

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

Edgeworth Sport & Recreation Club Tuesday, 21 February, 2017

Meeting opened at 7.00pm with David Richards presiding.

1. ATTENDANCE

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

- 2. APOLOGIES:** Norm Roberts, David Hinds, Michelle Gross, Suzy Scaron. Moved Ian Johnson 2nd Michele Burley-Jones that apologies be accepted. Carried.
- 3. CONFIRMATION** - Minutes of previous meeting: Minutes of previous meeting: Moved Russell Wugh 2nd Phillip Hawke that the minutes of the previous meeting are a true and correct copy. Carried
- 4. BUSINESS ARISING** from the minutes
- 4.1. Website access re-establishment request for Michelle Gross and Jenny Schwetz has been sent to Swimming Australia. New access has been sent to Administrators
 - 4.2. Information Guide due for review –all co-ordinators have completed –deadline April meeting.
 - 4.3. 2016 Area Development report & 2017 Plan has been submitted to SNSW
 - 4.4. SAL Safe Sport Framework implementation - Organised for Sarah Koen (SNSW) to present at Area Forum
- 5. CORRESPONDENCE:**
- 5.1. INWARDS
- 5.1.1. Email-Michelle Johnson: e-newsletter
 - 5.1.2. Email-Kelly's Party Hire: Quotation for equipment hire-Country Regional/Speedo-Development meets
 - 5.1.3. Email-Michelle Kelly: e-newsletter
 - 5.1.4. Email-Newcastle Embroidery: Statement-fwd: Treasurer
 - 5.1.5. Email-Ryan Strickland: Updated pricing-Country Regionals
 - 5.1.6. Email-Mark Jones: Misplaced cheque
 - 5.1.7. Email-Saxby's Coaches: Quotation for coach hire-Jr Establishment
 - 5.1.8. Email-Michelle Johnson: e-newsletter
 - 5.1.9. Email-Petula Wright: website access
 - 5.1.10. Email-PR Designs: Quotation-Swim caps
 - 5.1.11. Email-Sarah Koen: Presenter SAL Safe Sport Framework
 - 5.1.12. Email-Cecilia Nguyen: Reminder-Development report & 2017 development plan
 - 5.1.13. Email-Greg Skinner: Copy of Referee Report-Country Regional-fwd: Technical Committee
 - 5.1.14. Email-Newcastle Embroidery: Statement
 - 5.1.15. Email-Michelle Johnson: e-newsletter
 - 5.1.16. Email-Shannon Smith: Winter Sprint Series-fwd: Registrar
 - 5.1.17. Email-Kennards Hire: Invoice
 - 5.1.18. Email-Kelly's Party Hire: overdue invoice
 - 5.1.19. Email-Steve Carter: Uncollected medal-Country Regional-fwd: Swimming NSW

- 5.1.20. Email-Deb Jones: Request for refund of entry fees Speedo/Development meet for Ash Jones-fwd: Registrar
- 5.1.21. Email-Krystina Teague: Weather conditions for Raymond Terrace swim meet-fwd: Raymond Terrace SC
- 5.1.22. Email-Hunter SC: weather conditions for Raymond Terrace swim meet-fwd: Raymond Terrace SC
- 5.1.23. Email-Michelle Johnson: e-newsletter
- 5.1.24. Email-Raymond Terrace SC- Meet will proceed as scheduled-fwd: Krystina Teague, Hunter SC
- 5.1.25. Email-Amanda Ferguson: WWI SC membership-fwd: WWI
- 5.1.26. Email-Josh Karp: medal for Justine Carter
- 5.1.27. Email-Naomi Morgan: uncollected medal-Speedo/Development meet-fwd: Registrar
- 5.1.28. Email-Newcastle Embroidery: payment for shirt for Greg Skinner
- 5.1.29. Email-KPD: Lost cheques-fwd: Treasurer
- 5.1.30. Email (Russell Waugh)-Fean's Sight & Sound: Invoice
- 5.1.31. Email-Anthony Burling: Starting blocks, chairs, fees and charges under review

