

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

Edgeworth Sport & Rec Club Tuesday, 21 June, 2016

Meeting opened at 6.57 pm with David Hinds in the Chair

1. ATTENDANCE

David Hinds David Richards Jenny Schwetz Suzy Scaron Russell Waugh
Ian Johnson Michele Burley-Jones
Jarrod Anthony SNSW Development Officer

2. **APOLOGIES:** Phillip Hawke, Norm Roberts, Michelle Gross
Moved Michele Burley-Jones 2nd Ian Johnson that apologies be accepted.
Carried.

3. **CONFIRMATION** - Minutes of previous meeting:

Moved Ian Johnson 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. Ratification of approval for Tanilba Bay Golf Club to open a separate account for holding Golf Day fundraiser monies. Moved Russell Waugh 2nd Michele Burley-Jones. Carried.
- 4.2. Debit/Credit card – Suzy Scaron to look into available options and report to July Meeting. Karen Turner (Hunter Academy of Sport) was invited to address the meeting.
- 4.3. Newcastle Embroidery- payment of outstanding invoice (\$291.00) Treasurer confirmed that payment has been processed.
- 4.4. No reply to request for a representative from Office of Childrens' Guardian to deliver an information session at CVSA Forum.

5. **CORRESPONDENCE:**

5.1. INWARDS

- 5.1.1. Singleton SC: Affiliation Form
- 5.1.2. Email-Ellena Morris: Australian Invitational Youth Games
- 5.1.3. Email-Jo-Anne Dryden: query re meet entries – Novo
- 5.1.4. Email-Maitland SC: Affiliation form
- 5.1.5. Email-Tania Morphew: Golf Day Fundraiser copy
- 5.1.6. Email-Leslee Taylor: request for refund of entry fees
- 5.1.7. Email-Purnell Trophies: Invoice & Statement
- 5.1.8. Patrons acceptance: Cr Peter Blackmore (Maitland) & donation, Cr Bob Pynsent (Cessnock), Cr Bruce Mackenzie (Port Stephens), Cr Doug Eaton (Wyong), Cr John Martin OAM (Singleton)

- 5.1.9. Email-Purnell Trophies-Statement-fwd: Treasurer
- 5.1.10. Email-Kelly's Party Hire: Invoice
- 5.1.11. Email-Sarah Koen: Area MC Development Day-fwd: Development Convenor
- 5.1.12. Email-Cecilia Nguyen: Area MC Development Day-fwd: Development Convenor
- 5.1.13. Email-Woy Woy SC: Affiliation form
- 5.1.14. Email-Mark Walmsley: Request for Client Authorisation-actioned by Treasurer
- 5.1.15. Email-Swimming NSW: Reminder to vote in SNSW election
- 5.1.16. Email-Michelle Boon: Invoice ETE hire & 2015 Tech Official program
- 5.1.17. Email-Mark Walmsley: draft financial statement for review
- 5.1.18. Email- KPD SC: Catering for Tech Officials
- 5.1.19. Email- Shane Milsom: Confirmation of detail for SC Champs
- 5.1.20. Email-Peninsular Leisure Centre: Invoice-fwd: Treasurer
- 5.1.21. Email Colin Grant (Northpac International T/A Performance Swimwear): Sponsorship options including setting up a stand at CVSA events
- 5.1.22. Email-Linda Cuthbert-Refund of winter championship entry fees for Timothy
- 5.1.23. Email-Cherry Smith Changes to NOAP
- 5.1.24. Email-Catherine Wong: Meet fee refund-fwd: Registrar
- 5.1.25. Email-Natasha Perry: CVSA results-fwd Registrar
- 5.1.26. Email-Nikkei Hamilton: CVSA results-fwd: Registrar
- 5.1.27. Email-Michelle Boon: Confirmation that 2015 TO fee was waived.
- 5.1.28. Email-SNSW: AGM & State Forum
- 5.1.29. Cooranbong Printing: Invoice

