

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

Edgeworth Sport & Rec Club Tuesday, 19 April, 2016

Meeting opened at 6.35 pm with David Richards in the Chair.

1. ATTENDANCE

David Richards	Jenny Schwetz	Phillip Hawke	Michelle Gross	Russell Waugh
Ian Johnson	Norm Roberts			
Jarrold Anthony	SNSW Development Officer			

2. **APOLOGIES:** David Hinds, Michele Burley-Jones, Suzy Scaron. Moved Norm Roberts 2nd Ian Johnson that apologies be accepted, Carried

Moved Michelle Gross 2nd Russell Waugh that standing orders be suspended to allow presentation of 2016-17 Budget estimate. Carried.

2016-17 Budget estimate was presented by Jarrod Anthony. Moved Phillip Hawke 2nd Ian Johnson that budget be approved. Carried.

Moved Michelle Gross 2nd Ian Johnson that standing orders be resumed at 7.03pm. Carried.

3. **CONFIRMATION** - Minutes of previous meeting:
Moved Ian Johnson 2nd Russell Waugh that the minutes of the previous meeting are a true and correct copy. Carried

4. **BUSINESS ARISING** from the minutes
- 4.1. Sponsorships – proposals to be completed by secretary
 - 4.2. Recorder training to be organised for a date in late May – TBC by Norm Roberts
 - 4.3. Technical Official Development program run in conjunction with Nat A squad – Jarrod Anthony advised committee that SNSW Technical committee will select officials to attend

5. CORRESPONDENCE:

- 5.1. INWARDS
 - 5.1.1. Email-Newcastle Embroidery: Amended Invoice-fwd: Treasurer
 - 5.1.2. Email-Newcastle Embroidery: Invoice-fwd: Treasurer
 - 5.1.3. Email-Mark Heathcote: 2017 Country Regional
 - 5.1.4. Email-Swansea SC: Starting block upgrade
 - 5.1.5. Email-Newcastle Embroidery: Amended invoice-fwd: Treasurer
 - 5.1.6. Email-Michelle Johnson: SNSW AGM

- 5.1.7. Email-Chery Smith: Passing of Keith Midgley
- 5.1.8. Email-Monika Dillow: new email address
- 5.1.9. Email-Narelle Duggan (Phillip Hawke): Area Development Grants payment
- 5.1.10. Email-Swansea Sharks: Reimbursement for catering-Dev/Speedo meet-fwd: Treasurer
- 5.1.11. Email: Narelle Duggan (Phillip Hawke): Area Development agreement
- 5.1.12. Email- Mark Heathcote: Survey SNSW Summer Competition Calendar-fwd: Management/Competition/Development/Clubs/Coaches
- 5.1.13. Email- Michelle Johnson: Nil Claims Declaration
- 5.1.14. Email-Graeme Field: SNSW support officer for Area Technical Committee
- 5.1.15. Email- Kincumber Pacific Dolphins SC: invoice-fwd: Treasurer
- 5.1.16. Email-Michelle Johnson: Area Affiliation-fwd: Treasurer
- 5.1.17. Email-Kincumber SC: Application to host CVSA SC championships-fwd: Competition Committee
- 5.1.18. Email-Newcastle Embroidery: Statement-fwd: Treasurer
- 5.1.19. Email-Anthony Watson: Tanilba Bay Golf Day- fundraiser
- 5.1.20. Email-Valley Aquatic SC: Application to host CVSA Championship-fwd: Competition Committee
- 5.1.21. Email-italk travel: Statement of Account- fwd: Treasurer
- 5.1.22. Central Newcastle SC: Presentation Night-22 May
- 5.1.23. Swimming NSW- Development Grant cheque

5.2. OUTWARDS

- 5.2.1. Email-Swansea SC: Starting block upgrade
- 5.2.2. Macquarie Shores SC: TO badges
- 5.2.3. Email- Graeme Field: Invitation to attend TO dinner
- 5.2.4. Sam Frame- scholarship coach
- 5.2.5. Singleton SC: TO badge
- 5.2.6. Swimming NSW: Area Affiliation Information

Moved Phillip Hawke 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. SNSW AGM to be held on 23 July at Pullman Hotel, Olympic Park
- 5.3.2. SNSW Development Grant received
- 5.3.3. Swansea SC- payment sent for catering-Dev/Speedo?
- 5.3.4. Area Development agreement: Moved Norm Roberts 2nd Phillip Hawke that agreement with SNSW be authorised and signed. Carried
- 5.3.5. Tanilba Bay Golf day fundraiser – 11 September, 2016
- 5.3.6. Nil claims Declaration has been submitted to SNSW
- 5.3.7. Representative for Central Newcastle Presentation (22nd May)- David Richards to attend