5.2. OUTWARDS

- 5.2.1. Email-Peninsular Leisure Centre: Stability issues with Starting platforms
- 5.2.2. Email-Michelle Johnson: website access
- 5.2.3. Email-Petula Wright (SAL): website access
- 5.2.4. Email (Narelle Murphy)-PR Designs; pricing for swim caps
- 5.2.5. Email-Mark Heathcote: Request for presenter SAL Safe Sport Framework
- 5.2.6. Email-Central Coast Council: Review of expiring PLC Agreement
- 5.2.7. Email-Amanda Ferguson: WWI membership
- 5.2.8. Email-KPD: Lost cheques
- 5.2.9. Email-Shannon Smith: Winter Sprint Series
- 5.2.10. Email-Mark Heathcote: Country Regional Final Invoice and Meet Director's report

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. Approved Emily Jones- request for replacement by EFT Deposit
- 5.3.2. Sarah Koen (SNSW) has confirmed that she will be available to present SAL Safe Sport Framework at CVSA Forum.
- 5.3.3. Kelly's Party Hire- invoice paid?- Treasurer to advise/remit payment
- 5.3.4. Approved EFT Payment to KPD- replacement for lost cheques-Treasurer to remit payment
- 5.3.5. Medal for Emelia Morgan-Speedo/Development meet-Russell Waugh to follow up
- 5.3.6. Narelle Murphy advises that Greg Skinner paid for his TO shirt personally and this has been confirmed with Newcastle Embroidery
- 5.3.7. Winter Sprint Series will not be run this year by CVSA
- 5.3.8. Reimbursement-Ash Jones-Speedo Development meet
- 5.3.9. PLC blocks are currently being inspected by Council contractor
- 5.3.10. PLC fees and charges are currently under review by Central Coast Council

6. REPORTS:

6.1. **Treasurer** – Suzy Scaron

Report tabled-copy attached.

- 6.1.1. Transfer funds to debit card – current balance is \$171.46
Moved Ian Johnson 2nd Michele Burley-Jones that \$1500 be transferred to Debit card account. Treasurer to organise.

6.1.2. Accounts approved for Payment

Officeworks	Stationery	\$15.25
Woolworths	Batteries	\$8.99
Supreme Rubber Stamps	Stamp	\$58.00
Officeworks	Receipt books	\$9.92
Officeworks	Program printing-Country Regional	\$724.95
Feans Sight & Sound	Hire sound system-Country Regional	\$220.00
Kelly's Party Hire	Equipment Hire-Country Regional	\$1535.60
Charlestown SC	Share-Program sales	\$233.00
Lake Macquarie City Council	Pool hire-Country Regional	\$3560.00
Katelyn Flanagan	Speedo refund-Duplicate entry	\$24.00
Jake Herring	Speedo refund-Duplicate entry	\$42.00
Hannah Hodgetts	Speedo refund-Duplicate entry	\$24.00
Violet Williams	Speedo refund-Duplicate entry	\$42.00
Jesse Hudson	Speedo refund-Incorrect event	\$12.00
Hannah Mounter	Speedo refund- Incorrect event	\$6.00
Ben Shearer	Speedo refund-Withdraw event	\$36.00
Evie Bailey	Speedo refund-Withdraw event	\$16.00
Officeworks	Program printing-Speedo/Dev meet	\$179.17
Swimming NSW	Speedo entries & apparel	\$1890.00
Kennards Hire	Speedo/Dev meet Equipment hire	\$460.00
Russell Waugh	Reimbursement-Feans Sight & Sound-Speedo/Dev meet	\$140.00
Ash Jones	Refund entry fees-Speedo/Dev meet	\$48.00

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

- 6.2.1. Thank you to officials & volunteers that have worked at Country Regional at Charlestown & Speedo sprint heats at Singleton.
- 6.2.2. The Speedo finals team has been placed on CVSA website.
- 6.2.3. CVSA Winter Championships are on the website.
- 6.2.4. Report on the direction of SNSW competition meeting. verbal

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

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

- 6.3.1. Achievers' squad report tabled-copy attached

- 6.3.2. 2016 Development report & 2017 Development plan have been submitted to SNSW
- 6.3.3. JES – recommend Singleton bus be booked for 3 March-Cost \$1298. Moved Phillip Hawke 2nd Ian Johnson. Carried.
- 6.3.4. Approve JES Coach-Melisa Geale. Moved Phillip Hawke 2nd Russell Waugh. Carried.
- 6.3.5. Approve JES Team Manager-Narelle Murphy. Moved Phillip Hawke 2nd Ian Johnson. Carried.
- 6.3.6. Letter to be sent to Jr Establishment team: Pick up time and place.

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

6.4. **ATSC Convenor** – Norm Roberts

- 6.4.1. Technical Officials dinner invitations have been sent out.