5.2. OUTWARDS

- 5.2.1. Email-Jo-Anne Dryden: Novo meet entries
- 5.2.2. Email-Tania Morphew- amendment to fundraiser flyer
- 5.2.3. Email-Mark Heathcote: Confirmation that CVSA will be hosting Country Regional meet at Charlestown pool
- 5.2.4. Email-Hunter SC: Club representation
- 5.2.5. Email-Central Newcastle SC: Change of CVSA representative
- 5.2.6. Email-Office of Childrens' Guardian: Request for representative to address clubs at CVSA Forum
- 5.2.7. Email-Engine: Approval to set up area for viewing of race suits at winter championships
- 5.2.8. Email-CVS Clubs: Advice that Russell Waugh has nominated for SNSW Board.
- 5.2.9. Email-Michelle Boon: Payment for 2015 Tech Official Program was previously waived by SNSW
- 5.2.10. Email-Mark Walmsley: break down of SAL receipts
- 5.2.11. Email- KDD SC: Catering numbers
- 5.2.12. Email-Shane Milsom: Confirmation and update of details for SC Champs
- 5.2.13. Email KPD: Expected finish times- no lunch break

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

5.3. Business Arising from Correspondence:

- 5.3.1. Refund of entry fees-Daniel Taylor
- 5.3.2. Refund of entry fees- Timothy Cuthbert
Moved Russell Waugh 2nd Suzy Scaron that entry fees be refunded.
Carried

- 5.3.3. Recommendation of Patrons to AGM:
Cr Peter Blackmore (Maitland), Cr Bob Pynsent (Cessnock), Cr Bruce Mackenzie (Port Stephens), Cr Doug Eaton (Wyong), Cr John Martin OAM (Singleton), Cr Jodie Harrision (Lake Macquarie)

Moved Ian Johnson 2nd Russell Waugh that as Wyong & Gosford councils have been amalgamated as the Central Coast Council and is the Central Coast Council is under administration at the present time that the recommendation to the AGM be altered to non-appointment of Cr Doug Eaton as a Patron for 2016-17. Carried.

- 5.3.4. Ratification to permit Engine swim wear to set up a viewing area for race suits. Moved David Richards, 2nd Suzy Scaron. Carried.
- 5.3.5. Performance Swimwear – sponsorship options. Moved Michele Burley-Jones 2nd David Richards that a representative be invited to address Management meeting. Carried.
- 5.3.6. Swimming NSW has confirmed that 2015 Technical Official program fee has been waived.
- 5.3.7. Changes to Technical Officiating Learner Guides.
The Swimming NSW TSC has agreed on a need for flexibility, particularly for the position of **Referee** as it would be unreasonable for people who have already lined up assessments based on the old system to suddenly be required to change to the new requirements. Therefore, for Referee, the commencement date for the new Guides will be **1 July 2016**

All other Learner Guides come into effect immediately. The impacts are –

• **Referee**

- ✓ Exam
- ✓ 2 assessments
- ✓ Finish Judge requirement

• **JOS**

- ✓ Exam

• **IOT**

- ✓ Exam

- 5.3.8. Delegate for SNSW AGM & State Forum – Moved Ian Johnson 2nd Suzy Scaron that Russell Waugh be appointed as CVSA Delegate. Carried.
- 5.3.9. Letter to PLC to be sent thanking staff for their co-operation over the weekend and request that main showers & toilets remain open until the end of competition on both days

6. REPORTS:

6.1. Treasurer – Suzy Scaron

Financial statement received. Suzy presented the report to the committee.

- 6.1.1. *The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements*

In the opinion of the Committee the Income and Expenditure Statements, Statement of financial Position and the Notes to the Financial Statements presents fairly the financial position of COAST AND VALLEY SWIMMING ASSOCIATION INC as at 31 March 2016 and its performance for the year ended on that date

At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

Moved Suzy Scaron 2nd David Richards. Carried.

