

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

Edgeworth Sport & Recreation Club Tuesday, 16th May, 2017

1. ATTENDANCE

David Hinds David Richards Jenny Schwetz Michelle Gross Russell Waugh
Ian Johnson Phillip Hawke

2. **APOLOGIES:** Michele Burley-Jones, Liza Thomas, Norm Roberts, Suzy Scaron.
Moved Phillip Hawke, 2nd David Richards that apologies be accepted. Carried.

3. **CONFIRMATION** - Minutes of previous meeting: Moved David Richards 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. Recommendation: Registration fee for 2017/18 remain at \$4.00 per member
(excluding Life Members). Moved Russell Waugh 2nd David Richards. Carried.
- 4.2. Recommendation: Honorarium and meeting attendance for Management
Committee for 2017/18 remain:
- | | |
|---------------------|------------------------------|
| President | \$250.00 |
| Secretary: | \$250.00 |
| Treasurer: | \$250.00 |
| Meeting Attendance: | \$25.00 per meeting attended |

Moved Ian Johnson 2nd David Richards. Carried.

5. CORRESPONDENCE:

5.1. INWARDS

- 5.1.1. Cr Kay Fraser: Acceptance as Patron
- 5.1.2. Cr Peter Blackmore: Acceptance as Patron & donation
- 5.1.3. Email-Cr Bruce Mackenzie: Acceptance as Patron
- 5.1.4. Email-Michelle Johnson: eNewsletter
- 5.1.5. Email-Central Newcastle SC: Invitation to attend Presentation evening
- 5.1.6. Email-Ian Huddleston: Accommodation-Sr Establishment tour
- 5.1.7. Email-Ian Huddleston: Acceptance of booking-full payment required
- 5.1.8. Email-Susannah Williams- refund of entry fees LC-2016
- 5.1.9. Email-Charlestown SC: host club application
- 5.1.10. Email-Charlestown SC: Lane hire fees-fwd: Registrar
- 5.1.11. Email-Karen Lightfoot: Central Coast SportsFest –September 2017
- 5.1.12. Email-Clarencetown Comets: Swim meet application-fwd: Competition
Committee

- 5.1.13. Email-Liza Thomas: Coaches email address list
- 5.1.14. Email- Mark Heathcote: AGM Voting information
- 5.1.15. Email-Keegan McCauley (SNZ): Sr Establishment tour
- 5.1.16. Email-Kylie Garratt: Certificates of Currency available
- 5.1.17. Email-Josh Karp: EOI- Technical Swim Committee
- 5.1.18. Email-Mardi Love(Sport & Recreation): Campaign to improve Sideline behaviour-Central Coast
- 5.1.19. Email-Josh Karp: 2017 State Age workshop for Technical Officials
- 5.1.20. Email-Michelle Johnson: eNewsletter
- 5.1.21. Email-Macquarie shores SC: Request to run raffle/100 Club or host BBQ

5.2. OUTWARDS

- 5.2.1. Email-Ian Huddleston: accommodation enquiry-Sr Establishment Squad
- 5.2.2. Email-Ian Huddleston: confirmation of booking
- 5.2.3. Email-Charlestown SC: Confirmation of lane hire
- 5.2.4. Email-Liza Thomas: unable to provide address list
- 5.2.5. Email-Keegan McCauley: NZ tour and technical official
- 5.2.6. Singleton SC: TO Badge
- 5.2.7. Beresfield SC: TO Badge
- 5.2.8. Mingara SC: TO Badges

Moved Ian Johnson 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. Noted that this will be Peter Blackmore last year as Patron as he is not standing for re-election
- 5.3.2. David Hinds will attend Central Newcastle SC Presentation
- 5.3.3. Megan Williams- refund of entry fees has been overlooked. Move Russell Waugh 2nd David Richards that refund be approved. Carried.
- 5.3.4. Macquarie Shores SC: request for fundraising at winter championships for International Childrens Games (Lithuania).Moved Phillip Hawke 2nd Russell Waugh that we are unable to assist in this instance. Carried.

6. REPORTS:

6.1. **Treasurer** – Suzy Scaron

No report.

6.1.1. Accounts approved for Payment

IJ & LE Huddleston	Accommodation-Sr Est Tour	NZ\$3150.00
UoN	Room hire-deposit- Development	\$495.00
Megan Williams	Refund-entry fees- summer champs	\$56.00
Italk Travel	Flights/Car hire-Sr Est Squad	\$7497.93
Logan Heald	Refund-overpayment Dev Squad Fees	\$40.00
Pascal & Rafaellu Francisci	Refund-overpayment-Dev Squad Fees	\$80.00

Moved Ian Johnson 2nd Phillip Hawke that payments be approved. Carried.