6.5. **Property Officer**- Ian Johnson

No report

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

Report tabled-copy attached

Moved Michele Burley-Jones 2nd Phillip Hawke that report be accepted. Carried.

6.7. **Web Administrator** –Michelle Gross

- 6.7.1. Website was updated with club changes as requested by Michele.
- 6.7.2. Dec & Jan minutes are now online.

7. GENERAL BUSINESS:

- 7.1. Wyong Special Meeting- report tabled.
- 7.2. Toner Cartridge- \$62.68 to be billed to SNSW as it was a replacement for the spare printer we had to use at Nelson Bay swim meet.
- 7.3. Meet Director's report Country Regional Meet tabled-copy attached
- 7.4. Forum Agenda-tabled

- 7.5. Constitution revision – draft circulated to Committee. Moved Russell Waugh that "Registrar" be replaced by "Competition Co-ordinator" 2nd Ian Johnson. Carried.
- 7.6. No applications for Coach Scholarship were received by the closing date.

8. MEETING CLOSED

9. NEXT MEETING: 21st March, 2017

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

COAST AND VALLEY TREASURERS REPORT

December 2016

Forward		\$43,357.29
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Interest	\$0.00	
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SAL		
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	4,228.00	
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Hosting Grant		
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	1,000.00	
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	<u>\$5,228.00</u>	
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		<u>\$5,228.00</u>
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		\$48,585.29
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Less

Expenses

300733	Julie Scott - CVSA Refund	\$20.00	
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300731	Jayne Day - CVSA Refund	\$20.00	
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300728	Emily Ingram - CVSA Refund	\$20.00	
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300746	Purnell Trophies	\$7,035.00	
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300737	Pia Farmilo - CVSA Refund	\$50.00	
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300741	Karen Stanley - CVSA Refund	\$20.00	
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300745	Jodi McLoughlin - CVSA Refund	\$20.00	
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300740	Jenny Kwon - CVSA Refund	\$20.00	
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	<u>\$7,205.00</u>	
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		\$7,205.00
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		<u>\$41,380.29</u>
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BALANCE AS PER STATEMENT NO 89

Unpresented Cheques

300543	KPD	298.00	
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300597	Belinda Boon	30.00	
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300614	Leslee Taylor	\$20.00	
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300653	Sonny Hinwood (refund TO dinner)	\$70.00	
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300687	Sandra Dimmock	\$20.00	
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300723	KPD Catering	\$800.00	
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300729	John Elliott - CVSA Refund	\$20.00	
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300730	Mark Breasley - CVSA Refund	\$20.00	
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300732	Lindsay Davis - CVSA Refund	\$20.00	
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300734	Ian Jeffrey - CVSA Refund	\$40.00	
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300735	William Gearing - CVSA Refund	\$20.00	
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300738	Trevor Hamilton - CVSA Refund	\$62.00	
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300742	KPD Program Sales - Championships	\$280.00	
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300743	Emily Jones - Swimmer of the meet	\$150.00	
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300747	Kellys Party Hire	\$349.40	
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	Swimming NSW - Area Dev	
300748	Contribution	\$1,600.00
	Swimming NSW - Nation A's	
300749	Accom/Meals	\$3,306.50

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 29/12/2016	10.65	
Balance as per Statement 71		\$18,537.39

Debit Card

Opening Balance 28.11.2016	\$2,110.73
09.12.2016 Office works	\$19.00
12.12.2016 Belflora Broadmeadow	\$82.00
30.12.2016 Interest Paid	\$0.69
Balance 30.12.2016	\$1,910.42

CASH TO BE BANKED

ACCOUNTS TO BE PAID

PLC - Invoice not received yet

COAST AND VALLEY TREASURERS REPORT

January 2017

Forward		\$41,380.29
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Interest	\$7.57	
SAL	2,916.00	
Entries	245.00	
	<u>\$3,168.57</u>	<u>\$3,168.57</u>
		\$44,548.86

Less

Expenses

300730	Mark Breasley - CVSA Refund	\$20.00	
300748	Swimming NSW - Area Dev Contribution	\$1,600.00	
300749	Swimming NSW - Nation A's Accom/Meals	\$3,306.50	
300747	Kellys Party Hire	\$349.40	
		<u>\$5,275.90</u>	\$5,275.90
			<u>\$39,272.96</u>

