

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

Edgeworth Sport & Recreation Club Tuesday, 16 February, 2016

Meeting opened 6.45pm with David Hinds in the Chair.

1. ATTENDANCE

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

Visitors

Jarrold Anthony SNSW Development Officer

Moved by Michele Burley-Jones 2nd Norm Roberts that standing orders be suspended to allow Jarrod Anthony to address the committee on the expectations of his role as SNSW Development Officer. Carried.

Jarrold also congratulated everyone on the work they have done over the past 6 months.

Moved Michele Burley-Jones 2nd Norm Roberts that standing orders be resumed. Carried.

1. **APOLOGIES:** Suzy Scaron, Michelle Gross. Moved David Richards 2nd Michele Burley-Jones that apologies be accepted, Carried

2. **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

2. **BUSINESS ARISING** from the minutes
 - 2.1. Proposed expenditure budget for the 2016/17 season to be tabled at March meeting
 - 2.2. PLC has been booked for winter championships and date has been confirmed.
 - 2.3. Air bnb sponsorship proposal- Phillip Hawke has been unable to obtain further information and moved that the proposal lapse. 2nd Norm Roberts. Carried
 - 2.4. Sponsorships – are progressing
 - 2.5. New stop watches required (6), and remote pointer to be obtained by Ian Johnson
 - 2.6. Refund of entry fees-Charli Greedy-still outstanding. Treasurer to follow up

3. **CORRESPONDENCE:**

- 3.1. INWARDS
 - 3.1.1. Email-Susannah Williams: TO accreditation-fwd: Michelle Johnson
 - 3.1.2. Email-Paula Squires: Unable to assist as CVSA Tech Official-left area
 - 3.1.3. Email-Anna Curran: query re development squads
 - 3.1.4. Email-Narelle Murphy: bus charter quotes (Jr Establishment/Achievers)
 - 3.1.5. Email-Titans SC: request for stats on CVSA swimmers attending State-fwd: Registrar
 - 3.1.6. Email-Tony Chu: Online entry login
 - 3.1.7. Email- PLC: Booking for winter championships
 - 3.1.8. Email-Jen Dalton: Online entry login-fwd: Registrar

- 3.1.9. Email-Valley Aquatic SC: Cancellation of swim meet-fwd: Competition Committee
- 3.1.10. Email-Cherry Smith: Speedo heats merchandise
- 3.1.11. Email-Valley Aquatic SC: Contact details for supplier of touchpads and timing
- 3.1.12. Email-Mark Heathcote: 2017 Country Regionals
- 3.1.13. Email-PLC: winter championships date confirmed as available
- 3.1.14. Email-Titans: invitation for trainee referee/s to attend Development meet-fwd: Technical Committee
- 3.1.15. Email- West Wallsend Indoor SC: Time Trials
- 3.1.16. Email-Purnell Trophies: Statement-fwd: Treasurer
- 3.1.17. Email-Steve Nolan: Accreditation as Starter-fwd: Andrew Jones
- 3.1.18. Email-Michelle Johnson: Online timekeeper training
- 3.1.19. Email- Carla Hill: Application-Coaching Scholarship
- 3.1.20. Email-Purnell trophies: Invoice-fwd: Treasurer
- 3.1.21. Email-Emma Harris: Query re Speedo results-fwd: Registrar
- 3.1.22. Email-Janette Kinkade: request for technical assistance for ATO swimming competition-fwd: CVSA Technical Officials
- 3.1.23. Email-Hunter SC: Updated email address-David van Eldik
- 3.1.24. Email- Michelle Boon: Invoice-fwd: Treasurer
- 3.1.25. Email (Jarrod Anthony)-Narelle Duggan: 2015 Development report
- 3.1.26. Email-Swansea SC: Copy of invoices for catering-Speedo/Dev meet-fwd: Treasurer
- 3.1.27. Email (Jarrod Anthony)-Sydney Olympic Park Authority: invoice