Report tabled-copy attached

6.1.2. Accounts approved for payment

Purnell Trophies	Medals- winter championships	\$5690.20
Management	Honorariums & Meeting fees	\$3125.00
Daniel Taylor	Refund of SC entry fees	\$86.00
Jenny Schwetz	Printing- sponsorship proposals	\$37.84
Kelly's Party Hire	Hire of Equipment-Winter c/ships	\$349.40
Swimming NSW	ETE hire SC Champs	\$290.00
Peninsular Leisure Centre	Pool hire SC C/ships	\$8000.00
Timothy Cuthbert	Refund of SC entry fees	\$50.00
Russell Waugh	Reimbursement- program printing	\$765.80
Cooranbong Printing	SC Champs	
	Printing Annual Report,	\$1366.00
	Constitution & by-laws	
Shaye Booth	Swimmer of the Meet	\$100.00
Emily Jones	Swimmer of the Meet	\$100.00
Day	Refund Meet Entry Fee	\$20.00
Beasley	Refund Meet Entry Fee	\$20.00
Coates	Refund Meet Entry Fee	\$20.00
McLoughlin	Refund Meet Entry Fee	\$20.00
Kwon	Refund Meet Entry Fee	\$20.00
Gellatly	Refund Meet Entry Fee	\$20.00
Rees	Refund Meet Entry Fee	\$20.00
Jeffery	Refund Meet Entry Fee	\$60.00
Dimmock	Refund Meet Entry Fee	\$20.00
Stanley	Refund Meet Entry Fee	\$20.00
Lamond	Refund Meet Entry Fee	\$20.00
Laura Ghali	Entry fees-injury	\$62.00
Corey Ricaud	Entries in error	\$24.00
KPD SC	Share program Sales	\$264.00

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

6.1.3. Moved Suzy Scaron 2nd Ian Johnson that the appointment of a new accountant be considered. Carried.

Suzy to report to July committee meeting

6.1.4. Moved Russell Waugh 2nd Suzy Scaron that Mark Hinchey be re-issued payment for 2015 after deduction of "stop cheque" fee. Carried.

Moved Suzy Scaron 2nd Ian Johnson that Standing Orders be suspended to allow Karen Turner to address the meeting. Carried.

Karen discussed card options that are available

- Credit card
- Debit card

There also needs to be checks put into place and Karen advised that a Delegations Policy should be put into place. Included in the policy should be:

- Amount in the account
- Full report to be presented monthly by card holder/s with receipts attached
- Accountability for money spent

Moved Michele Burley-Jones 2nd David Richards that a draft Delegations policy be presented to the committee at July Meeting. Carried.

David Hinds thanked Karen for her valuable input and for addressing the committee at short notice.

Moved Suzy Scaron 2nd Ian Johnson that Standing Orders be resumed. Carried.

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

6.2.1.

2016 Winter Championships	
TEAMS	23
COMPETITORS	520
ENTRIES	2928
RECORDS	54 INDIVIDUAL / 3 RELAYS

Russell thanked everyone who worked at the CVSA Short Course Championships

6.2.2.

Champion club - Novocastrian

Quality club point score winner - Macquarie Shores

Male Swimmer of the meet - Shaye Booth (Mingara)

Female swimmer of meet - Emily Jones (Novocastrian)

Special mention to Myles Bailey – Woy Woy who competed in 9 individual events, setting 6 CVSA records

6.2.3. The Area printer is in need of repair/replacement. Moved Russell Waugh 2nd Ian Johnson that a new printer be purchased. Carried.

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

Report tabled-copy attached

Committee meeting minutes tabled-copy attached.

