

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

Edgeworth Sport & Recreation Club Tuesday, 15 March, 2016

Meeting opened 6.55pm. As David Hinds was absent, Ian Johnson was elected to the Chair.

1. ATTENDANCE

Ian Johnson	Jenny Schwetz	Suzy Scaron	Russell Waugh	Michele Burley-Jones
Norm Roberts	Phillip Hawke	Michelle Gross		

Visitors

- 2. APOLOGIES:** David Richards, Jarrod Anthony, David Hinds. Moved 2nd that apologies be accepted, Carried

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

4. BUSINESS ARISING from the minutes

- 4.1.1. Technical Officials shirts have been ordered
- 4.1.2. Proposed expenditure budget for the 2016/17 season to be tabled at April meeting
- 4.1.3. Sponsorships - pending
- 4.1.4. New stop watches (6), and remote pointer obtained
- 4.1.5. Country Regionals – Charlestown SC to assist -SNSW to be advised by 18 March
- 4.1.6. Price obtained from Saxby's (Singleton) - \$1298.00

5. CORRESPONDENCE:

5.1. INWARDS

- 5.1.1. Email- Electorate Office Terrigal: Community Sports Grants
- 5.1.2. Email- Saxbys Bus & Coaches: Quotation
- 5.1.3. Email-Jarrod Anthony: Complaint
- 5.1.4. Email (Narelle Murphy) PR Design: Quotation for caps
- 5.1.5. Email-Jennifer Roberts: query re entries for Maitland Picnic Meet
- 5.1.6. Email: Sid Foggs: Updated quotation for bus charter
- 5.1.7. Email-Melissa Geale: Confirmation of acceptance of Saxbys bus hire & invoice-fwd: Treasurer
- 5.1.8. Email-John Hart: Unable to assist as Technical Mentor
- 5.1.9. Email-Michelle Boon: ETE hire not confirmed until operator allocated
- 5.1.10. Email-Michelle Johnson: MyLane Launch Procedures
- 5.1.11. Email-Kim Hagan: School Carnival assistance
- 5.1.12. Email-Holly Gawn: Withdrawal from Speedo finals (Cameron)-fwd: Registrar
- 5.1.13. Email-Titans SC: Encouragement forms
- 5.1.14. Email-Nicole Fox: Registration with CVSA
- 5.1.15. Email-Joy Hirst: Apology for Technical training
- 5.1.16. Email-Les Mather/Roxana Olivares: Apology for Technical dinner
- 5.1.17. Email-Purnell Trophies: Statement-fwd: Treasurer

- 5.1.18. Email-Swansea SC: Assistance with funding for starting block upgrade
- 5.1.19. Email-NZ Swimming: Results for NZ swimmer from 2015 LC Championships-fwd: Registrar
- 5.1.20. Email-Charlestown SC: Assistance with 2017 Country Regional Meet
- 5.1.21. Email-Valley Aquatic SC: Rule tolerance forms-fwd: Property Officer
- 5.1.22. Australia Post: PO box rental
- 5.1.23. Email-Carla Hill: WWC clearance
- 5.1.24. Email-Sarah Koen: Agenda-Technical meeting 12/3
- 5.1.25. Email-Nathan Russell: Query re online entries-fwd: Registrar
- 5.1.26. Email-Natasha Perry/Dorothy Smuts/Annette Press/Christopher Howe/Suzy Scaron: Website issues
- 5.1.27. Newcastle Embroidery: Invoice-fwd: Treasurer
- 5.1.28. Email-Michelle Boon: ETE operator confirmed

5.2. OUTWARDS

- 5.2.1. Email-Jarrold Anthony: Complaint
- 5.2.2. Email (Narelle Murphy)-PR Designs: Request for quotation for caps
- 5.2.3. Email-Jennifer Roberts: Maitland Picnic Meet entries
- 5.2.4. Email- Sid Foggs: Request for update on quotation for bus charter
- 5.2.5. Email-Sid Foggs: Cancellation of coach charter
- 5.2.6. Email (Norm Roberts)-John Hart: Invitation to assist with Technical development as a mentor
- 5.2.7. Email-Kim Hagan: School carnival assistance
- 5.2.8. Email-Nicole Fox: CVSA registration
- 5.2.9. Email-Charlestown SC: Assistance with Country Regional 2017
- 5.2.10. Email-Swansea SC: Funding assistance
- 5.2.11. Email (Russell Waugh)-Nathan Russell: Online entry times

Moved Michele Burley-Jones 2nd Phillip Hawke that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried

5.3. Business Arising from Correspondence:

- 5.3.1. Quotation for 450 caps - \$1989.00 – accepted and ordered
- 5.3.2. ETE hire for SC Championships confirmed by SNSW
- 5.3.3. CVSA is in the first round of MyLane launch
- 5.3.4. Assistance with funding for starting block upgrade
- 5.3.5. Results for Swimming NZ-Russell Waugh has sent these through
- 5.3.6. Website issues-Swimming Australia are moving to a new website platform which has created issues for area and club websites- Competition pages are available, all other links unavailable to date.