6. REPORTS:

- 6.1. **Treasurer** – Suzy Scaron

Report tabled-copy attached

6.1.1. Accounts approved for Payment

Newcastle Embroidery	Amended Invoice #60501 (JES)	\$291.00*
Newcastle Embroidery	Speedo/Tech Official shirts	\$1696.50
Kincumber SC	Catering- 2015 SC & LC Championships	\$1600.00
Swimming NSW	Area Affiliation	\$200.00
Italk travel	Airfares/insurance	\$6147.00
Italk travel	Car hire	\$788.00
Lake Macquarie Yacht Club	Technical Officials dinner	\$2880.00
David Hinds	Reimbursement- Catering-technical training	\$250.00
Norm Roberts	Reimbursement-usb drives (TC)	\$99.96

**Amended invoice: original invoice amount \$320.10*

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

6.2. Competition Committee/Registrar – Russell Waugh

- 6.2.1. CSVA SC Championships –Host Club Applications received from KPD and Valley Aquatic.
- 6.2.2. Mingara SC meet approved for 16/17 September- Norm Roberts 2nd Ian Johnson. Carried.
- 6.2.3. Summer championships to be held on 26/27 November- Moved Russell Waugh 2nd Phil Hawke. Carried.
- 6.2.4. Pool and ETE hire to be booked.

6.3. Selection & Development Committee – Phillip Hawke

Report tabled- copy attached

Committee minutes tabled-copy attached

- 6.3.1. Applications for Team Managers for Sr Establishment and National A teams and Technical Official (NZ Scholarship) to open no later than 1 June and close 5pm 20th June.
- 6.3.2. Debit or Credit card – recommend that Management Committee investigate options – Suzy Scaron to investigate.
- 6.3.3. Moved Norm Roberts 2nd Ian Johnson that booking of Lane Cove Tourist Park cabins for Senior Target squad meet be approved. Carried.
- 6.3.4. Bus hire options for Sat pm/Sun am to be finalised when squad known.
- 6.3.5. Online registration and payment forms are being set up.

Moved Phillip Hawke 2nd Russell Waugh that report and committee minutes be accepted.
Carried.

6.4. **ATSC Convenor** – Norm Roberts

Report tabled-copy attached.

- 6.4.1. Venue changed for TO dinner due to Gunyah Hotel being fire damage. Thanks to Jarrod Anthony for his assistance in finding a new venue.
- 6.4.2. Congratulations to:
 - Greg Skinner- Technical Official of the Year
 - Jacqui Currey – Encouragement Award
- 6.4.3. Referee polo shirts handed to our new Referees: Belinda Boon & Jacqui Currey
- 6.4.4. Moved Norm Roberts 2nd Ian Johnson that venue for 2017 Technical dinner be Lake Macquarie Yacht Club. Carried. Date in April to be organised by Norm Roberts.
- 6.4.5. Refund of deposit paid to Gunyah Hotel to be requested.

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

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

Report tabled-copy attached.

Noted that all members are now able to edit their details using their personal Username and Password.

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

6.6. **Property Officer**- Ian Johnson

Current Asset register tabled-copy attached

Updated report to be tabled at next committee meeting.

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

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

Report tabled-copy attached.

Moved Russell Waugh 2nd Michelle Gross that report be accepted. Carried.

6.8. **Web Administrator** –Michelle Gross

No report

7. GENERAL BUSINESS:

- 7.1. No nominations for Life Member or Service Award received by closing date
- 7.2. Invitation to Patrons: 2015/16- for adoption at 2016 AGM

Moved Russell Waugh 2nd Norm Roberts that all CVSA area council mayors be invited to accept patronage. Carried

- 7.3. Books to accountants for financial statements to be compiled- Suzy Scaron to organise.
- 7.4. Jr Establishment squad report to be submitted by Team Manager