3.2. OUTWARDS

- 3.2.1. Email-Cherry Smith: Speedo Convenor details
- 3.2.2. Email-Anna Curran: Development squads
- 3.2.3. Email (Russell Waugh)-Jo Leray: Reimbursement for incorrect entries- Speedo heats
- 3.2.4. Email-Tony Chu: Online entry login information
- 3.2.5. Email-PLC: Query re Alternative date for winter championships
- 3.2.6. Email-PLC: Booking for winter championships
- 3.2.7. Email-Valley Aquatic SC: No contact details for suppliers of timing equipment
- 3.2.8. Email: West Wallsend Indoor SC: Time Trials
- 3.2.9. Email-Susannah Williams: Request for documents supporting successful technical accreditation
- 3.2.10. Email-Narelle Duggan: Copy of 2015 Development report
- 3.2.11. Swimming NSW: Speedo Financial Reconciliation and cheque

Moe Ian Johnson 2nd Norm Roberts that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried.

3.3. Business Arising from Correspondence:

- 3.3.1. Country Regionals:
 - 3.3.1.1. tentative date- 7-8 January, 2017
 - 3.3.1.2. Charlestown pool has been approached by Jarrod Anthony and Charlestown SC to be approached to assist with hosting the meet.
 - 3.3.1.3. SNSW to be advised by 18 March
- 3.3.2. PLC have requested a schedule of events for 2016/2017

LC-2016	26/27 November or 3/4 December- TBC by July
SC-2017	3-4 June or 18/18 June – TBC when SAL dates become available
LC-2017	25/26 November or 2/3 December- TBC when SAL dates become available
- 3.3.3. SNSW Susannah Williams- accreditation as Technical Official sent to SNSW? – Norm Roberts

- 3.3.4. Valley Aquatic SC have cancelled their picnic meet scheduled 6 March
 - 3.3.4.1. will be contacting local area councils for financial support
- 3.3.5. Susannah Williams – accreditation as Tech Official

4. **REPORTS:**

4.1. **Treasurer** – Suzy Scaron

Report tabled-copy attached.

Moved Michele Burley-Jones 2nd Phillip Hawke that report be accepted and accounts approved for payment

4.1.1. Accounts approved for Payment

Purnell Trophies	Medals, ribbons- Dev meet	\$1621.60
Swimming NSW	ETE hire-Speedo/Development meet	\$200.00
Swansea SC	Catering-Speedo/Dev meet	\$279.43
Swansea SC	Share program sales	\$184.50
Swimming NSW	Merchandise & entries	\$2403.00
Sydney Olympic Park Authority	Games Trail Tour (Jr Establishment)	\$250.00

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

- 4.2.1. Titans SC have cancelled their Qualifying meet scheduled for 22 May
- 4.2.2. Macquarie Shores SC have agreed to move their meet to 22 May
Calendar and website to be updated to reflect the changes
- 4.2.3. Development/Speedo meet was well attended with better attendances than the 2015 Development and Speedo meets combined.
- 4.2.4. Thanks to Swansea club for their assistance with the meet.

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

4.3. **Selection & Development Committee** – Phillip Hawke

- 4.3.1. Quotes for bus charter:

Jr Establishment	quote from Singleton bus to be obtained
Achievers	\$1395 for 14 hours
	\$75 per hour after that

- 4.3.2. Approve appointment of Melissa Geale as Team Manager for Jr Establishment Squad. Moved Phillip Hawke 2nd David Richards. Carried.

4.4. **ATSC Convenor** – Norm Roberts

- 4.4.1. SNSW has developed online training for Timekeepers – to view the course: (<https://nswtraining.swimming.org.au/>) Information to be placed on website
- 4.4.2. Technical Awards
 - 4.4.2.1. Technical Official of the Year: Resolved
 - 4.4.2.2. Encouragement: Resolved
- 4.4.3. Technical Dinner menu – similar to last year
- 4.4.4. Graham Towle has accepted invitation to attend Technical Officials dinner
- 4.4.5. Steve Nolan accreditation as Starter-Andrew Jones will follow up
- 4.4.6. Susannah Williams assessment has been located and fwd to SNSW
- 4.4.7. Technical Officials shirts: Moved Norm Roberts 2nd Michele Burley-Jones that TO shirts to be obtained. Carried.