6. REPORTS:

6.1. Treasurer – Suzy Scaron

Report tabled-copy attached

6.1.1. Accounts approved for Payment

Sam Frame	Scholarship-coach	\$895.00
Carla Hill	Scholarship-coach	\$895.00
Saxby's	Bus charter - JES	\$1298.00
PR Designs	Caps	\$1989.00

Norm Roberts	Reimbursement: Postage/printing/toner	\$37.14
Australia Post	PO Box rental	\$121.00
Newcastle Embroidery	Apparel- Jr Est Squad	\$320.10
Purnell Trophies	Technical Awards	\$280.00
Norm Roberts	Reimburse- stationery \$176.18	\$204.73
	Catering-T O training \$28.55	
Russell Waugh	Reimburse-printing Speedo programs	\$258.34
Sonny Hinwood	Refund- TO dinner	\$70.00

Moved Suzy Scaron 2nd Norm Roberts that report be accepted and accounts approved for payment. Carried

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

- 6.2.1. Thanks to Sam Frame for taking on Coach role for Speedo finals
- 6.2.2. CVSA came 4th in point score at Speedo finals
- 6.2.3. Pricing to be obtained from Medal Man for medals by Russell.

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

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

No report

6.4. **ATSC Convenor** – Norm Roberts

- 6.4.1. Report tabled-copy attached
- 6.4.2. Technical dinner arrangements proceeding well
- 6.4.3. Training weekend-15 attended- proceeding to Referee accreditation by 2018 (3-4 may attain accreditation by 2016 Championships)
- 6.4.4. Recorder training to be organised for a date after Easter
- 6.4.5. Technical Official Development program run in conjunction with Nat A squad – Norm to follow up with costing from SNSW- Tech Officials to be selected.
- 6.4.6. TO badges to be sent to Macquarie Shores SC by Secretary
- 6.4.7. Graeme Field is the "Go-to person" for SNSW Technical Committee liaison.

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

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

Report tabled-copy attached

Move Michele Burley-Jones 2nd Michelle Gross that report be accepted. Carried.

6.6. **Property Officer-** Ian Johnson

Current Asset register tabled-copy attached.

Updated copy to be tabled at April Meeting.

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

Report tabled-copy attached.

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

6.8. **Web Administrator** –Michelle Gross

No report

7. GENERAL BUSINESS:

Nil

8. MEETING CLOSED: 7.45pm

9. NEXT MEETING: 19 April, 2016-Edgeworth Sport & Recreation Club-7pm

CHAIR: Ian Johnson

SECRETARY: Jenny Schwetz

COAST AND VALLEY TREASURERS REPORT

FEBRUARY 2016

Forward \$41,770.10

Interest 0.00

SAL 5,845.00

Deposits entries/squad 660.00

Development/Speedo Sprints

Entries 330.00

Junior Establishment 215.00

Programs 365.00

Merchandise 1,866.00

\$9,281.00 \$9,281.00

\$51,051.10

Less Expenses

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

300628 Annabel Cockerton \$18.00

300629 Emma Gilson \$30.00

300631 Melanie Spillane \$36.00

300632 Glenn James \$24.00

300635 Fiona Penn \$6.00

300636 Kevin Geeves \$6.00

300637 SNSW - Equipment deposit \$50.00

SNSW - Speed Sprints &

300638 merchandise \$2,403.00

300641 SOPAC - Jnr Establishment tour \$250.00

18,018.10

\$33,033.00

BALANCE AS PER STATEMENT NO 79

Unpresented Cheques

300543 KPD 298.00

300596 Mark Hinchey 150.00

300597 Belinda Boon 30.00

300609 Megan Gearing 20.00

300610 Ian Jeffery \$60.00

300614	Leslee Taylor	\$20.00
300618	KPD	\$262.00
300627	The Gunyah -	\$300.00
300630	Swansea Swimming Club -Programs	\$184.50
300633	Karen Bull	\$18.00
300634	Joanne Leray	\$24.00
300639	Purnell Trophies	\$1,621.00
300640	SNSW- Equipment Hire	\$200.00
300642	PR Design - caps	\$1,989.00
300643	IA & CM Saxby - bus Jnr Est	\$1,298.00
300644	Katie Greedy (refund Charli Greedy)	\$74.00

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 29/02/2016	20.29	<hr/> \$18,401.49
Balance as per Statement 61		

ACCOUNTS TO BE PAID

Newcastle Embroidery - Jnr Establishment	\$320.10
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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	7	3	2	2	4	5			1		24	
Mar-16												
Apr-16												
May-16												
Jun-16												
Jul-16												
Aug-16												
Sep-16												
Oct-16												
Nov-16												
Dec-16												
TOTAL	11	3	3	2	6	7			1		33	