8. MEETING CLOSED 8.22pm

9. NEXT MEETING: 17 May, 2016-Edgeworth Sport & Recreation Club-7pm

CHAIR: David Richards

SECRETARY: Jenny Schwetz

COAST AND VALLEY TREASURERS REPORT

MARCH 2016

Forward \$33,033.00

Interest 0.00

SAL 426.00

Deposits entries/squad 330.00

TO Dinner 70.00

\$826.00

\$826.00

\$33,859.00

Less

Expenses

300642 PR Design - caps \$1,989.00

300627 The Gunyah - \$300.00

300639 Purnell Trophies \$1,621.60

300643 IA & CM Saxby - bus Jnr Establishment \$1,298.00

300644 Katie Greedy (refund Charli Greedy) \$74.00

300633 Karen Bull \$18.00

300645 Norm Roberts (postage, cartridge, copy) \$37.19

300646 Norm Roberts, training catering/copy \$204.73

300647 Purnell Trophies \$280.00

300648 Russell Waugh, programs copying \$258.34

300630 Swansea Swimming Club -Programs \$184.50

300609 Megan Gearing 20.00

300650 Australia Post \$121.00

6,406.36

\$27,452.64

BALANCE AS PER STATEMENT NO 80

Unpresented Cheques

300543 KPD 298.00

300596 Mark Hinchey 150.00

300597 Belinda Boon 30.00

300610 Ian Jeffery \$60.00

300614 Leslee Taylor \$20.00

300618 KPD \$262.00

300634 Joanne Leray \$24.00

300640 SNSW- Equipment Hire \$200.00

300651 Sam Frame -Coaching Scholarship \$895.00

300652 Carla Hill - Coaching Scholarship \$895.00

300653 Sonny Hinwood (refund TO dinner) \$70.00 (2,904.00)

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 29/03/2016	-	\$18,401.49
Balance as per Statement 62		

ACCOUNTS TO BE PAID

Newcastle Embroidery - Jnr Establishment	\$291.00
Swansea Swimming Club - Catering	\$279.43
Swimming NSW - Affiliation fee	\$200.00
Newcastle Embroidery - Tech Polos, Speedo Tees	\$1,696.50
KPD - Catering Championships June & Dec 2015	\$1,600.00

Selection and Development Coordinator's Report

April Minutes tabled-copy attached

1. Nominations for Team Manager positions for National A's and Snr Establishment Squad to be called for in June 2016

2. Senior Establishment Squad

Details of squad to be announced in May 2016

3. National A's

3.1 Details of squad to be announced in May 2016

3.2 National A's Meet program sent to Area Development Convenors for review. Development meet will be on the 24th & 25th September at Knox Grammar.

4. Senior Target Squad

4.1 Details of squad to be announced in May 2016

4.2 Target Squad Meet program sent to Area Development Convenors for review. Development meet will be on the 13th & 14th August at Ryde Aquatic Centre.

5. Junior Target squad

5.1 Details of squad to be announced in May 2016

6. Achievers Squad

6.1 Details of squad to be announced in May 2016

7. Junior Establishment squad

7.1 Completed trip to NSW Open Championships on the 4th March and photos are on the website Photo Gallery.

7.2 JES activities are completed for the 2016 season, thanks to those who assisted

8. The NSW Junior Sharks Squad has been announced and congratulations to our CVSA swimmers, who made the team; Cassandra Fayers – Hunter, Charlise Wheeler – KPD, Emily Jones – Novo

9. Apparel; Maroon shirts were worn by JES team trip and we have 6 Maroon shirt left in stock. Yellow shirts were worn by the 2016 Speedo Sprints team mem

Coast & Valley Swimming Association Inc. Minutes-Selection and Development Committee Meeting

Wednesday, 6th April, 2016

Meeting opened at 10.50am with Jarrod Anthony elected as Chairman.

1. ATTENDANCE

Narelle Murphy Phillip Hawke
Visitors Jenny Schwetz David Hinds
Jarrod Anthony SNSW Development Officer

2. APOLOGIES: Belinda Boon, Andreas Falkenau, Kerry Saunders, Sam Frame, Norm Roberts. Moved Narelle Murphy 2nd Phillip Hawke that apology be accepted. Carried.

3. CONFIRMATION - Minutes of previous meeting:

Moved Phillip Hawke 2nd Narelle Murphy that the minutes of the previous meeting are a true and correct copy. Carried.

4. BUSINESS ARISING from the minutes

4.1. Team Managers

- Applications for Team Managers for Sr Establishment and National A teams and Technical Official (NZ Scholarship) to open no later than 1 June and close 5pm 20th June.
- Set date for Induction of
 - 4.1..1. Appointed Team Managers – in June
 - 4.1..2. Selected Team Managers (Sr & Jr Target and Achievers squads)- TBA (after June)

4.2. Development Squads

- Confirm that discretion for illness/other is to be used for individuals for 2016 i.e. - case by case.
- If a swimmer does not attend their development session they will be ineligible to be selected to represent Squad team.
- Squad members will not be automatically selected for representative team
- Coach allocation by Swimming NSW to be finalised

