

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

Edgeworth Sport & Recreation Club

Tuesday, 17th November, 2015

Meeting opened at 7.09 pm with David Hinds in the Chair.

1. ATTENDANCE

David Hinds	Jenny Schwetz	David Richards	Suzy Scaron	Russell Waugh
Norm Roberts	Ian Johnson	Phillip Hawke	Michele Burley-Jones	

Visitors

Jarrold Anthony	SNSW Development Officer
Sarah Koen	SNSW Sport Development and Participation Manager

2. APOLOGIES: Nil.

3. CONFIRMATION - Minutes of previous meeting: Moved Phillip Hawke 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. "Survey Monkey" – Jarrod Anthony confirmed that SNSW would make available their access. Log in details to be advised.
- 4.2. Meet Manager/Team Manager training well attended – 13 trainees on the day. Many thanks to Cherry Smith, David Richards, Russell Waugh, Jenny Schwetz, David Hinds and Jarrod Anthony for running the training.
- 4.3. Area Presidents' Meeting-David Hinds attended as CVSA representative.

5. CORRESPONDENCE:

- 5.1. INWARDS
 - 5.1.1. Email-WWI: winter meet applications-fwd: Competition Committee
 - 5.1.2. Email-Michelle Johnson: President's message-fwd: CVSA committee members
 - 5.1.3. Email-Mark Heathcote: Area Presidents' Meeting
 - 5.1.4. Email- Narelle Duggan: October Development update & Convenors' Meeting minutes
 - 5.1.5. Email-Valley Aquatic SC: Name change from Y Valley SC
 - 5.1.6. Email-Steve Bass: Development Squad
 - 5.1.7. Email-Dana Nepl: online entries-Mingara
 - 5.1.8. Email-Gosford Stingrays SC: Airbnb sponsorship-fwd: Management
 - 5.1.9. Email-Camp Breakaway: invoice to be submitted
 - 5.1.10. Email-SNSW: Invoice-Technical Official program-fwd: Treasurer
 - 5.1.11. Email-Susannah Williams: Technical accreditation
 - 5.1.12. Email-Mel Mather: Meet Manager/team Manager training dates
 - 5.1.13. Email-Sid Fogg: outstanding invoices-fwd: Treasurer
 - 5.1.14. Email-Nelson Bay SC: Information re online entries-fwd: Registrar
 - 5.1.15. Email-Andrew Jones: Query re AGM Minutes
 - 5.1.16. Email-Camp Breakaway: Invoice-fwd: Treasurer
 - 5.1.17. Email-Pam Price: Problems with online entries-fwd: Registrar
 - 5.1.18. Email-Debra Wales: Community Safety Grant
 - 5.1.19. Email-Mingara SC: Invoice for catering BC Squad Meet-fwd: SNSW

- 5.1.20. Email-Andrew Jones: Assessments-fwd: ATSC Co-ordinator
- 5.1.21. Email-Andrew Jones: Message
- 5.1.22. Email- Andreas Falkenau: EOI Development Co-ordinator/Head Coach
- 5.1.23. Email-Warwick Andrews: Contact for refund of "double charge"
- 5.1.24. Email-John Hart: Accreditations-fwd: ATSC Co-ordinator
- 5.1.25. Email-Sponsor: will organise
- 5.1.26. Email-Novocastrian SC-Application for swim meet-fwd: Competition committee
- 5.1.27. Email-Jarrold Anthony: Congratulations-Andrew Jones
- 5.1.28. Email-Phillip Johnston: Name missing from "Starters" webpage
- 5.1.29. Email-Michelle Johnson: fwd Morisset Meteors affiliation form
- 5.1.30. Email-Michelle Johnson: Updated TO Databas

5.2. OUTWARDS

- 5.2.1. Email-Steve Baas: Development Squad
- 5.2.2. WWI: TO badge
- 5.2.3. Hunter Valley All Stars: TO badge
- 5.2.4. Coalfields United: TO badges
- 5.2.5. Email-Dana Neppl: online entries
- 5.2.6. Email-Camp Breakaway: Account details
- 5.2.7. Email-Tom Davis: acceptance of resignation
- 5.2.8. Email-Susannah Williams: Technical accreditation
- 5.2.9. Email-Mel Mather: MM/TM training dates 2016
- 5.2.10. Email: Andrew Jones: AGM Minutes
- 5.2.11. Email-Warwick Andrews: contact to organise refund of "double charge"
- 5.2.12. Email-Sponsors: Advertising in LC swimming program

