WWC- paid worker

Moved Russell Waugh 2nd 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. Approved KPD as host club for Summer championships
- 5.3.2. Recognition of times- RSL Zone 6 - results from RSL zone 6 were not sent to Registrar. Belinda Boon to be requested to assist in this matter
- 5.3.3. Clublane projected to be available for uploading of results by end September. OME functional for Australian SC Series form 8 September
- 5.3.4. SNSW Refund Policy:
 - 5.3.4.1. Membership payments: No refunds for except where technical error can be demonstrated- Areas will align with this
 - 5.3.4.2. Event entry: illness or injury (medical certificate required), or technical error-Area may align with this
 - 5.3.4.3. Event Ticket sales: purchase through ticketing agent portal- only granted by ticketing agent. At door to event-requested for reasonable circumstances & made on the day of purchase

6. REPORTS:

6.1. **Treasurer** – Trish Roberts

Report tabled-copy attached

6.1.1. Accounts approved for Payment

Novocastrian SC	Assistance-MM/TM	\$300.00
Jenny Schwetz	Printing	\$43.70
Swimming NSW	A Squad contribution	\$1160.00
Jenny Schwetz	Reimbursement WWC clearance	\$80.00
Patricia Roberts	Reimbursement- flowers	\$71.00
Russell Waugh	Reimbursement – toner	\$ 65.53
Reeds Restaurant	Meals – technical training	\$97.50
Nuswim	Assistance-MM/TM	\$300.00

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

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

- 6.2.1. Approve:
 - 6.2.1.1. Maitland picnic meet – 1 March
 - 6.2.1.2. Coalfields picnic meet -20 December (2nd choice)
- 6.2.2. Central Newcastle have cancelled 16 November meet - need to remove from pdf calendar on web P.H
- 6.2.3. Meet programs still to be received from:
 - 6.2.3.1. Swansea 22nd Nov
 - 6.2.3.2. Mingara 8th Feb,
- 6.2.4. Meet TM entry files still to be received:
 - 6.2.4.1. Swansea 22nd Nov
 - 6.2.4.2. Mingara 8th Feb
- 6.2.5. Applications have been called for winter swim meets – reminder to clubs-
Applications close 1 November
- 6.2.6. Venue for Speedo heats & Area Development meet – Reminder to clubs-
decision on venue at next meeting

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

No report

6.4. **ATSC Convenor** – Norm Roberts

Meeting still to be scheduled!!

6.5. **Development Officer** – Jarrod Anthony

Report tabled-copy attached

- 6.5.1. PLC meeting - awaiting written response.
- 6.5.2. Entry fee has been set to offset hire fee
- 6.5.3. BBQ (host club) may attract commission payable to PLC
- 6.5.4. Coaches permitted free entry on showing ACSTA pass
- 6.5.5. Allowed 35 Tech Officials per day.

Moved Russell Waugh 2nd Ian Johnson that report be accepted. Carried

6.6. **Property Officer**- Ian Johnson

No report

6.7. Publicity Officer – Michele Burley-Jones

No report

6.8. Web Administrator –Phillip Hawke

Report tabled-copy attached.

6.9. Presentation Group – Andrew Sylvester

- 6.9.1. Meeting held 6 September – minutes tabled-copy attached
- 6.9.2. Proposed date for presentation event: 29 March 2015
- 6.9.3. Next meeting 28 September

Moved David Richards 2nd Ian Johnson that minutes be approved. Carried

7. GENERAL BUSINESS:

- 7.1. Swimming NSW requires all Technical Officials working at State meets to have a Working With Children (WWC) clearance from 1 January, 2015. Moved Russell Waugh 2nd David Richards that CVSA implement same requirement. Carried.
- 7.2. List of officials compiled for ICG – copy to be forwarded to Phil Wishart by Jarrod Anthony
- 7.3. Pre-Paid wi-fi still to be obtained by Russell Waugh
- 7.4. Meet Director to be appointed for CVSA summer championships
- 7.5. B & C Squad meet – Mingara SC will provide catering for Tech Officials on Saturday; catering and BBQ on Sunday. Mingara will also allow use of their tents

