

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

Edgeworth Sport & Recreation Club Tuesday, 20th September, 2016

Meeting opened at 6.58pm with David Hinds in the Chair

1. ATTENDANCE

David Hinds	David Richards	Jenny Schwetz	Suzy Scaron	Russell Waugh
Ian Johnson	Norm Roberts	Phillip Hawke	Michele Burley-Jones	Michelle Gross
Jarrold Anthony	NSW Development Officer			

2. **APOLOGIES:** Jarrod Anthony, Suzy Scaron. Moved David Richards, 2nd Ian Johnson that apologies be accepted. Carried.

3. **CONFIRMATION** - Minutes of previous meeting: Moved Michele Burley-Jones 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. Uniforms for Technical Officials – Recommendation from ATSC re colour alternative to white. Moved to ATSC report
- 4.2. Presidents' Meeting- Agenda items by 22 September. Moved Russell Waugh 2nd Norm Roberts that Scheduling of State Age and timeline of the competition be an agenda item. Carried.
- 4.3. Medal layout were circulated to Management Committee for final approval, and have been ordered. 50% deposit to be paid.
- 4.4. Sponsorship proposal: approval for CVSA Championship naming rights-no response to date.
- 4.5. Payment for officials that work at CVSA Championships & Encouragement/Speedo- to be referred to ATSC for consideration- for further discussion by ATSC.

5. **CORRESPONDENCE:**

5.1. INWARDS

- 5.1.1. Email-Stockton SC: Change of secretary
- 5.1.2. Email-Purnell Trophies: Invoice-fwd: Treasurer
- 5.1.3. Email-Phillip Hawke: EmailMeForm invoice
- 5.1.4. Email-italktravel: Final itinerary
- 5.1.5. Email-Swimming NSW: Newsletter
- 5.1.6. Email-NSW Fair Trading: Changes to NSW Association laws
- 5.1.7. Email-Valentine Torpedoes: Affiliation Form
- 5.1.8. Email: Shannon Smith-Country Regionals
- 5.1.9. Email-Ibis Newcastle: Partnership with CVSA as Accommodation Partner
- 5.1.10. Email-Kelly Wicks: query re approved swimwear
- 5.1.11. Email-Swimming NSW: Newsletter

- 5.1.12. Email-Hamish Neal: Presenter/Assessor training
- 5.1.13. Email-Josh Karp: Swimming NSW registrations open
- 5.1.14. Email-John Hart: PLC Lane 1 block safety issue
- 5.1.15. Email-Central Newcastle SC: host club for Dev/ Speedo meet application
- 5.1.16. Email-Steve Nolan-Starter accreditation-fwd: Norm Roberts/Michelle Johnson
- 5.1.17. Email-Swimming NSW: Newsletter
- 5.1.18. Email-John Hart- PLC block issue rectified

5.2. OUTWARDS

- 5.2.1. Email-Ryan Strickland: Country Regional Meet
- 5.2.2. Email-CVSA: Presenter/Assessor training
- 5.2.3. Email-Michelle Boon: Amended ETE booking for Dev/Speedo meet
- 5.2.4. Email-KPD: Host club for summer championships
- 5.2.5. Email-Colin Grant-Sponsorship package
- 5.2.6. Email-Shannon Smith: Country Regionals
- 5.2.7. Email-Kelly Wicks: Approved swimwear rules
- 5.2.8. Email-Singleton SC: host club for Dev/Speedo meet application
- 5.2.9. Email-Wyong SC: host club for Dev/ Speedo meet application
- 5.2.10. Email-Central Newcastle SC: host club for Dev/ Speedo meet application
- 5.2.11. Email-John Hart: Congratulations on SAL Technical Committee appointment
- 5.2.12. Email-Steve Nolan: Accreditation and badge

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

5.3. Business Arising from Correspondence:

- 5.3.1. Country Regional Meet-no response from pool management
- 5.3.2. Sponsorship package-no response to date
- 5.3.3. Changes to NSW Association laws. The key changes include:
 - the official address of an association will now be an address in NSW where the public officer can generally be found and where documents can be served on the association by post (but not a post office box)
 - a new provision for keeping financial records and minutes of meetings electronically and providing that financial records be kept for at least 5 years
 - amendments to the model constitution: these changes will automatically apply to all associations that have adopted the model constitution. If an association has its own constitution and it fails to address a matter in Schedule 1 of the Act, the provision in the model constitution relating to that matter will automatically apply
 - allowing for electronic ballots if this is permitted under an association's constitution
 - the fee for lodging the annual statement of financial affairs has reduced for Tier 2 [small] associations (gross receipts less than \$250,000) and has increased for Tier 1 [large] associations. In general, fees have been revised to reflect the amount of work required to process the documentation
 - clarifying the duties and liabilities of committee members
 - removing the need to reserve a name before lodging an application to register an association or change an association's name.