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

- 6.3.1. Recommendation to Management Committee that Team managers for STS (Michelle Gross), JTS (Suzy Scaron) and Achievers (Carmen Cleare & Andrew Wright) be approved. Moved David Richards 2nd Ian Johnson. Carried.
- 6.3.2. Recommend to Management Committee that Andreas Falkenau as Coach/Team Manager for MC Squad be approved. Moved David Richards 2nd Michele Burley-Jones. Carried.
- 6.3.3. Development shirts have been ordered

6.4. **ATSC Convenor** – Norm Roberts

No report

6.5. **Development Officer** – Jarrod Anthony

Report tabled-copy attached

- 6.5.1. Greg Skinner presented the Parent Seminars (technical)
- 6.5.2. Mentor Technical Officials have been appointed to the following meets:
 - State team Phillip Johnston
 - National A Ian Johnson, Jacqui Currey
 - Target Belinda Boon
 - Achievers Jennifer Bell, Sonny Hinwood, Jacki Mackintosh

Moved David Richards 2nd Russell Waugh that report be accepted. Carried.

6.6. **Property Officer**- Ian Johnson

No report

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

Report tabled-copy attached.

Moved Michele Burely-Jones 2nd David Richards that report be accepted.
Carried.

6.8. **Web Administrator** –Michelle Gross

No report

7. GENERAL BUSINESS:

- 7.1. Representative recognition for:
 - 7.1.1. Maddi Elliot-Paralympics – Rio (Team tbc-July)
 - 7.1.2. Bradley Woodward – Jr Pan Pacs – Hawaii
Moved Russell Waugh 2nd Ian Johnson. Carried.
- 7.2. Selection of Team Managers for
 - 7.2.1. Sr Establishment tour-New Zealand Gabrielle Davy
 - 7.2.2. National A- Knox Grammar David Lamond
- 7.3. Selection of Technical Official – New Zealand tour Greg Skinner
- 7.4. Ratify reprint of Constitution & By-laws. Moved Jenny Schwetz 2nd Michele Burley-Jones. Carried.
- 7.5. Voting for NSW Board has been completed.
- 7.6. Online TO nomination forms for each club swim meet can be placed on our website as a service to our area clubs – clubs must provide name and email address of club contact.
- 7.7. Moved Suzy Scaron 2nd Russell Waugh that the Annual subscription for EmailMe Form (approx. \$100) be approved. Carried.
- 7.8. Why do we wear white as TOs - alternative colour to be discussed at July meeting

8. MEETING CLOSED 9.00pm

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

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

COAST AND VALLEY TREASURERS REPORT

MAY 2016

Forward \$16,241.08

Interest	00.00
SAL	594.00
Refund Gunyah Hotel	300.00
Development Fees	70.00
Swimming NSW	5,779.46
Entry Fees - WWI	25.00

\$6,768.46

\$23,009.54

**Less
Expenses**

300651	Sam Frame -Coaching Scholarship	\$895.00
300660	KPD Catering championships 2015	\$1,600.00
300634	Joanne Leray	\$24.00

2,519.00

\$20,490.54

BALANCE AS PER STATEMENT NO 82

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
300653	Sonny Hinwood (refund TO dinner)	\$70.00
300654	Newcastle Embroidery	\$291.00
300655	Swansea Swim Club - Catering	\$279.43
300661	SNSW Affiliation	\$200.00
300665	SNSW - Deposit ETE hire championships	\$50.00
300666	Jenny Schwetz (Flowers Jade Frith)	\$111.00

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 27/05/2016

-

\$18,440.82

Balance as per Statement 64

ACCOUNTS TO BE PAID

Mark Walmsley Chartered Accountants

\$880.00

Purnell Trophies - Championships

\$5,690.20

Kellys Party Hire- Championships

\$349.40

Central Coast Council - Hire of PLC for Championships

\$8,000.00

Swimming NSW - Hire Electric equipment

\$290.00

There were a few issues regarding our expenses that Mark Walmsley was not able to sight supporting documents as they were not supplied, these were:

Trish's Time As Treasurer

15/04/2015 Italk travel Chq 300521 \$7549

02/05/2015 Gunyah Hotel Chq 300529 \$1678.60

21/06/2015 N. Roberts Chq 300556 \$200.00

01/08/2015 Camp Breakaway Chq 300583

(I am not sure why the above expenses never had accompanying documents.