BALANCE AS PER STATEMENT NO 90

Unpresented Cheques

300543	KPD	298.00	
300597	Belinda Boon	30.00	
300614	Leslee Taylor	\$20.00	
300653	Sonny Hinwood (refund TO dinner)	\$70.00	
300687	Sandra Dimmock	\$20.00	
300723	KPD Catering	\$800.00	
300729	John Elliott - CVSA Refund	\$20.00	
300732	Lindsay Davis - CVSA Refund	\$20.00	
300734	Ian Jeffrey - CVSA Refund	\$40.00	
300735	William Gearing - CVSA Refund	\$20.00	
300738	Trevor Hamilton - CVSA Refund	\$62.00	
300742	KPD Program Sales - Championships	\$280.00	
300743	Emily Jones - Swimmer of the meet	\$150.00	
300750	Newcastle Embroidery	\$35.00	
300751	SNSW Hire Equipment	\$290.00	
300752	Central Coast Council - PLC Hire	\$8,000.00	
300753	LMC - Hire NSW Regionals	\$3,560.00	
300754	Charlestown Swimming Club - Programs	\$233.00	

Term Deposits

Due 16/07/2017 for 12 months @2.450%	\$10,975.33
Due 13/07/2017 for 12 months @2.450%	\$25,903.43
Due 3/12/2017 for 12 months @ 2.7%	\$21,198.81

Cash Reserve

Interest 27/01/2017	10.66	
Balance as per Statement 72		\$18,548.05

Debit Card

Opening Balance 30/12/2016	\$1,910.42	
20.01.2017 Office Works (Programs)	\$9.92	
23.01.2017 Supreme Rubber	\$58.00	
27.01.2017 Office Works (Programs)	\$724.95	
30.01.2017 Petrol	\$8.99	
30.01.2017 Office works	\$15.25	
Balance 30.01.2017	\$873.31	

CASH TO BE BANKED

NSW Country Regionals Program Sales	\$1,167.00
Speedo Sprint Merchandise	\$1,397.00
Program Sales Dev/Speedo Sprint	\$655.05

ACCOUNTS TO BE PAID

Charlestown Swimming Club - Catering Country Champs	Not Received
Singleton Swimming Club - Catering Dev/Speedo	Not Received
Russell Waugh PA Hire Dev/Speedo Sprint	\$140.00

2016 C & V Achiever Development Squad Team Managers Report

The 2016 Achiever development squad was a great success. This year there was a slight change of focus with only one development day at the Forum at Newcastle University with the Achievers meet at SOPAC with 84 eligible swimmers and 2 guests being sent invitations to attend.

The Development day at the Forum I would have to say was a great success. We received nothing but positive feedback that it was an enjoyable and informative day for both the children participating and the parents that stayed for the parent sessions. I'm looking forward to see how many new officials we might get out of this year's group. The coaching staff was also fantastic. I also received more positive feedback about how engaging they were with the kids and how it was noticed that some kids that couldn't complete the pool sessions were still included in the session or encouraged to sit in a position where they could still watch and listen to what was going on.

The SOPAC meet was a bit challenging. It was the first year that we did not use a bus for a variety of reasons and this made communicating with the swimmers difficult. Despite parents being asked prior to meet to allow the kids to sit together as a team this fell on deaf ears so swimmers were mixed in with parents everywhere. We tried to rectify this position but were unsuccessful, further adding to the difficulty in communicating with the swimmers. Communication requirements became even more important when the main scoreboard wasn't working, meaning that it was hard to work out what event numbers were up to for about the first hour of the meet. Sam was the coach for the day and although he was excellent with the kids that spoke to him a lot of kids never spoke to him either before or after their events.

All that being said, the swimmers performed exceptionally well, achieving numerous PB's and medals throughout the day. The swimmers represented CVSA, their clubs, themselves and their families well during the day and they should be congratulated for that. After all the forms were submitted and the scoreboard started working the rest of the day ran smoothly and we all had a good time. We did have some small problems towards the end of the day as some parents just took the children and left without letting anyone know, which was quite frustrating.

My recommendation for next year would be that we look at using the bus again even if it just for one way as this would, I believe, rectify most of the problems encountered on the day. Personally I found being the Achiever Squad Team Manager to be an enjoyable experience and hope to be invited to be involved again next year.

Sincerely

Andrew Wright

PUBLICITY REPORT FEBRUARY, 2017 MEETING

Emails were sent to the following Clubs requesting information on their Technical Officials who would be able to officiate at their forthcoming Swim Meets and if they were requiring assistance, was able to assist with further officials, etc., and replies were received.