8. MEETING CLOSED: 8.02pm

9. NEXT MEETING: Tuesday 21 October, 2014- Edgeworth Sport & Rec Club- 7pm

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

COAST AND VALLEY SWIMMING ASSOCIATION

TREASURERS REPORT
AS AT 1ST SEPTEMBER 2014

FORWARD **\$26,446-45**

Income SAL \$168-00 168-00

\$26,614-45

Expenses

Chq no 437 Mqsh S/c 300-00

No 442 J Schwetz 144-00

NO 4445 KPD S/C 690-00

No 449 Shelly Beach cabins 680-00

No 451 145-50

No 452 331-00

No 453 130-00

No 454 13-00

No 455 290-00

No 457 158-00

No 458 125-00

TOTALS **\$3006-50** **(3006-50)**

TOTAL AS PER STATEMENT NO 43 **\$23,607-95**

Unpresented chqs: No 430 M Frith \$60.. No 44 Cancelled No 56.....

Cash Reserve a/c \$37,675-86 + Int July \$75-71....Aug \$70-48 **\$37,822-05**

Term Deposits 12 months 3.4% due 16/5/15 **\$10,365-00**

Term deposit 12 months 3.4% due 16/5/15 **\$24,390-95**

.....Signature

Date.....

CVSA D/O Report - September 2014 - 15/9/14

1. **Bronze License Course** – Bronze License Course to be held on Saturday the 1st & Sunday 2nd November 2014 at the Forum Aquatic Centre University Drive, Callaghan NSW 2308. Presenters to be confirmed. Pre requisite for course is Teacher of Competitive Swimming (ATSCA) or Teachers of Competitive Strokes (Aus Swim) Cost of Course.
2. **Team Manager & Meet Manager Training** –Sunday 26th October at Edgeworth Bowling Club. ALL CVSA swim clubs are encouraged to have a representative(s) to attend both sessions. Please reply to swim.coastandvalley@gmail.com or jarrod.anthony@nsw.swimming.org.au as soon as possible.
3. **PLC Meeting** - David Hinds and myself met with Gosford City Council in regards to pool hire for CVSA championships. Certain issues where discussed with council going to email CVSA with the outcomes.
4. **B /C Squad Meet** – SNSW has requested assistance from CVSA to conduct the B and C squad meet at the **Mingara Aquatic Centre**.
Still need to contact pool manger and Mingara swim club for assistance.
5. **Registrations Checklist 2014/15 - Swimming NSW will be rolling over registration fees on September 15, 2014.** This means, this is the earliest you can open up registrations for the 2014-15 season, but you may still choose to open registrations later if this is what suits your club. Michelle Johnson will be sending all clubs three registrar checklists; one August 14, one on September 1 and one on September 15. Please do not be tempted to work ahead of the tasks I have outlined in each checklist as they have been designed this way for a reason.
6. **The 2014-2015 membership fees have been finalized and are as follows -**

Swimmer: \$57 Non-Swimmer: \$17.50 CVSA: \$3

SNSW will send out a check list and a registration guide to areas and clubs similar to previous years in the upcoming months to on how to set up area / club fees.

7. **Go Swim Month October 2014** – October 2014 is the GO Swim month which is a national campaign to promote swimming. Clubs can sign on to be part of the program and host their very own GO Swim event.
October will be the perfect time of year to capitalise on the hype of the Olympics leading into the warmer months. The program will be a partnership between Clubs, Swimming State/Territory Swimming Associations and Swimming Australia to invite new members or to welcome back old friends to your club.

Regards
Jarrod Anthony
SNSW Development Officer

Website Administrator Report

September 2014

The website is continuing to be developed as an information and promotional tool for CVSA and our area swim clubs. The addition of the "Swimming Clubs" tab is having a positive effect with a number of clubs recently developing new Swimming Australia / NSW hosted websites and I have had enquires from other clubs on how to get started with a new website. See below instructions from Michelle Johnson at Swimming NSW;

Swimming NSW clubs are entitled to a free website, provided by APT (website software is called Visage). All club websites are based on the same overall template which is not changeable, but you can customize your website header banner and colours to match your club. Here are some examples of what other CVSA clubs' Visage websites look like. As you will see, the layout is the same, but colours and pictures are customizable:

[*http://yvalley.swimming.org.au/*](http://yvalley.swimming.org.au/)

[*http://centralnewcastle.swimming.org.au/*](http://centralnewcastle.swimming.org.au/)

[*http://macquarieshores.swimming.org.au/*](http://macquarieshores.swimming.org.au/)

Your domain/URL will follow a standardized Swimming Australia national domain structure, so it would be clubname.swimming.org.au. Swimming Australia hosts/maintains your domain so you do not have to pay for one.