For one year from 1 September 2016, any association wishing to update its constitution as a result of the amendments to the legislation will not have to pay a fee to register the change.

Moved Norm Roberts 2nd Michele Burley-Jones that clause numbering of Model Constitution be followed. Carried.

- 5.3.4. Ibis Newcastle- Accommodation Partner opportunities. Phillip Hawke was appointed to represent CVSA in discussions. Contact details to be passed on to Phillip.
- 5.3.5. Hamish Neal- no bookings received to date
- 5.3.6. PLC- Unsafe Lane 1 block fitting- has been rectified
- 5.3.7. Steve Nolan-Starter accreditation- Norm Roberts has followed up.

6. REPORTS:

6.1. Treasurer – Suzy Scaron

Report tabled-copy attached

6.1.1. Accounts approved for Payment

Purnell Trophies	Medals (deposit)	\$7035.00
Phillip Hawke	Reimbursement- EmailMeForm Subscription	\$98.95
Jenny Schwetz	Reimbursement- binding of documents	\$77.00
CVSA	Transfer to debit card-NZ trip	\$5000.00
Gabrielle Davy	Cash- NZ trip	\$500.00

6.1.2. Debit card – Suzy to advise status

6.1.3. Moved Phillip Hake 2nd Ian Johnson that \$500 cash be made available to Team Manager for NZ trip. Carried.

Moved David Richards 2nd Ian Johnson that report be accepted and accounts approved for payment. Carried.

6.2. Competition Committee/Registrar – Russell Waugh

- 6.2.1. Reminder to clubs for assistance with Electronic Timing Equipment (ETE) set up and pack up.
- 6.2.2. Clubs still to send in Programs and Met Manager files
 - Nelson Bay
 - Raymond Terrace
 - Maitland
 - Cessnock
 - West Wallsend
 - Charlestown.

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

Report tabled-copy attached

- 6.3.1. Noted that there will be no bus for the Achievers squad this year as parents were taking their children by own transport.

Moved Phillip Hawke 2nd Ian Johnson that report be accepted.

6.4. **ATSC Convenor** – Norm Roberts

- 6.4.1. Uniforms for Technical Officials – Recommendation from ATSC - black pants/shorts/skirt/socks (if worn) and shoes with white CVSA shirt to become Technical Official uniform, to be phased in over next 12 months. Moved Norm Roberts 2nd Russell Waugh. Carried.
- 6.4.2. Payment for Technical Officials who nominate and are appointed to CVSA Championship, Development and Speedo heats meets- held over to next ATSC meeting
- 6.4.3. Special Olympics- reminder that Referee/s for this event will need the SWD credential
- 6.4.4. Noted that Greg Skinner (Technical Official- NZ meet) has gained appointment as Referee/IoT and JOS. Congratulations, Greg.
- 6.4.5. Technical training – Area Coordinator has no control over training in the area – direction requested on whether the position of ATSC Co-ordinator position has become redundant. Moved David Richards 2nd Ian Johnson that this be added to the agenda items for the Presidents' Meeting. Carried.

6.5. **Development Officer** – Jarrod Anthony

Report tabled-copy attached.

Moved Michelle Gross 2nd Phil Hawke that report be accepted. Carried.

6.6. **Property Officer**- Ian Johnson

Noted that Russell Waugh is in possession of CVSA radios.

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

Report tabled-copy attached.

6.8. Web Administrator –Michelle Gross

- 6.8.1. August Minutes have been uploaded
- 6.8.2. Changed Woy Woy Council to Central Coast Council for those clubs effected - but have not yet updated any possible changes of committee people within clubs.
- 6.8.3. TM & MM Training info & Presenter & Assessor Training Info was added to News

7. GENERAL BUSINESS:

- 7.1. CVSA area coaches will have an opportunity for professional development in November with Michael Bohl one of Australia's leading coaches. This is being organised at a local level and not in conjunction with any CVSA, SNSW or SAL program. The cost of having Michael attend is around \$1000 (flights, accommodation, meals).

Moved Russell Waugh 2nd Phil Hawke that more detailed information will be required to be submitted in writing before a decision on funding can be taken. Carried;

- 7.2. Technical Official Nomination forms for Summer championship & Development/Speedo meets to be placed onto website. Carried.

- 7.3. Social Day/Barefoot Bowls has been organised for CVSA club representative and CVSA committee members.

Date: Sunday 20th November

Time: 1pm – 4pm

Venue: Edgeworth Sport & Rec Club

Moved Phillip Hawke 2nd Russell Waugh. Carried.