Suzy's Time As Treasurer

19/10/2015 Mark Hinchey Chq 300596 \$150.00 (This was a replacement cheque for previous cheque that was lost)

15/03/2016 Russell Waugh Chq 300648 \$258.34 (Russell lost the receipts!)

From now on we need to ensure the following:

All expenses have supporting invoices or receipts

All expenses are shown as "accounts to be paid" in the financial report and minutes

All expenses are shown to be approved for payment

All reimbursement claim forms need to be filled out correctly by the person claiming and signed by them

For accounting purposes, our expenses are broken up into the following categories

Accountancy

Affiliation fees

Bank fees & Charges

Carnival & Championship expenses

Equipment expenses

Development Squad

Filing Fees

Hire Fees

Honorarium

Meeting Expenses

Printing & Stationery

Sundry Expenses

Training & Scholarship

Trophies & Awards

Uniforms

All reimbursement claim forms need to clearly identify which category the expense relates to, and only one category per claim form (So if a member had expenses for printing and expenses for a meeting they would need to fill out 2 separate claim forms).

It is very important for everyone to understand that if the above is not adhered to, there will be no cheques signed.

Credit Card

I have spoken to Mark in relation to the Committee requesting a credit card, he has his strong reservations in our committee approving this for many reasons, being

* Form of payment is not necessary for our association

* High risk of fraud, card lost or stolen

* Expenses not being approved or ratified at our meetings before purchase

* Only one person having the ability to purchase where as with our cheque book we require 2 signatures

These above issues raised by Mark would also be in breach our Constitution 30.7 and 30.8 (e)

So, with this in mind we will need to continue reimbursing our committee members with a cheque.

Golf Fundraising Day

I have expressed my concerns with Mark in relation to the setup of the account with Tanilba Bay Golf Club. Mark has suggested the following:

- * The statement and report regarding this account and fundraising is NOT to be associated with the Treasurers report, as our ABN is only registered for our approved accounts
- * The statement and report should be listed as a fundraising report
- * On the completion of the event the monies raised need to be provided to CVSA as a donation

Mark has assured me that if we abide by the above measures CVSA and its Treasurer have no liability or control towards the management of the Golf Account, and that there should be no issues relating to this with our next audit.

Travel Card Used in New Zealand Trip

There were a few auditing issues with the travel card used in the New Zealand trip, which were:

- * No accompanying online statements - This is not an "CVSA Account" so there are no bank statements but this sort of card is setup online with the Users being (Trish) & (Jarrod)
- * We deposited the unused funds of \$1550.00 back into our general account which Mark questioned as he wanted to know how the other money was spent
- * We are able to use this card again for the next trip but we need to ensure that it is linked to the CVSA email, so we can substantiate the expenses and provide this for auditing purposes
- * We need to also approve who the users will be for the next trip.

Change of Accounting Procedures

As advised by Mark, we will be using an excel spreadsheet for our Cashbook this year and not the old written out form in the green book. This will quicken our auditing times and ensure efficiency in our record keeping.

I understand that the above may seem a lot for our next meeting but we need to get these things right and move forward for next year's audit.

Selection and Development Coordinator's Report

June Minutes tabled-copy attached

1. Applications for Team Manager positions for National A's and Snr Establishment Squad sent out

2. Senior Establishment Squad

Congratulations to our six swimmers who have accepted invitations to be part of the CVSA SES team.

Cameron Davy (NUSwim), Emma McDonald (NUSwim), Matthew Pender (Valley aquatic), Kiran Richardson (KPD), Cassandra van Breugel (Woy Woy) and Myles Bailey (Woy Woy)

3. National A's

3.1 Congratulations to our 21 swimmers who have accepted invitations to be part of the CVSA National A team

3.2 National A's Meet to be held on the 24th & 25th September at Knox Grammar.

4. Senior Target Squad

4.1 Congratulations to our 39 swimmers who have accepted invitations to be part of the CVSA STS team

4.2 The Development Day will be held on the 25th June at The Forum and the Target Squad Meet will be on the 13th & 14th August at Ryde Aquatic Centre.