Websites provided by APT are designed to integrate with ClubLANE, so your members can join/register via your website (instead of having to go to nsw.swimming.org.au), and any meets you set up in ClubLANE for online meet entries feed the calendar on your website (so you do not have to set up a calendar separately after setting up all of your meets).

If you'd like to proceed with getting a website set up, here is what will happen:

-Michelle Johnson will contact Renee Kerrison from Swimming Australia; she will set up your URL and login for your Visage admin site

-Renee/ Michelle will provide you with a link to a Google form that you will need to complete with details such as your club colours and images you would like added to your website header

-once you have submitted the online form, Renee will set up your website's overall graphic look and will send me your login

-I will give you your login and will send you a website-building guide. It will be up to you to build your menus and add content.

One of the new club websites that is being developed and a good example of the use of the "Events Schedule" which is integrated with ClubLANE is the NUSwim website.

The photo gallery for the website is now live for users to view but I only have two pictures on it at present. If anyone has pictures from C&V events, (Championships, development carnival or development squad days, presentation of awards, etc), I would greatly appreciate them.

Phillip Hawke

Coast & Valley Swimming Association Inc. Minutes-Presentation Working Group Meeting

Saturday, 6th September, 2014

Meeting opened at 10.08am with Andrew Sylvester in the Chair.

1. ATTENDANCE

Andrew Sylvester Sonny Hinwood
Visitors Jenny Schwetz
Jarrod Anthony SNSW Development Officer

Andrew thanked those who attended the inaugural meeting

2. **APOLOGIES:** Belinda Boon, Tom Davis, Steven Elsworth, David Hinds, Jarrod Anthony.
Moved Sonny Hinwood 2nd Jenny Schwetz that apologies be accepted. Carried.

5. CORRESPONDENCE

Nil

6. GENERAL BUSINESS

6.1. Review of Terms of Reference

- 6.1.1. Communications through CVSA Secretary
- 6.1.2. Minutes – main communication tool for CVSA
- 6.1.3. "Action" template to be prepared by Andrew Sylvester

6.2. Location

- 6.2.1. Consideration of the following:
 - Everglades Country Club
 - Lambton pool
 - Surf Club – BBQ/Beach Party
 - Vales Point Koala Park
 - Nelson Bay
 - Edgeworth Sport & Rec Club
 - Athletics field-Mingara

6.3. Theming Ideas

- ✧ Pool Picnic
- ✧ Beach Party
- ✧ Dryland picnic – jumping castles
- ✧ Live entertainment

6.4. Awards

- (a) Male and female swimmer of the year
- (b) Rookie, (under 12), male and female swimmer of the year
- (c) Technical Official of the year*
- (d) Technical Official Encouragement Award*
- (e) Junior Technical Official of the Year
- (f) Service to Swimming
- (g) Club of the year-(point score LC & SC Championships)
- (h) Summer Championship male and female swimmer of the meet*
- (i) Winter Championship male and female swimmer of the meet*
- (j) Summer Championship club point score winner*
- (k) Summer Quality Club Pointscore winner*

- (l) Winter Championship club point score winner*
- (m) Winter Quality Point score winner*
- (n) MC swimmer of the Year

Recognition of representative swimmers:

- (a) Australian Championship finalists – certificates presented
- (b) Australian Age finalists – certificates presented
- (c) NSW Open medallists]
- (d) NSW Age medallists] Certificates available for collection
- (e) NSW Country record breakers] at Presentation – recipients listed
- (f) C & V Championship record breakers] in program

* Denotes existing awards

Criteria to be set for new awards

6.5. Calendar/Key Dates –

After looking at SNSW & CVSA calendar- only available date is Sunday, 29 March, 2015.

6.6. Resources/Logistics

- ✧ Russell Waugh to be approached regarding hire of surf club- Newcastle region
- ✧ Sonny Hinwood to approach Central Coast surf Clubs
- ✧ Budget to be developed by Andrew Sylvester
- ✧ Estimated expenditure: \$3,000 - \$4,000

Meeting Closed : 11.16am

Next Meeting: Sunday 28th September, 2014-Edgeworth Sport & Rec Club – 10 am

CHAIR: ANDREW SYLVESTER

SECRETARY: JENNY SCHWETZ