8. MEETING CLOSED 8.10pm

9. NEXT MEETING: Tuesday, 18 October, 2016-Edgeworth Sport & Recreation Club-7pm

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

COAST AND VALLEY TREASURERS REPORT

AUGUST 2016

Forward		\$27,613.53
Interest	\$0.00	
SAL	12.00	
NZL Accomodation	2,801.15	
Donoation - Maitland City Council	<u>\$50.00</u>	<u>\$2,863.15</u>
		\$30,476.68

Less Expenses

300713	University of Newcastle - Development	\$600.00	
300714	Newcastle Embroidery	\$2,100.00	
300717	Phillip Hawke - Development Catering	\$133.60	
300685	Karen Stanley	\$20.00	
300716	Narelle Murphy Catering Development	\$13.75	
300719	Phillip Hawke - Development taxi, catering	\$837.26	
300711	Michelle Gross - Honorariums	\$100.00	
300699	Jenny Schwetz - Flowers Norm & Trish	\$55.00	
300703	Jenny Schwetz - Honorariums	\$550.00	
300718	Lane Cover Tourist park - Development	\$1,610.00	
300722	LJ & LE Huddleston - Accom NZL	\$2,801.15	
	LJ & LE Huddleston - Accom NZL	NZL \$2769.15	
300720	Narelle Murphy Catering Development	\$206.89	
300704	David Richards - Honorariums	\$250.00	
	Fee for overseas transfer - NZL Accommodation	\$32.00	
EFT	Italktravel - NZL	\$1,000.00	
		<u>\$13,078.80</u>	\$13,078.80

\$17,397.88

BALANCE AS PER STATEMENT NO 85

Unpresented Cheques

300543	KPD	298.00
300597	Belinda Boon	30.00
300614	Leslee Taylor	\$20.00
300653	Sonny Hinwood (refund TO dinner)	\$70.00

300680	Kellys Party Hire	\$349.40
300687	Sandra Dimmock	\$20.00
300712	SNSW- Hire Electric Equipment	\$50.00
300715	Craig Boetcher - Development	\$300.00
300723	KPD Catering	\$800.00

Term Deposits

Due 16/07/2017 for 12 months @2.450%	\$10,717.41
Due 13/07/2017 for 12 months @2.450%	\$25,220.61
Due 3/12/2016 for 12 months @ 2.7%	\$20,640.00

Cash Reserve

Interest 29/08/2016	0.00	
Balance as per Statement 67		\$18,490.24

ACCOUNTS TO BE PAID

Purnell Trophies	\$14,070.00
Email meform - subscription	\$98.95
NZL Squad - Funds for Debit Card	\$4,000.00

Selection and Development Coordinator's Report

1. Senior Establishment Squad will be heading off to New Zealand at the end of September to compete in the NZ Short Course Championships from 2nd to 6th October 2016. Good luck to our CVSA Team:

Team Manager: Gabrielle Davy (Novos)

Coach: Kerry Saunders (Hunter)

Technical official: Greg Skinner (Beresfield)

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

On Sunday 11th September a Fundraising Golf Day was held in aid of the Senior Establishment NZ Tour, and we would like to thank all the sponsors and participants of the golf day. It was a great day and a special thanks to Tania and Anthony from Tilligerry RSL Sports Club and Tanilba Bay Golf Club for all their assistance with organising and running the day. A full list of sponsors who generously donated is listed on the CVSA website.

2. National A's

- 2.1. Team Manager David Lamond (Titans) and CVSA Coach Andreas Falkenau (West Wallsend Indoor)

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

3. Senior Target Squad

- 3.1 Team Manager Michelle Gross (WWI)

- 3.2 The Development Day was held on the 25th June at The Forum, thankyou to all those that participated.

- 3.3 Swimming NSW Target Squad Meet was held on the 13th & 14th August at Ryde Aquatic Centre. We had 30 STS Squads swimmers participate in the weekend meet with 19 of our state level swimmers staying overnight as part of our CVSA Target Weekend Camp.

4. Junior Target squad

- 4.1 Team Manager Suzy Scaron (Novos)

- 4.2 The Development Day will be held on the 30th July at The Forum and the

- 4.3 Swimming NSW Target Squad Meet was held on the 13th & 14th August at Ryde Aquatic Centre. We had 24 JTS Squads swimmers participate in the weekend meet

5. Achievers Squad

- 5.1. Team Managers for Achievers Squad are Carmen Cleare and Andrew Wright

- 5.2. The Development Day was held on the 20th August at The Forum with approximately 80 swimmers participating. The Achievers Meet will be on the 8th October at SOPAC

6. Junior Establishment squad

6.1. 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.

7. 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.

Phillip Hawke

CVSA D/O Report – September 2016 - 10/9/16

1. **CVSA Development Squad 2016** - CVSA has concluded the 3rd Development Days on the 20th August . It was another successful day with the usual 4 streams being conducted. 1. Swimmer Development 2. Coaching Development 3. Parent Seminars with Technical components 4. Alternate Pathways (Coaching and Technical).