Technical Official Shirts on Hand			
Mens		Womens	
M	3	12	3
L	2	14	1
XL	1	16	2
2XL	4	18	0
3XL	1		
4XL	0		
TOTAL	11	TOTAL	6

- 4.4.8. Issue raised by Greg Skinner (Referee Report-Nelson Bay meet): Norm Roberts will respond to concerns raised by Greg.
- 4.4.9. 9 participants will be attending training on 4/5 March.
- 4.4.10. Moved Russell Waugh 2nd Norm Roberts that Brett Patrick be invited to Technical dinner. Carried.

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

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

Report tabled-copy attached

- 4.5.1. Managers for Sr Establishment and Nat A squads will be selected by application
- 4.5.2. Letter of congratulations to be sent to successful Coaching Scholarship applicants Carla Hill and Sam Frame
- 4.5.3. Support sought for fundraising Golf Day on 4th September, 2016 at Tanilba Bay. Moved Norm Roberts 2nd Russell Waugh. Carried. Formal proposal to be submitted.
- 4.5.4. Club Health Checks will become mandatory for clubs to complete every 2 years

4.6. **Property Officer**- Ian Johnson

No report

Requested that Ian submit current Assest Register to be included in monthly agenda.

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

Report tabled-copy attached

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

4.8. **Web Administrator** – Michelle Gross

No report

5. GENERAL BUSINESS:

- 5.1. Date for AGM – Sunday 26 June, 2016.
- 5.2. Nominations for CVSA Service Award have been called
- 5.3. Nominations for CVSA Life Memberships have been called
- 5.4. That CVSA registration fees for **NON** swimming members be reduced to \$0 – Moved Russell Waugh. As there was no 2nder, the motion lapsed.
- 5.5. CVSA have been approached via Jarrod Anthony to assist the Australian Winter Swim clubs to host their championships at Charlestown pool on the Sunday 18th September 2016. This will be conducted under FINA rules which will be good for CVSA to use this meet as a place to sign off our Stage One technical officials.
- 5.6. Speedo finalists -90 have qualified
- 5.7. Nelson Bay meet program to be reviewed by Competition Committee
- 5.8. Moved Phillip Hawke 2nd Ian Johnson that shirts for:
JES- maroon
Speedo finalists – yellow. Carried.

6. MEETING CLOSED: 8.31pm

7. NEXT MEETING: **Tuesday, 15 March, 2016-Edgeworht Sport & Recreation Club – 7pm**

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

COAST AND VALLEY TREASURERS REPORT

JANUARY 2016

Forward \$39,004.33

Interest	4.77
SAL	2,470.00
Deposits entries/squad	379.00

2853.77

\$41,770.10

Less Expenses

300613	Karen Stanley	\$20.00
300625	Kevin Geeves	\$68.00

88.00

\$41,682.10

BALANCE AS PER STATEMENT NO 78

Unpresented Cheques

300543	KPD	
300596	Mark Hinchey	
300597	Belinda Boon	
300609	Megan Gearing	
300610	Ian Jeffery	\$60.00
300614	Leslee Taylor	\$20.00
300618	KPD	\$262.00
300622	Kellys Party Hire	\$349.40
300623	Swimming NSW	\$290.00
300624	Purnell Trophies	\$6,555.70
300626	Gosford Council - PLC Hire	\$8,000.00
300627	The Gunyah -	\$300.00
300628	Annabel Cockerton	\$18.00
300629	Emma Gilson	\$30.00
300630	Swansea Swimming Club -Programs	\$184.50
300631	Melanie Spillane	\$36.00
300632	Glenn James	\$24.00
300633	Karen Bull	\$18.00
300634	Joanne Leray	\$24.00
300635	Fiona Penn	\$6.00
300636	Kevin Geeves	\$6.00
300637	SNSW - Equipment deposit	\$50.00
300638	SNSW - Speed Sprints & merchandise	\$2,403.00
		\$19,134.60