4.3 General information letter sent to swimmers and Team Manager for STS is Michelle Gross

5. Junior Target squad

5.1 Congratulations to our 24 swimmers who have accepted invitations to be part of the CVSA JTS team

5.2 The Development Day will be held on the 30th July at The Forum and the Target Squad Meet will be on the 13th & 14th August at Ryde Aquatic Centre.

5.3 Team Manager for JTS is Suzy Scaron

6. Achievers Squad

6.1 Congratulations to our 87 swimmers who have accepted invitations to be part of the CVSA SES team

6.2 The Development Day will be held on the 20th August at The Forum and the Achievers Meet will be on the 8th October at SOPAC

6.3 General information letter sent to swimmers and Team Managers for Achievers Squad are Carmen Cleare and Andrew Wright

7. Junior Establishment squad

7.1 JES activities are completed for the 2016 season, photos from the JES trip to NSW Open Championships on the 4th March are on the website Photo Gallery. Thank you to those who assisted.

8. 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 members we have 5 Yellow shirt left in stock.

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

Monday, 6th June, 2016

Edgeworth Sport and Recreation Club

Meeting opened at 6.04pm with Phillip Hawke elected as Chairman.

1. ATTENDANCE

Phillip Hawke Narelle Murphy Belinda Boon
Visitors Jenny Schwetz David Hinds Russell Waugh Norm Roberts
Jarrod Anthony SNSW Development Officer

2. APOLOGIES: Peter Reinhard

Moved Belinda Boon 2nd Narelle Murphy that apology be accepted. Carried

3. CONFIRMATION - Minutes of previous meeting:

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

4. BUSINESS ARISING from the minutes

Coach allocations have been done for Development days and Development Meets, see attached.

Transport / Accommodation arrangements -

Senior Target Meet:

- Parents to drop off and pick up swimmers from Ryde pool (times to be advised). Noted that draft timeline Sat finish is 7pm
- Lane Cove Tourist Park – 11 cabins have been booked – Cost \$1900 (this may increase by 10%)
- Transport to and from pool by coach, depending on numbers either a 21 seater or a coach.
- 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 to be selected.

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 has organised a tentative booking for 65 seater bus
- 2015 Alternate Pathway swimmers sent letter of invite to further TO training during Development Days.

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 confirmed
- Flights have been booked (10 seats) and paid
- All invited squad members have accepted

5. CORRESPONDENCE IN

- April - May Swimming NSW Area Development Update newsletter
- Email request for squad variation for Bryn Leonard-England, more information requested and no reply email received
- Email request for Joseph Hamson to be part of CVSA Dev Squad as he has just moved into area – request granted as he had participated in previous swimming area dev programs
- Email request for Bailey Proud to be part of Nat A. He did not meet SNSW eligibility criteria
- Email requests for late squad applications for Callum Sanderson, Nathaniel Dean, Natasha and Joshua Hawkshaw - requests denied
- Numerous email enquires, (>50) regarding squad applications, payment instructions, and general squad activities
- A small number of emails, (approx. 4), regard no invitation sent or wrong squad information sent

Moved Belinda Boon 2nd Narelle Murphy that correspondence inwards be dealt with as read. Carried.