Moved Russell Waugh 2nd Suzy Scaron that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried

5.3. Business Arising from Correspondence:

- 5.3.1. Camp Breakaway –check if security deposit has been returned
- 5.3.2. Sid Fogg- outstanding invoice/s – have been paid.
- 5.3.3. Andrew Jones will be leaving CVSA area in January and is sincerely grateful for opportunities provided
- 5.3.4. Andreas Falkenau- EOI as Development Coach

6. REPORTS:

6.1. **Treasurer** – Suzy Scaron

Report tabled-copy attached.

6.1.1. Accounts approved for Payment

SNSW	Area Contribution for TO program	\$500.00
Camp Breakaway	Cleaning	\$65.00
Norm Roberts	Postage	\$14.80
David Hinds	Catering MM/TM training	\$168.19

** Payment for area contribution for Technical Officiating program on hold pending further discussions with SNSW

Moved Suzy Scaron 2nd David Richards that report be accepted and all other accounts be approved for payment. Carried

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

- 4.2.1. Query whether Y Valley name change will result in change to club abbreviation
- 4.2.2. Medals for championships to be ordered- 240 of each required. Moved Russell Waugh 2nd Michele Burley-Jones that medals be purchased. Carried.
- 4.2.3. Online entries – noted that there have been problems with Raymond Terrace, Charlestown & Mingara meets
- 4.2.4. Hire of tables and chairs to be ordered for Championships – Moved Russell Waugh 2nd Norm Roberts. Carried.
- 4.2.5. May require tarps for marshalling area – Jarrod Anthony/Russell Waugh to follow up with PLC management

6.3. **Selection & Development Committee**

Meeting held on Tuesday prior to Management meeting

Jenny Schwetz attended the recent Development convenors meeting

- Dates development days
 - 25-26 June)
 - 20-21 July) Area Blackout dates
 - 20-21 August)
- Meet dates
 - A Squad 24-25 September (school holidays)]
 - BC Squad 13-14 August (school term)] State Blackout
 - D Squad 8 October (School holidays)] dates
 -
- 6.3.1. Moved Phillip Hawke 2nd Ian Johnson that Development squad fees for 2016 be \$35 per swimmer. Carried.
- 6.3.2. Moved Phillip Hawke 2nd David Richards that Squad shirts for swimmers for 2016 Development squads to be black tee shirt with “rainbow” lettering and Managers/coaches shirts be black with white side stripe polo and embroidered logo only. Carried.

Noted that Sarah Koen left the meeting at 8.01pm

6.4. **ATSC Convenor** – Norm Roberts

- 6.4.1. Jacqui Currey has been successfully assessed as JoS and Recorder
- 6.4.2. Belinda Boon has been successfully assessed as Level 2 Referee
- 6.4.3. 86 new officials have been assessed after the Development Parent Seminars
- 6.4.4. Technical Officials for Championships still required – so far we have 16

- 6.4.5. Moved Norm Roberts 2nd Ian Johnson that David Hinds be appointed the Meet Director for LC Championships. Carried

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

6.5. **SNSW Development Officer for CVSA**– Jarrod Anthony

Report tabled-copy attached

- 6.5.1. To seek a major sponsor for our CVSA Championships at a cost to be determined by management.
- 6.5.2. Coaches Meeting to be held on Saturday 5th December at 7am at the PLC centre in the 'Party Room'.
- 6.5.3. CVSA Head Coach – Position Description
- 6.5.4. CVSA Coaching Scholarship Criteria- Coaching Development Framework (CDF - \$500). Moved David Richards 2nd Norm Roberts that CVSA management committee approve the sum of \$1200 towards coaching development in the CVSA area. Carried.

Moved David Richards 2nd Norm Roberts that report be accepted. Carried.

6.6. **Property Officer**- Ian Johnson

Radios have been located – currently in possession of Russell Waugh.

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

Report tabled-copy attached.

- 6.7.1. Media report to be written and sent to local television and papers

Moved Michele Burley-Jones 2nd Suzy Scaron that report be accepted

6.8. **Web Administrator** –Phillip Hawke

No report.