We had over 80 swimmers and around 40 parents in attendance and received some very positive feedback. Thanks to David Richards for presenting the technical information session. Like us on Face book - CVSA Coast and Valley Swimming Association

Thanks to the Forum Aquatic Centre and Newcastle Embroidery for sponsoring our squads and also everybody who has contributed to make these days such a success.

Senior Establishment Squad - Apparel has been received from Newcastle Embroidery and distributed to swimmers at the CVSA Gold day. Entries have also been submitted and confirming payment method. Team Manager is still awaiting Visa Debit card. Team Manger debrief to be done before the 18th September.

National A Squad - 24th/25th September 2016 - Knox Grammar

Achievers Meet - Saturday 8th October 2016

2. **Junior Dolphin Program** - There has been a change to the Junior Dolphin Program. Clubs will automatically opted in to the program. There will be a teleconference on the 15th September at 8pm should your club have any questions alternatively, you can contact myself jarrod.anthony@nsw.swimmig.org.au
3. **Team Manager & Meet Manager Training** –Sunday 23rd October at Edgeworth Bowling Club. ALL CVSA swim clubs are encouraged to have a representative(s) to attend both sessions. Please reply to swim.coastandvalley@gmail.com or jarrod.anthony@nsw.swimming.org.au as soon as possible to confirm your position.
4. **Hot Off the Blocks** - Is a weekly newsletter that will be issued every Friday by Swimming NSW to all clubs with the latest information. Please check your emails regularly but at least every Friday.
5. **Presenter and Assessor Training Course** - which will be held over the weekend of 15-16 October at Edgeworth Sport and Recreation Club.
6. **CVSA Golf Day** - Please see attached sponsor sheet. David Hinds to organise certificates for sponsors to be presented on the day
7. **Reminder - Membership and Registrations 2016/17** - It's important that all clubs have their club fees set up in ClubLANE no later than the **2nd September 2016**. Memberships open on the **5th September 2016**.

Membership fees for the 2016-17 membership season have been finalised and are as follows:

- Swimmer \$63 (\$25 Swimming Australia + \$38 Swimming NSW)
- Non-Swimmer \$19.50 (\$19.50 Swimming NSW)

8. **Working With Children Check Compliance Email** - Some clubs may have received a compliance email from the Office of the Children's Guardian. If you haven't received this email, thank you for ensuring your WWCC compliance is in good standing. For those clubs that did receive an email we understand the call to action and terminology may have been confusing.

Terminology

"Employer" - The Office of the Children's Guardian classifies all organisations that engage volunteers or paid workers to provide a service to children as "Employers" – this includes clubs.

"Workers" – anyone who engages with children under the age of 18 in either a volunteer or paid capacity.

Swimming NSW's guidelines

As part of our ongoing commitment to the safety, welfare and wellbeing of children, Swimming NSW recommends ALL workers undertake the new Working with Children Check (WWCC) process.

Why did I get an email from the Office of the Children's Guardian?

If your club has implemented our guidelines to the full extent and all workers have WWCC numbers, but your club has not yet registered as an employer, you will need to follow the registration instructions in the "WWCC compliance" email. Registering will allow you to verify the WWCC status of your club workers which is an essential part of creating a child-safe environment.

NSW legislation

Under NSW legislation, please note there are exemptions for some categories of volunteers under the Child Protection (Working with Children) Regulation 2013. They are:



- *Children (under the age of 18)*
- *Volunteering by a parent or close relative with a team, program or other activity in which the child usually participates or is a team member; except where the work is part of a formal mentoring program or involves personal care of children with a disability. (Part 4, Clause 20)*
- *Clubs or other bodies providing services for children if the work is work as a referee, umpire, linesperson or otherwise as a sporting official or a grounds person, and the work does not ordinarily involve contact with children for extended periods without other adults being present. (part 2)*

If you have any questions about your club's compliance requirements you can contact the Office of the Children's Guardian (02 9286 7749) or Swimming NSW (02 9763 5833).

Jarrold Anthony
SNSW Development Officer

PUBLICITY REPORT SEPTEMBER, 2016 MEETING

Emails were sent to the following Clubs who were/are conducting their Swim Meets requesting information on their Technical Officials attending those meets :

-  KPD (Development and Qualifying Meets)
 -  Mingara (2 day Qualifying Meet)
- and replies were received from both Clubs.

The Peninsula News published photos and a report "Pirates Swim In Great Results on the 5th September regarding the results of the Woy Woy Swimmers who attended the NSW State Age Short Course Swimming Championships held at SOPAC 26-28th August, 2016.

Michele Burley-Jones
Publicity Officer/Liaison Officer
C&VSA
14th September, 2016