\$22,547.50

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 3/12/2016 for 12 months @ 2.7%	\$20,640.00

Cash Reserve

Interest 29/01/2016	39.21	\$18,381.20
Balance as per Statement 60		

ACCOUNTS TO BE PAID

Purnell Trophies	\$1,621.60
SNSW - Equipment hire 6/2/16	\$200.00

Suzy Scaron

Signature

9/02/2016

Date

CVSA Development & Speedo Sprints

Reconciliation report attached

Income

Entries	330.00
Junior Establishment	215.00
Programs	365.00
Merchandise	1,866.00

Refund Cheques

300628	Annabel Cockerton	\$18.00
300629	Emma Gilson	\$30.00
300631	Melanie Spillane	\$36.00
300632	Glenn James	\$24.00
300633	Karen Bull	\$18.00
300634	Joanne Leray	\$24.00
300635	Fiona Penn	\$6.00
300636	Kevin Geeves	\$6.00

CVSA 2016 Winter Season

CLUB	DATE	VENUE	TYPE OF MEET	NOTES	WARM UP/ START TIME
WWI	1st May	West Wallsend pool	Qualifying		8am / 9am
KPD	14th May	Woy Woy PLC	Distance Qual/Develop	Online entry only Limited entries	11am / 12
KPD	15th May	Woy Woy PLC	Qualifying / Development	Online entry only Limited entries	8am / 9am
Macq shores	22nd May	Toronto swim centre	Qualifying		8am / 9am
Woy Woy	28th May	Woy Woy PLC	Development	Limited entries	10am/11am
Novos	5th June	Coughlans swim centre	Qualifying	Entry limit 1200	8am / 9am
CVSA Champs	18-19 June	Woy Woy PLC	Qualifying	Online entry only TM entry for Relay	8am / 9am
Lake Mac Games	24th July	West Wallsend pool	Qualifying		8am / 9am
Macq shores	7th Aug	Toronto swim centre	Qualifying	State Qual Meet	8am / 9am
KPD	3rd Sept	Woy Woy PLC	Development -long course	Online entry only Entry limit 1500	8am / 9am
KPD	11th Sept	Woy Woy PLC	Qualifying – long course	Online entry only Entry limit 1500	8am / 9am
SNSW Blackout Weekends		25-26th June	30-31st July	20-21st Aug	
SNSW SQUAD DAYS					
National A Squad	24-25th Sept	Target Squad	13-14th Aug	Achievers Squad	8th October
SNSW EVENTS					
Country	2nd-3rd July	State Age	26-28th Aug	State Open	9-10th Sept

Calender View

2nd April		2nd July	Country
3rd		3 rd school	Country
9th		9 th holidays	
10th		10th	
16th		16th	
17th		17th	
23rd		23rd	SNSW AGM
24th		24th	Lake Macquarie Games - Qual
31st		30th	SNSW Blackout Weekends
		31st	SNSW Blackout Weekends
1st May	West Wallsend Indoor - Qual		
7th		6th August	
8th	Mother's Day no swim meets	7th	Macquarie Shores - Qual
14th	KPD - Dist Qual/Dev	13th	Target Squad
15th	KPD - Qual/Dev	14th	Target Squad
21st		20th	SNSW Blackout Weekends
22nd	Mac Shores - Qual	21st	SNSW Blackout Weekends
28th	Woy Woy - Dev	27th	State Age
29th	Macquarie Shores - Qual	28th	State Age
4th June		3rd September	KPD - Dev
5th	Novocastrian - Qual	4th	Father's Day no swim meets
11th	Queen's Birthday 13th June	10th	State Open
12th	Queen's Birthday 13th June	11th	KPD - Qual
18th	CVSA Champs	17th	
19th	CVSA Champs	18th	
25th	SNSW Blackout Weekends	24th	National A Squad