7. GENERAL BUSINESS:

- 7.1. Moved Ian Johnson 2nd Norm Roberts that Phillip Hawke be appointed as Co-ordinator for Selection & Development Committee. Carried. This will leave a casual vacancy on the Management Committee for a committee member.
- 7.2. Air bnb sponsorship proposal– Phillip Hawke to request a copy of their terms and conditions prior to decision
- 7.3. Thomas Feldmann has thanked CVSA for all the opportunities provided
- 7.4. Jarrod Anthony requested that CVSA investigate options available to acquire timing equipment for the area, as SNSW may not be able to continue to provide timing equipment and support in the future and we need to be prepared for change.
- 7.5. Jarrod Anthony advised that he is the SNSW representative for SAL Competitions working group. WA and Qld are running pilot programs and NSW will be running a pilot program of combining Development meets and Qualifying meets. The criteria will remain the same – i.e QT will be required for Qualifying events and Break times will remain for Development events. Entry and program event limits may apply.

8. MEETING CLOSED: 8.33 pm

9. NEXT MEETING: Tuesday, 15 December, 2015-Edgeworth Sport & Recreation club-7pm

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

COAST AND VALLEY TREASURERS REPORT

OCTOBER 2015

Forward \$6,006.03

Interest	3.17	
SAL	<u>7,796.00</u>	
		<u>7,799.17</u>
		\$13,805.20

Less Expenses

300595 The Forum	<u>310.00</u>	
		<u>310.00</u>

BALANCE AS PER STATEMENT NO 75 **\$13,495.20**

Unpresented Cheques

300534 TT Corey	150.00
300543 KPD	298.00
300589 SNSW	50.00
300578 SNSW	50.00
300584 J. Schwetz	105.97
300596 Mark Hinchey	150.00
300597 Belinda Boon	30.00
300598 Sid Foggs	2,010.00
300599 Swimming NSW	290.00
300600 Mingara Aquatic	<u>\$400.00</u>
	<u>(3,533.97)</u>

Term Deposits

Due 16/07/2016 for 12 months @2.4%	\$10,717.41
Due 13/07/2016 for 12 months @2.7%	\$25,220.61
Due 3/12/2015 for 12 months @3.2%	\$20,000.00

Cash Reserve

Interest 29/10/2015	20.28	
Balance as per Statement 57		<u>\$18,302.19</u>

ACCOUNTS TO BE PAID

SNSW	\$500.00
Camp Breakaway Cleaning	\$65.00

CVSA D/O Report - November 2015 - 9/11/15

1. **Team Manager & Meet Manager Training** – Congratulations to CVSA swim clubs who had representatives attend the Meet Manager & Team Manager training session on the Sunday 25th October. We had 15 members in attendance. Thank you to David Hinds for providing catering on the day along with David Richards, Russell Waugh and Jenny Schwetz for their assistance and knowledge.

CVSA Summer Championships Pool Entry fees – There is NO door entry fees for CVSA Championships this year. There will be a separate entry into the facility for all CVSA spectators and competitors and coaches where programs can be purchased.

Reminder there is a \$20 MEET FEE online for competitors up to **\$40** per family.

All parents and coaches are reminded that swimmers are not permitted in the leisure pools during the competition (except designated swim down lanes).

2. **CVSA Coaches Meeting** - to be held on Saturday 5th December at 7am at the PLC centre in the 'Party Room'.
3. **CVSA Head Coach – Position Description** - See attached
4. **CVSA Coaching Scholarship Criteria** – see attached NSW Coaching Development Framework (CDF - \$500). Recommendation - CVSA management committee to approve the sum of \$1000 towards coaching development in the CVSA area.
5. **Area's President Meeting** - was conducted on Saturday 31st October at the Stamford Plaza Sydney Airport commencing at 10.00am. CVSA was in attendance and a number of topics were discussed, which he has informed me of. I have been told from a fellow development officer that David spoke very well at the meeting in putting forward CVSA concerns and thoughts. Minutes have been sent to area secretaries.
6. **New Member Registration Packs** – Will be distributed out to swim clubs in the CVSA area by the end of November this year. 25 packs are sent to each club for distribution to 'new' members of their swim club. Which new members these go to are at the club's discretion. If you have not received your pack by December please contact me.
7. **Sponsorships** - CVSA Development through CVSA Management have successfully obtained sponsorship over the current year for our squads.