CVSA D/O Report – March 2016 - 6/3/16

1. **CVSA Coaching Scholarship 2015** – Emails have been sent to our successful coaches Sam Frame from Valley Aquatic and Carla Hill from Macquarie Shores confirming their selection as the 2016 scholarship holders to attend the Gold Coast in late April early May to complete their Silver license, and participate in our CVSA development squads in 2016. A Cheque in the amount of \$895 needs to be sent to coaches to enrol.
2. **CVSA Development Squad 2016** - This year, swimmers will be **SELECTED** by the *Selection & Development Committee* on swimmers performances throughout the year. Teams will be announced sometime in May as per the Swimming NSW squad structure. Swimmers will be advised by email of the squad they have successfully achieved and will be required to advise their acceptance within two (2) weeks of receiving notification.
3. **Junior Establishment Squad** – On Friday the 4th March 2016, members of JE squad attended SOPAC to watch the NSW State Open Championships. A great day was had by all, where swimmers had the opportunity to train in the competition pool before the finals, had a tour of Sydney Olympic Park. (Not one swimmer was born when the 2000 Olympics were held!!). Our team were the clothes basket carriers for competitors in the finals. A big thank you to Melisa Geale and Narelle Murphy.
4. **Speedo Finals** - Thanks to coach Sam Frame and Team Manager Russell Waugh for overseeing the CVSA Speedo finals team. From all reports everyone swam well and it was a very enjoyable day.
5. **My Lane UPDATE** - CVSA to be one of the first areas to launch My Lane in hopefully early March sometime. Should you have any questions please contact CVSA - NSW Development Officer.
6. **Referee Training** - Congratulations to those members who under took the referee 'Theory' training on the 5th/6th March 2016. These members will be requiring practical experience before being signed of. Can all clubs hosting swim meets this year please be aware of this, as it will be of great benefit to those clubs requiring officials to work at your meet.
7. **CVSA Winter Swim Meets 2016** – is on the CVSA website under Competitions tab 'Winter Swim Meets'. Can all clubs hosting a meet this season please ensure that any amendments to programs and TM/ MM files be sent through to Russell Waugh ASAP so it can be placed on website.
8. **Reminder - 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 SNSW.
9. **Reminder - Swim Meet Process** - Every swim club is reminded that at the completion of their swim meet that all results (PDF, TM and MM result files) are sent through to CVSA competition Coordinator Russell Waugh immediately with the names of qualified referee and starter. This in turn is passed onto SNSW for final approval.
Swim meet results WILL NOT be approved if submitted 7 days or later from the date of the meet and SNSW will only accept results from CVSA and not individual swim clubs.
10. **Reminder - CVSA Proposed Budget 2016/17** - Still awaiting budget from several committees. Can this be done for April meeting. The CVSA treasurer can assist with the 2015 expenses to help plan the areas 2016 activities.

Jarrold Anthony (SNSW Development Officer)

PUBLICITY REPORT – March, 2016 MEETING

EMAILS

TO:

26/02/16	West Wallsend Indoor S C	Requesting information on T O for forthcoming Meet
01/03/16	20 Technical Officials	Requesting Assistance as Ref or J of S at WWI Meet
	West Wallsend Indoor S C	Informing them requesting C&VSA to send out "assistance"
	West Wallsend Indoor S C	Informing them 20 emails sent to T O's calling for assistance
	West Wallsend Indoor S C	Informing them of the replies from T O's
02/03/16	West Wallsend Indoor S C	Informing them Norm Roberts controlling equipment
05/03/15	West Wallsend Indoor S C	Informing – calling for Check Starters/Marshalls &
	Recorders	
06/03/16	7 Technical Officials	Requesting assistance as Check Starters/Marshalls for WWI
	6 Technical Officials	Requesting assistance as Recorders for WWI Meet
07/03/16	West Wallsend Indoor S C	Informing – further T O as Check Starter
	West Wallsend Indoor S C	Requesting a full list of all T O's for meet

FROM:

29/02/16	West Wallsend Indoor S C	Forthcoming Swim Meet only 4 Technical Officials
29/02/16	West Wallsend Indoor S C	Calling for assistance for Technical Officials
01/03/16	Jacqueline Currey	Assist at WWI Meet as J of S
	Norm Roberts	Assist at WWI Meet bringing electronics
	Greg Skinner	Assist (if possible) at WWI Meet
	Jeannette Kinkard	Email rejected
	Lawrie Brown	Email rejected
	Russell Waugh	Already informed someone WWI he was available
	West Wallsend Indoor S C	Re information on Timing Equipment
03/03/16	West Wallsend Indoor S C	Informing C&VSA 9 T O's have replied to assist
06/03/16	Judy Brown	Unavailable as has prior commitment
	Jenni Bell	ditto
	Terry Moonen	ditto
	Teaghan Moonen	ditto
07/03/16	Karen Keegan	Able to assist as Check Starter
8/03/16	West Wallsend Indoor S C	Jim & Cathy Sheedy have replied to them - available
	Janette Kinkard	Able to assist WWI

NEWSPAPER CLIPPINGS INTO PUBLICITY BOOK : -

02/03/16	C C Gosford Express Advocate	"Youngsters Pool Talents" Titans Short course Development Meet
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Michele Burley-Jones
Publicity Officer/Liaison Officer
C&VSA
08/03/16