

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

**Edgeworth Sport & Recreation Club
Tuesday, 21 March, 2017**

1. ATTENDANCE

David Hinds	David Richards	Jenny Schwetz	Michelle Gross	Russell Waugh
Ian Johnson	Norm Roberts	Phillip Hawke	Michele Burley-Jones	
SNSW Development Officer-Liza Thomas				

2. APOLOGIES: Nil

CONFIRMATION - Minutes of previous meeting: Moved David Richards 2nd Ian Johnson that the minutes of the previous meeting are a true and correct copy. Carried

3. BUSINESS ARISING from the minutes

- 3.1. Information Guide due for review –all co-ordinators have completed –deadline April meeting
- 3.2. Draft Constitution-moved Ian Johnson 2nd Michele Burley-Jones that constitution be approved and recommended to delegates at June AGM. Carried.
- 3.3. Moved Ian Johnson 2nd Michele Burley-Jones that clause regarding Working With Children be inserted into CVSA By-laws. Carried.

WORKING WITH CHILDREN.

A person must hold or be willing to obtain a valid Working With Children (WWC) number when nominating as a **Committee Member, Team Manager, Development Squad Coach, or accredited Technical Official.**

Nominations for the above roles cannot be accepted until this information has been provided, nor can the position be taken up until clearance has been verified.

The following information will be required:

Full Name

Date of Birth

WWC Number

Should a clearance be revoked at a later date, a person will no longer be eligible to hold a position as a Committee member, Technical Official, Team Manager or Development Squad Coach.

- 3.4. \$1500 has been transferred to debit card account.

- 3.5. Have Payments been sent for:
 - 3.5.1. Emily Jones- request for replacement by EFT Deposit
 - 3.5.2. Kelly's Party Hire
 - 3.5.3. EFT Payment to KPD
 - 3.5.4. Refund-Ash Jones
 - 3.5.5. Russell Waugh reimbursement
 - 3.5.6. Refund-Jemma Street

Moved Michele Burley-Jones that Standing Orders be suspended to allow the incoming SNSW Development Officer to be introduced. Carried.

Each Committee member briefly introduced themselves.

Liza has a background in Sports Management, her last position being with the Sports Commission. Liza is based on the Central Coast.

Moved Norm Roberts 2nd Michele Burley-Jones that Standing Orders be resumed

4. CORRESPONDENCE:

4.1. INWARDS

- 4.1.1. Australia Post: PO Box renewal
- 4.1.2. Email-Michelle Johnson: e-newsletter
- 4.1.3. Email-Josh Karp: Technical Swimming Committee newsletter
- 4.1.4. Email-Jane Howden: remove as contact for Gosford Stingrays SC
- 4.1.5. Email-Shannon Smith: Speedo Start List
- 4.1.6. Email-Elizabeth Braga: CVSA street address
- 4.1.7. Email-Robyn Brown (KPD): EFT replacement for lost cheques not received
- 4.1.8. Email-Michelle Johnson: e-newsletter
- 4.1.9. Email-Lotte Hansen: query re meet entries-fwd: Registrar
- 4.1.10. Email-Newcastle Embroidery: Invoice-fwd: Treasurer
- 4.1.11. Email-Sydney Olympic Park Authority: Invoice and receipt-fwd: Treasurer
- 4.1.12. Email-Michelle Johnson: e-newsletter
- 4.1.13. Email-Narelle Duggan: Request for copy of Financial Agreement
- 4.1.14. Email-Jacqui Pitkin: Financial membership-fwd: Nuswim SC
- 4.1.15. Email-Nuswim SC: Membership query
- 4.1.16. Email-Nuswim SC: Query re WWCC and Code of Conduct
- 4.1.17. Email-Stephanie Barattini: Club rule changes
- 4.1.18. Email-Jodie Reardon: Information re swim meets
- 4.1.19. Email-Suzy Scaron: Committee re-election
- 4.1.20. Email-Titans SC: Affiliation form
- 4.1.21. Email-Michelle Johnson: e-newsletter
- 4.1.22. Email-Kylie Garratt: Nil Claims declaration-National Insurance Program
- 4.1.23. Email-Kirstin Street: Refund for Jemma Street still to be received-fwd: Treasurer
- 4.1.24. Email-Mark Heathcote: Swimming NSW 2017/18 Dates
- 4.1.25. Saxby's: Invoice-fwd: Treasurer
- 4.1.26. Email-Narelle Duggan: Development Update
- 4.1.27. Email-Central Newcastle SC: Application to host 2017 summer C/ships-fwd: Registrar
- 4.1.28. Email-Central Newcastle SC: Application to host 2017 Speedo/Development meet-fwd: Registrar

- 4.1.29. Email-Chris Dale: Confirmation of Sponsorship and dates- Development Squads
- 4.1.30. Ian Johnson: Not standing for re-election at AGM
- 4.1.31. Email-PR Designs: Invoice
- 4.1.32. Email-KPD SC: Application to host winter c/ships
- 4.1.33. Email KPD SC: Application to host summer c/ships

4.2. OUTWARDS

- 4.2.1. Email-Swimming NSW: Invoice-printer cartridge
- 4.2.2. Email-Swimming NSW: ETE Hire booking- SC Championships
- 4.2.3. Email-Jodie (Edgeworth Sport & Rec Club): Invitation-Annual dinner
- 4.2.4. Email-David Earl (Newcastle Embroidery): Invitation-Annual dinner
- 4.2.5. Email-Narelle Duggan: Copy of Financial Agreement
- 4.2.6. Email-Stephanie Barattini: Club rule changes
- 4.2.7. Email-Jodie Reardon: Information on entering swim meets

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

4.3. **Business Arising from Correspondence:**

- 4.3.1. KPD have not received EFT payment for lost cheques
- 4.3.2. Suzy Scaron is not standing for re-election as Treasurer
- 4.3.3. Nil Claims Declaration-Insurance – Nil known.
- 4.3.4. Summer championships- host club application
- 4.3.5. Speedo/ Dev meet- host club application

5. **REPORTS:**

5.1. **Treasurer** – Suzy Scaron

No report.