Monthly Training Report

AREA :

COAST & VALLEY SWIMMING

CONVENOR NAME:

NORM ROBERTS

Month	Unit 1 General Principles	Unit 2 Starter	Unit 3 Check Starter	Unit 4 Marshall	Unit 5 Timekeeper	Unit 6 Chief TK	Unit 7 IOT	Unit 8 JOS	Unit 9 Recorder	Unit 10 Referee	TOTAL COMPETENT	TOTAL In Training
Jan 16	4		1		2	2					9	
Feb 16												
Mar 16												
Apr 16												
May 16												
Jun 16												
Jul 16												
Aug 16												
Sep 16												
Oct 16												
Nov 16												
Dec 16												
TOTAL	4		1		2	2					9	

CVSA D/O Report – February - 14/2/16

1. **CVSA Coaching Scholarship Program - Closed** – We have 2 successful coaches this year which is Sam Frame from Valley Aquatic and Carla Hill from Macquarie Shores. They both will be heading to the Gold Coast in late April early May to complete their Silver license, and participate in our CVSA development squads in 2016.
2. **CVSA Proposed Budget 2016/17** -Recommendation to Area Coordinators to submit proposed expenditure budget for the 2016/17 season. Still require details from various committee members.
3. **Merchandise for Speedo Sprints** – Email has been sent of merchandise sold. CVSA require to take out \$1 per entry. Invoice been sent by Cherry Smith
4. **Junior Establishment Squad** - Names are still being collected. There will be 3 pick up points. Singleton, West Wallsend and Ourimbah. Still awaiting names from a few clubs that indicated at Speedo heats they would be attending.
5. **Sponsorships Proposals** - Anthony Watson offered a Golf Day on 4th September 2016 for CVSA to host as a fundraiser for the CVSA establishment team
6. **Technical Official Upload** - Thank you to Norm Roberts for assisting in uploading the Technical database. A fantastic job.
7. **CVSA Competition Structure** - A reminder to all clubs hosting swim meets with in our area to abide the CVSA qualifying times or break times depending on the meet. It is the clubs responsibility to make sure that entries taken are correct. Please refer to the information guide which can be found on the CVSA website.
8. **Summer Championships 2016** - Confirm date and book through PLC for Winter and Summer meets??
9. **Club Health Checks** - There are still quite a few outstanding clubs who haven't completed the club health checks. I will be following these clubs up as it will become compulsory for clubs next financial year for clubs to Affiliate with NSW.
10. **School Swimming Carnivals 2016** - If any school would like any assistance with running of their swimming carnival, then please do not hesitate to contact me jarrod.anthony@nsw.swimming.org.au or 0406 549 838.

Swimming NSW aim is to ensure schools have support in managing swimming carnivals and this resource contains important information such as:

- meet director checklists
- sample programs
- timekeeper sheets
- judges slips
- sample point score sheet
- swimming NSW entry card
- hiring of electronic equipment

11. Development - Members of Coast and Valley Swimming Association who competed at our Championships are eligible to participate in our CVSA Development Squads which are conducted between June and September each year.