6. GENERAL BUSINESS

- Review of application process for next year. Suggest a letter similar to SNSW Age development Team, see attached example, with links to application form and online payment included in letter.
Moved Narelle Murphy 2nd Belinda Boon that only those in receipt of invitation letter will be able to access applications and payments. Carried.
- Development table at Winter Champs to be available in morning session on Saturday and Sunday only. If so this is not to be “manned” by the same person all weekend. Rotate development committee members or more specifically ask Team managers for JTS, STS and Achievers to spare a few hours on the info desk. Narelle, Jarrod and Suzy are available to assist, with Anthony Watson to assist with “Golf Day” queries.
- Recommendation to Management Committee that Team managers for STS (Michelle Gross), JTS (Suzy Scaron) and Achievers (Carmen Cleare & Andrew Wright) be approved. It has been previously decided by the committee that Team managers for JTS, STS and Achievers are to organise their squad as they would like without interference from any others, and Jarrod or Phillip’s contact numbers will be given so they have support if and when needed.
- Team Managers induction CVSA Championships to be held on Saturday at 7.15am - Party Hire Room
- Squad Team members list circulated.
- Target Meet Selection - 13/14 August- email to be sent to swimmers to advise their availability for meet to Development convenor.
- Alternative Development Pathway Letter for 2016: Charles Jackson (Novos), and Blake Langton (Titans).
- Area MC Squad day has changed venue to Ryde. Recommendation to Management Committee that Andreas Falkenau as Coach/Team Manager.
- Central Coast Academy Sport - Same day as Senior Target day 25 June
- Sponsorship / sent Sponsorship Proposal to Forum and Newcastle Embroidery - awaiting confirmation

- Golf Day - 11 September 2016 Senior establishment squad- flyer will be inserted into CVSA Championship meet program
- Shirts to be ordered by Narelle
- Day schedule has been set – Sarah Armstrong will be presenting “Safeguarding children” seminar.
- Bella Evans and Connor Johansen to be invited as guest to Achievers Development Day – no payment required; to wear their Club shirt

Meeting Closed: 8.09pm

Next Meeting: TBA

PHILIP HAWKE
Chairman

JENNY SCHWETZ
Secretary

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. **Nomination for Swimming NSW Board members** - Online Voting for the Swimming NSW Board of Directors opens on **Monday the 6th June 2016 at 12pm (Noon)** and closes **Monday 18th July 2016 at 12pm (Noon)**.

Voting instructions have been sent out to all 2016-2017 affiliated Clubs & Areas, including log in details for the Voting Website www.myvote.com.au/swimmingnsw

If your Club or Area has not received this information, please contact mark.heathcote@nsw.swimming.org.au

Clubs & Areas will be able to view the candidate information by simply visiting the voting website. You will not need to log in to download or print this information. Alternatively, the candidate information is available from the Swimming NSW Website.

3. **CVSA Development Squad 2016** - Second email should be sent shortly to those members who replied to notify the development committee of their attendance in their respective squads.
4. **Senior Establishment Squad** - Payment needs to be organised for accommodation in Browns Bay approximately 10min from the pool the same as last year and will need to be paid shortly.
5. **Junior Dolphins** - Macquarie Shores has their Junior Dolphin day on the 25th of this month. Junior Dolphins will be available to all CVSA clubs this year. It will be 'Free' membership for swimmers 7 years and under for those clubs wishing to participate.
6. **CVSA Golf Day - Sunday 11th September 2016** - Update

Jarrold Anthony
SNSW Development Officer

PUBLICITY - June, 2016 Meeting

EMAILS

TO:

4 Emails to Macquarie Shores Swim Club regarding Technical Officials for their Meet and a Blank T O Form for them to use for future reference.

2 Emails to Woy Woy Swim Club regarding Technical Officials for their forthcoming Meet

2 Emails to Novocastrian Swim Club regarding Technical Officials for their forthcoming Meet

5 Emails to Management Committee with information regarding forthcoming meets with Technical Officials
Steven Maher, Central Coast Express Advocate, NBN News Central Coast and Kaitlin Watts, Duck Crossing Publications – invited the press to Area Championships this weekend

FROM:

1 Email from Macquarie Shores Swim Club with List of Technical Officials so far

4 Emails from Woy Woy Swim Club with requesting assistance with Technical Officials and then lists of Technical Officials for forthcoming Swim Meet

Andrew Wright informing that he was available for Macquarie Shores Meets

2 Emails from Novocastrian Swim Club regarding list of Technical Officials

Ian Johnson informing that Novocastrian should have enough Technical Officials for their meet

Michele Burley-Jones

Publicity Officer/Liaison Officer

C&VSA

14/06/16