4.3. Sponsorships 2016

- Nu Sport / Newcastle – package to be printed
- Phillip Hawke to seek major sponsor

4.4. Apparel - 2016 Black shirt with rainbow CVSA - 2 week turnaround from date of order

5. CORRESPONDENCE IN

- 5.1. Development Update March 2016
- 5.2. CVSA/ SNSW - Financial agreement 2016 – to be resolved by Management Committee

6. GENERAL BUSINESS

- 6.1. Junior Establishment Squad - State Open Finals / Tour of Sydney Olympic Park - Report /Costs. Report still to be submitted by Team Manager (Melissa Geale)-to be followed up.
- 6.2. Technical Official Selection Process -
 - 6.2.1. Sr Establishment/National -Selected
 - 6.2.2. Target Sr & Trget Jr and Achievers –Appointed

6.3. Transport / Accommodation arrangements -

Senior Target Meet:

- Parents to drop off and pick up swimmers from Ryde pool (times to be advised)
- Lane Cove Tourist Park – 1 cabins have been booked – Cost \$1900 (this may increase by 10%)
- Transport to and from pool:
21 seater bus - \$235 each way
Coach - \$425 each way
- Meals- BBQ dinner or take out.

Junior Target Meet

- Parents to drop off and pick up from pool – no overnight accommodation
- Different team members for Saturday and Sunday

Achievers Meet

- Parents to transport swimmers to SOPAC by own transport
- One (1) coach to be available for swimmers whose parent/s are unable to transport them to SOPAC – these swimmers MUST travel to and from the venue by bus. Seats will be allocated on a first in basis until bus is full
- Narelle to organise tentative booking for 65 seater bus

National A's

- Knox Grammar – parents to transport swimmers by own transport
- Cost payable for accommodation, meals, etc. by CVSA to be advised by SNSW

Senior Establishment

- Accommodation to be confirmed
- Flights to be booked (10 seats)

6.4. Online Payment and Forms - Phil Hawke to set up online form

6.5. Code of Conduct to be reviewed

6.6. Confirm availability for development days from development committee

6.7. Education Presentations - See attached day schedule

June 25th	ADP - Senior Target	Newcastle Uni
July 30th	ADP - Junior Target	Newcastle Uni
August 13th /14th	Area Target Meet	Ryde
August 20th	ADP - Achievers	Newcastle Uni
September 24th /25th	National A Camp	Knox
October 8th	Area Achievers Meet	SOPAC

6.7.1. Technical / Parent Seminar

Area (Stage one) Parent seminars at the start of each presentations -
Topics TBC e.g Coach, parent and swimmer relations / Competition
Structure / Open Forum

Area (stage two) referee training has commenced - Norm to indicate which meets
these members will be attending.

SNSW Tech Mentor - available at all 3 meets, 2 per area to be selected by SNSW Technical
committee in consultation with CVSA (\$500 area/ \$500 SNSW)

- 6.7.1.1. MC Swimmers – Will have their own MC day 1.
NSW MC squad 2. Everybody else to attend nominated MC meet with education sessions prior to meet
- 6.7.1.2. Coaching Development
CVSA Coaches Scholarship program 2016 x 2
Topics from ATSCA to be discussed with local coaches- Safe guarding children
- 6.8. Sponsorship / Charity Golf Day – fundraiser to offset costs for Senior Establishment Squad – 11 September, 2016- Tanilba Bay Golf Club. Sponsors to be sought.
- 6.9. Debit or Credit card – recommend that Management Committee investigate options

Meeting Closed: 12.18pm

Next Meeting: Tuesday 3rd May, 2016-Edgeworth Sport and Recreation Club-6pm

JARROD ANTHONY
Chairman

JENNY SCHWETZ
Secretary



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			1	3	2	2				1	9	
Apr-16												
May-16												
Jun-16												
Jul-16												
Aug-16												
Sep-16												
Oct-16												
Nov-16												
Dec-16												
TOTAL	11	4	4	5	8	9			1	1	42	

CVSA D/O Report – April 2016 - 11/4/16

1. **Nominations for CVSA AGM** – 6th Annual General Meeting to be held on Sunday 26th June, 2016, 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 one of the stronger areas in the state.