Recommendation - To seek a major sponsor for our CVSA Championships at a cost to be determined by management.

Regards

Jarrold Anthony
NSW Development Officer

PUBLICITY REPORT NOVEMBER, 2015 MEETING

Listed below is correspondence to and from Clubs who have requested Swim Meets during the month and requests to Technical Officials and their replies.

09/10/15	Charlestown SC	Email & letter re forthcoming Meets 31/10 & 1/11, 2015
	Charlestown SC	Acknowledgement of email
17/10/15	Charlestown SC	Email calling for reply as I had wrong date for reply on email.
	Mingara ASC	Email calling for T O's for forthcoming Meet 7/11/15
	Raymond Terrace SC	Email calling for T O's for forthcoming Meet 8/11/15
18/10/15	Charlestown SC	Carmen forwarded the information to President Anthony Morrison
	Charlestown SC	Anthony Morrison replied with no officials
	Management Committee	– Informing them of the lack of Technical Officials for Charlestown Meets
24/10/15	Charlestown SC	Requesting list of Technical Officials for 2 day Swim Meet
	Charlestown SC	Informing me of Paul Squires & David van Eldik available for Sunday Charlestown Swim Meet
25/10/15	Charlestown SC	Informing me of Norm & Trish Roberts availability
28/10/15	Jenny Schwetz	Requesting Steven Baas (Carlisle SC) gain further Starter Experience at our Meets
	Jenny Schwetz	Requesting Assessment for Andrew Wright at Charlestown Meets
29/10/15	Peter Reinhardt	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	David Richards	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Cathy Sheedy	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Lawrie Brown	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Greg Skinner	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Charlestown SC	Email informing have sent emails to referees requesting assistance
	Management Committee	– Reply from Titan's Swim Club re Technical Officials available for Meet
	Management Committee	– Reply from Mingara SC re Technical Officials available for Meet
	Raymond Terrace SC	– Requesting the list of Technical Officials for Swim Meet
	Charlestown S C	Information received by Meet Director
30/10/15	Tony Sales	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Kevin Phillips	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Neil Keele	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Frederick Lakin	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Deborah Blyth	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Narelle Murphy	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Danny Linen	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Andrew Silvester	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Ian Johnson	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Craig Maher	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Belinda Boon	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Kerry Elliott	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Andrew Jones	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	Jean Duma	Email requesting assistance at the Charlestown Swim Meets 31/10 & 1/11, 2015
	David Richards	Available for both days of Charlestown Meet
	Jenny Schwetz	Available Sunday (possibly) for Charlestown Meet
	Cathy Sheedy	Apologies for non-attendance at Charlestown Meet
	Jenny Schwetz	Information re Norm & Trish available for Charlestown Meets (both Days)
	Charlestown SC	Information re acceptance of some referees for both days
	Greg Skinner	Apologies for non-attendance at Charlestown Meet
	Raymond Terrace SC	– Follow up letter regarding Technical Officials list for meet
	Charlestown SC	Asking for an Announcer for both days of Swim meets
	Peter Reinhardt	Available to assist at Charlestown Meet on Sunday
	Raymond Terrace SC	Information regarding Technical Officials to follow
	Lawrie Brown	Able to assist with Referee on Sunday at Charlestown Meet
	Jean Duma	Apologies for non-attendance at Charlestown Meet
	Raymond Terrace SC	List of Technical Officials for Swim Meet
	Management Committee	– List of Technical Officials for Raymond Terrace Swim Meet

	Hunter Swim Club	Requesting list of Technical Officials for Swim Meet 21/11/15
2/11/15	Charlestown SC	Thank you for assistance & meet went AOK Sunday plenty of Officials
	Hunter SC	List of several Technical Officials, waiting for further replies
6/11/15	Lawrie Brown	Given notice available to assist at Hunter Meet
8/11/15	Hunter SC	Requesting final list of T O's for Swim Meet & gave Lawrie Brown's name over
9/11/15	Hunter SC	Informing that still looking for several more Technical Officials
10/11/15	Hunter SC	Assisted Hunter with the people that they had into positions

Michele Burley-Jones
 Publicity Officer/Liaison Officer
 C&VSA
 10th November,