Jarrold Anthony
SNSW Development Officer

PUBLICITY REPORT – February, 2016 MEETING

EMAILS

09/01/16	Email & Letter to: Nelson Bay Swim Club	Request for Technical Officials list in 7 days
13/101/16	To: Nelson Bay Swim Club	Reply requesting only letter request
17/01/16	To: Nelson Bay Swim Club	Asking for a list of Officials for forthcoming Meet
21/01/16	To: Management Committee	Informing them only 5 Officials available to Nelson Bay Meet
	To: Nelson Bay Swim Club	Sent information of the number of Officials that he needs
22/01/16	To: Nelson Bay Swim Club	Informing them of the people who had applied but no mention
26/01/16	To: Peter Reinhardt	Request for assistance at Nelson Bay Meet
	To: David Van Eldick	ditto
	To: Paul Squire's	ditto
	To: Jaqui Currey	ditto
	To: Tony Sales	ditto
	To: Janette Kinkade	ditto
	To: Tony Kirchner	ditto
	To: Norm & Trish Roberts	ditto
	To: Ian Johnson	ditto
	To: Terry & Teagan Moonen	ditto
	To: Les Mather	Re officials for meet
27/01/16	To: Les Mather	Informing him that I have just requested for more officials
28/01/16	To: Norm & Trish Roberts	Thank you for information
	To: Management Committee	Information regarding Nelson Bay's Technical Offal's
	To: Nelson Bay Swim Club	More officials to add to his list
29/01/16	To: Peter Reinhardt	Thank you but "word" has it they have enough officials
30/01/16	To: Paul Squires	Thank you for information of move
01/02/16	To: Cathy & Jim Sheedy	Thank you for assisting Nelson Bay Swim Meet
07/02/16	To: Titans Swimming Club	Email & Letter re T. O. forthcoming Meet 27/02/16
08/02/16	To: Titans Swimming Club	Do you need assistance with further T.O's.
	To: Management Committee	Information regarding T O's for Titan Swim Meet
	To: Lawrie Brown	Could you assist as Referee at Titan's Swim Meet
	To: Neil Keele	Ditto
	To: Danny Linnen	Ditto
	To: Andrew Silverster	Ditto
	To: Chris Elliott	Ditto
	To: Odette Hodgson	Could you assist as Marshal at Titan's Meet
	To: Susan Ferguson	Ditto
	To: Sara Clark	Ditto
12/01/16	From: Nelson Bay Swim Club	Only letter request required
20/01/16	From: Nelson Bay Swim Club	List of only 5 Technical Officials available
21/01/16	From: Jarrod Anthony	Informing me that Nelson Bay would be able to find the extras
	From: Russell Waugh	Informing me that he had told Nelson Bay of his availability
	From: David Richards	Informing me that he was doing the Electronics from NSWASA
26/01/16	Email sent to Tony Sales – Bounced back – incorrect address	
	Email sent to Janette Kinkade – Bounced Back – incorrect address	
27/01/16	From: Jacqui Curry	Able to assist at Nelson Bay Meet
	From: Terry Moonen	Able to assist at Nelson Bay Meet
		Teagan unable to assist - working
	From: Tony Kirchner	Unable to assist – In Orange State Water Polo
	From: Ian Johnson	Unable to assist – Moving Daughter into new Unit
	From: Les Mather	Further list of Technical Officials
28/01/16	From: Norm Roberts	Unable to assist – Norm in Tuncurry & Trish in Melbourne
29/01/16	From: Peter Reinhardt	Unable to assist – working Saturday morning
	From: Paula Squires	Unable to assist – moved to Canberra
31/01/16	From: Cathy Sheedy	Assisted at the Meet – very long day
		Jim Sheedy also assisted
08/02/16	From: Titans Swimming Club	Technical Officials for Titan Swim Meet 27/02/16

From: Titans Swimming Club

Asked for assistance for further officials

Email sent to Lawrie Brown – Bounced back – recipient rejected

Email sent to Odette Hodgson – Bounced Back – mail box unavailable

From: Danny Linnen

On annual leave will reply after 10/2/16

NEWSPAPER CLIPPINGS INTO PUBLICITY BOOK : -

07/12/15 Peninsula News

11/12/15 C C Gosford Express advocate

25/01/16 Peninsula News

Swimming championships attracts 2500 entries

Swimmer dives into role (Taylor Corry)

Booth leads Mingara's medal haul (Shayne Booth)

Summer Swimming Championships at Woy Woy

Michele Burley-Jones

Publicity Officer/Liaison Officer

C&VSA

09/02/16