- 🌈 Nelson Bay S C – Due to various people being involved regarding the “asking” of Technical Officials there was quite a mix up on Friday Night – but it was resolved on the night. Many emails were sent out and received but the information from one member to others was not relayed over consequently apologies were not received.
- 🌈 Raymond Terrace ASC – Information received very satisfactorily with a full panel of Technical Officials.

MEDIA PRINT

22 nd Jun 2016	The Singleton Argus	Summer swim season wrap
20 th Jul 2016	The Singleton Argus	Medals won, records broken
27 th Jul 2016	Cessnock Advertiser	Cessnock Swimming Club
07 th Sep 2016	The Singleton Argus	State success for Singleton swimmers
08 th Sep 2016	Newcastle Herald	Elliott chases her own golden moment in Rio
13 th Sep 2016	Newcastle Herald	Golden Dedication Maddi honours late friend
14 th Sep 2016	The Singleton Argus	New President keen to be involved in kids sport
17 th Sept 2016	Newcastle Herald	Double Medal dash for Hunter teen due in Rio
23 rd Sept 2016	The Maitland Mercury	She's our Superstar Humble Champion Swimmers ready to splash in for summer
	Newcastle Herald	Victory Lap There's no place like home
09 th Nov 2016	The Singleton Argus	Swimmers in fine form at recent competitions
16 th Nov 2016	The Singleton Argus	New Club Captains to lead the way
30 th Nov 2016	The Singleton Argus	Friday night results: SASC Dynamic duo scoop the pool at national meet: SSA Darwin a happy hunting ground
07 th Dec 2016	The Singleton Argus	Medal haul at summer coast and valley meet
09 th Dec 2016	Newcastle Herald	Elliott receives prized Paralympic award

Michele Burley-Jones
Publicity Officer/Liaison Officer
C&VSA
4th February, 2017

2017 Swimming NSW

Country Regional Meet, Charlestown

Meet Director's Report

Coast and Valley Swimming Association (CVSA) played host to one of three NSW Country Regional meets held over the weekend of 28-29 January 2017. CVSA were assisted in hosting the meet by Charlestown Swimming Club who provided additional shade structures for Technical Officials.

The weather was variable over the two days with a cool change moving through on Sunday morning, however the temperatures went in the 30's in the afternoons and conditions for swimming were good.

The official opening of the event was by Mayor, and Lake Macquarie City Councillor, Kay Francis, and was also attended by Swimming NSW Board Director - Janelle Barnett, North Coast Development Officer - Lyn Connell, and representatives of the Technical Swimming Committee Graeme Field and Graham Taylor.

The venue at Charlestown Swim Centre was a success with large grassed areas and trees providing a good level of shade for competitors and allowing a large number of shade tents to be erected providing spectators to freely observe the action. The lanes hired in the 25m pool provided good conditions for all competitors to warm-up or cool-down.

There were 420 swimmers (2593 individual entries) from 55 clubs across the state. The large number of competitors and the timeline for the event meant that Technical Officials worked through the program on Saturday to enable a timely completion to remove the potential for additional pool hire fees. Sunday's program was similarly tight with completion a necessity to allow competitors to journey home, as a majority of schools commenced the following day. To that end, a decision was made by CVSA management committee to not stop for medal presentations.

The competition was of a high standard with many swimmers setting personnel best times over the weekend. A highlight of the meet was a provisional all comers record for the 800 meters by Zayne Morphew-Watson from the Nelson Bay Club.

A thank you is extended to those Technical Officials who nominated to officiate at the meet, for without their input the meet would not have been such a success.

On behalf of Coast and Valley Swimming Association, I'd like to thank Swimming NSW for selecting and supporting our Area in hosting a 2017 NSW Country Regional meet and once again thank the Charlestown Swimming Club for all of their hard work in making this so successful.

STATEMENT OF RECEIPTS AND EXPENDITURE

Country Regional

Expenses

Printing	\$724.95
ETE Hire	
Apparel	
Equipment hire	\$1,535.60
	\$220.00
Catering	\$625.00
Pool hire	\$3,560.00

Income

Entry Fees	
SNSW Grant	\$2,000.00
Apparel	
Program sales	\$1,165.00

Host club program share	\$233.00	
Misc-please specify	\$8.99	Batteries

\$6,907.54

\$3,165.00

David Richards

CVSA Vice - President

Meet Director