5.1.1. Accounts approved for Payment

Australia Post	PO Box renewal	\$124.00
Newcastle Embroidery	Shirts-JES/Speedo finals	\$835.00
Saxby's Bus & Coach	Bus hire-JES	\$1298.00
PR Designs	Swim caps	\$1939.00

Moved David Richards 2nd Russell Waugh that accounts approved for payment. Carried

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

- 5.2.1. Summer Swim meet application form has been sent to clubs – due 1 June

- 5.2.2. Programs, TM entry files & online links from Macquarie Shores (for both meets), West Wallsend & Valley aquatic for their upcoming swim meets still to be received.
- 5.2.3. Speedo Finals report tabled-copy attached.
- 5.2.4. Competition information guide update-tabled

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

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

- 5.3.1. Forum Sponsorship and dates confirmed for Development Squads
- 5.3.2. Room/s to be booked for lectures – Phil Hawke to follow up.
- 5.3.3. Jr Establishment squad be limited to 9 years and over as 7 & 8 years olds are too young to undertake Basket carrying duties – for consideration at next Development Committee meeting
- 5.3.4. Development meet dates-2017
 - **Target Squad Meet** – 29th & 30th July at Woy Woy (PLC)
 - **National A's Weekend** – 23rd & 24th September at Bexley
 - **Achiever's Squad Meet** – 7th October at SOPAC

Moved Phillip Hawke 2nd David Richards that report be accepted. Carried.

Norm Roberts questioned whether flights and accommodation for Senior Establishment tour had been booked – Phillip Hawke advised that this will be done in the near future.

5.4. **ATSC Convenor** – Norm Roberts

- 5.4.1. Swimmers with plaster casts will NOT be permitted to swim at any swim meet, even if a medical certificate is provided.
- 5.4.2. Have advised SNSW that Convenor is unable to verify online accreditations.
- 5.4.3. Technical awards – approved.

Moved Norm Roberts 2nd Ina Johnson that report be approved. Carried.

5.5. **Property Officer-** Ian Johnson

Tendered notice of intention to not stand for re-election to the Management Committee or ATSC Standing Committee.

Stocktake of assets to be undertaken in readiness for handover.

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

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

Emails to and fro West Wallsend Indoor, with a great result of Technical Officials.

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

5.7. **Web Administrator** –Michelle Gross
No report

6. GENERAL BUSINESS:

- 6.1. Confirmed dates for Swimming NSW events:
 - 24th – 26th November 2017 – NSW Metropolitan Championships
 - December TBC – NSW Open Water Championships
 - 12th – 13th December 2017 – NSW State Age 10/U -12 Years Championships
 - 15th – 20th December 2017 – NSW State Age 13-18 Years Championships
 - 19th – 21st January 2018 – NSW State Open Championships
 - 27th - 28th January 2018 – NSW Country Regional Meets
 - 10th - 11th February 2018 – Speedo Sprint Series Heats
 - 23rd – 25th February 2018 – NSW Country Championships
 - 10th March 2018 – NSW National Prep Meet (subject to National Closing dates)
 - 11th March 2018 – Speedo Sprint Series Finals
- 6.2. Invitation to Patrons: 2017/18- for recommendation at 2017 AGM.
Mayors from: Maitland; Port Stephens; Singleton; Cessnock; Newcastle and Lake Macquarie Councils are Patrons. Moved David Richards 2nd Ian Johnson. Carried.
- 6.3. Accountant for preparation of financial statement – Suzy Scaron to advise/confirm.
- 6.4. Liza Thomas had been appointed as the Swimming NSW Development Officer for CVSA
- 6.5. MPIO Course is being held in May on the Central Coast – contact Liza Thomas for further details
- 6.6. Moved Russell Waugh 2nd Michelle Gross that Competition information be approved. Carried.

- 6.7. Valley Aquatic SC have concerns about officials for their swim meet. Moved Russell Waugh 2nd David Richards that a representative be invited to attend April meeting to address these concerns. Carried
- 6.8. Winter Championships host Club – Moved Russell Waugh 2nd Michelle Gross that Kincumber be approved. Carried
- 6.9. Summer Championships – moved Russell Waugh 2nd Michelle Gross that a tentative booking be made at PLC, depending on outcome of hire rates review by Central Coast Council. Carried.
- 6.10. Reviewed Expenditure and Income

7. MEETING CLOSED 8.20 pm

8. NEXT MEETING: Tuesday, 18th April, 2017-Edgeworth Sport & Recreation Club-7pm

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

SPEEDO FINALS

Thank you to Ben Xerri from KPD for being coach for the day. This was much appreciated.

The parents that did timekeeping thank you; some parents were a bit worried as they had never done this before, but they seemed to enjoy the experience & got a birds eye view of the action.

This meet is as much about having children experience SOPAC for the first time as it is winning medals or obtaining top ten finishes.

Congratulations to medal winners & top ten finishes.

Coast & Valley came sixth on the team point score behind the 4 Sydney areas & the ACT.

Individually CVSA swimmers won 1 Gold, 3 Silvers, 2 bronze & 23 top ten

Russell Waugh