2. **CVSA Technical Dinner** - Congratulations to Greg Skinner on being awarded the CVSA Technical Official of the Year and to Jacqui Currey for being awarded the CVSA Encouragement trophy and to our two most recent referees - Belinda Boon and Jacqui Currey and to all involved in making the night a wonderful success. I would like to acknowledge all our officials from our CVSA clubs for their time and effort they volunteer each week whether it be club night, club meets, area meets or state and national championships.
3. **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.
4. **Members email addresses** – Please ensure that any members wishing to obtain information in regards to any SNSW or CVSA activities such as Development squads/ Competitions etc, that you have a current email address which is used often. Be aware if your swim club registers on your behalf, it is most likely that they have used the clubs email address and not your own. Swim clubs can you please advise your members if this is the case.
5. **Senior Establishment Squad** - Flights and van hire have been booked through italk travel Newcastle West. Payment needs to be made by shortly which includes travel insurance. Accommodation has been organised in Browns Bay approximately 10min from the pool the same as last year.
6. **Junior Dolphins** -
7. **CVSA Golf Day - Sunday 11th September 2016** -
8. **CVSA Coaching Scholarship 2016** – Scholarship coaches require payments to attend conference at the end of month.
9. **CVSA Proposed Budget 2016/17** - See attached.

10. 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.

11. 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.

Jarrold Anthony
SNSW Development Officer

Coast and Valley Swimming Association
Property Officers Report

Following list of property and allocations as at 12th April 2016

QTY	PROPERTY	ALLOCATION	CONTACT
1	VIEW SONIC PROJECTOR MODEL No. PJD5111	David Hinds	0422699211
1	LOGITECH SPEAKER SYSTEM MODEL No Z323	Norm Roberts ATSC	0422699211
1	TOSHIBA LAP -TOP MODEL No PSAR9A-01H001	Norm Roberts ATSC	0422699211
1	BROTHER PRINTER	Russell Waugh	0400302052
	MEET MANAGER & TEAM MANAGER PROGRAM DISCS	Russell Waugh	0400302052
7	TAIT TP8110-H6CF (TP8100) UHF RADIOS	David Hinds	0400302052
Serial no's	25496870, 25492014, 25520157, 25493080 25493662, 25496493, 25519612		
7	RADIO BATTERIES	David Hinds	0400302052
Serial no's	25482231, 25483330, 25512295, 25482203 25483306, 25483329, 25512260		
5	TAIT RADIO BATTERY CHARGERS	David Hinds	0400302052
	CLAIMS BOARD & EXTENSION LEGS	David Hinds	
	STOP WATCHES & SCREWDRIVER	David Hinds	
2	SETS CLIPBOARDS	David Hinds	
	LIFE MEMBER BADGES	David Hinds	
	CVSA BADGES	David Hinds	
4	CASH BOXES	David Hinds	
	LAP COUNTERS	David Hinds	
	CATERING EQUIPMENT	David Hinds	
1	Internet Wi-Fi Dongle	Russell Waugh	0400302052
1	COAST & VALLEY BANNER	Narelle Murphy	
1	COAST & VALLEY DEVELOPMENT BANNER	Narelle Murphy	

Could all committee members please review their allocations of property and forward me a list of items in their possession that belong to Coast and Valley.

Ian Johnson

Auditor General

PUBLICITY REPORT – April, 2016 MEETING

EMAILS

TO:

11/03/16	WWI	Re Technical Officials
13/03/16	WWI	ditto
	WWI	Left out Karen Keagan on List of T O's
15/03/16	WWI	Norm Roberts & Jenny Schwetz apologies from Meet
	Blinda Francis-Smith	Assist at WWI Meet please
	Cydney Smith	ditto
	Nigel Jones	ditto – email bounced back
	David Van Eldiks	ditto
	Sonny Hinwood	ditto
	Seang Siv	ditto
	Jennifer Bell	ditto
	WWI	Further 7 emails calling for assistance
16/3/16	Sonny Hinwood	Thanks for reply
	Blinda Francis-Smith	ditto
	Cydney Smith	ditto
	WWI	5 Not available

FROM:

12/03/16	WWI	Technical Officials info
15/03/16	David Van Eldiks	Unavailable
	Jennifer Bell	ditto
16/03/16	Blinda Francis-Smith	ditto
	Cydney Smith	ditto
	Sonny Hinwood	ditto
	Seang Siv	Informed Phil Johnson previously
	WWI	Phil Hawke available for am
18/03/16	Sonny Hinwood	Meets available for rest of Winter
20/03/16	Kelli Manderson	ditto

NEWSPAPER CLIPPINGS INTO PUBLICITY BOOK :-

SNSW Information	Maddison Elliott Names 2015 Athlete of the Year with a Disability
CC Gosford Express Advocate	"Face of a Champion" – Teigan Van Roosmalen competing at Australian
Titles	

Michele Burley-Jones
Publicity Officer/Liaison Officer
C&VSA
12/04/16