- 6.2. **Competition Committee/Registrar** – Russell Waugh
- 6.2.1. Clubs are reminded when setting up their swim meet to allow 35/40 seconds between races and ensure that there is a half hour lunch break. Meet should be finished by 4pm
 - 6.2.2. Summer Championships – venue – PLC as this provides the best environment for our swimmers to achieve their best times. Moved Russell Waugh 2nd Ian Johnson. Carried.
 - 6.2.3. 2017 Dev/Speedo meet – venue – Lambton. Moved Russell Waugh 2nd Michelle Gross. Carried.
****Noted that date has been changed to 10th February, 2018****
 - 6.2.4. KPD meet finished at 4.30 pm with NO lunch break. Meet closed at 200 athletes
 - 6.2.5. Mingara meet- closed at 200 athletes

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

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

- 6.3.1. Approve coach presentation breakfast on Sunday am – July 16th
 - a) Mentor coach stay overnight (Tentative booking has been made at Ibis-Newcastle)
 - b) Professional Development day (16th July) at Ibis-Newcastle. Moved Phillip Hawke 2nd Ian Johnson. Carried.
- 6.3.2. Golf Day Fundraiser proposed date – 12th November at Tilligerry Golf Club. Moved PPhillip Hawke 2nd Ian Johnson. Carried.
- 6.3.3. Team Manager Applications have been sent out for Sr Establishment & Nat A Squads
- 6.3.4. Sr Establishment Squad members approved. Moved Phillip Hawke 2nd Russell Waugh. Carried.

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

6.4. **ATSC Convenor** – Norm Roberts

No report.

6.5. **Property Officer-** Ian Johnson

No report.

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

Emails to KPD re Officials for May swim meets.

Moved Michelle Gross 2nd David Richards that report be accepted. Carried.

6.7. **Web Administrator** –Michelle Gross

No report

6.8. **SNSW Development Officer for CVSA** – Liza Thomas

Report tabled-copy attached.

Moved Phillip Hawke 2nd David Richards that report be accepted – report to be edited prior to general publication. Carried.

7. GENERAL BUSINESS:

- 7.1. Application for Technical Official Scholarship has been sent out
- 7.2. Change to Constitution: Clause 7- Subscriptions & Fees
 - a) The funds of the Association are to be derived from annual memberships fees and such additional fees as decided ~~at a General Meeting of the Association~~ from time to time at a meeting of the Committee.
 - b) Fees including annual membership fees payable by Members) or any category of Members) to the Association, the basis of, time for and the manner of payment shall be decided at a ~~General meeting of the Association~~ meeting of the Committee.

Moved Ian Johnson 2nd David Richards. Carried

- 7.3. Any further agenda items for the Forum to be held after conclusion of AGM?

Topics so far are: **Information Guide – Review**
Safe Sport Framework

- 7.4. EOI for Meet Director for CVSA winter championships – nominations to be received by 5pm, 9th June.
- 7.5. Reminder for Technical Officials to be sent out.

8. MEETING CLOSED: 8.25pm

9. NEXT MEETING: Tuesday, 20th June, 2017-Edgeworth Sport & Rec Club-7pm

CHAIR: David Hinds

SECRETARY: Jenny Schwetz

CVSA D/O Report – May 2017

1. Correspondence from previous meeting:

- a. **Online Courses** – When the association receives an email indicating those members who have participated in the online courses, it is then up to the assessor to determine when they are ready to be assessed.

For example: The assessor can recommend that the member complete a certain amount of club nights mentoring someone prior to being assessed, or they complete some face to face training as well to ensure quality control.

Assessor will generally get a feel for when someone is ready to be assessed or they can recommend more training and mentoring.

- b. **Swim Mate** – only available for apple, but an android is being worked on for the future

- ### **2. Office of Sport can help with club governance**
- I had a meeting with Matt Sawyer the Development Officer for Sport and Recreation services at the Office of Sport on the central coast. Matt can help with club committee structure and questions. They run a course in 'running clubs'. Matt is happy to come to any club in the area and sit in on the committee to answer specific club governance questions. Can also offer support in the areas of working with children information and information on applying for grants, and what grants are available.

I have also spoken with Hamish Neal (Hunter rep) since speaking with Matt and he is also more than happy to offer the same service to Hunter clubs.

It might be worth recommending this to clubs who have a new committee, to help them get set up. Matt (on central coast) & Hamish Neal (Hunter) could come and speak with the committees to ensure they understand governance and address any specific questions.

- ### **3. MPIO**
- Clubs can contact me for available dates for Member Protection Information Officer (MPIO) courses. All clubs have been sent the courses running in May. Two ran in the Hunter last week and the next one is at Ourimbah on Monday May 22nd (6-9pm).
- ### **4. Running small club forums**
- I am looking at organising a few small club forums in the coast and valley area, to get clubs talking about how they run their clubs. I think this will be good for sharing ideas and empowering the clubs. I'll be asking 2 interested club members to attend? I will look to run these in June/July. I will let the CVSA know when dates are set as I'd like to encourage as many clubs to attend as possible, particularly the clubs that are struggling at the moment and need new ideas.
- ### **5. Clubs asking for help**
- I have had a few clubs I've been helping this month as they are currently having trouble:
- ### **6. Fair Trading Reporting & Club Constitutions**
- I contacted the Dept of Fair trading in regard to clubs reporting their annual reports and also to find out what Constitutions were lodged with the

department. Of the 40 clubs I had 21 clubs with outstanding FYE, some who haven't submitted some as far back as 2010 and some that were just waiting to submit their report after their current AGM. The clubs with previous years outstanding could face some hefty fines if they don't keep them up to date with the department. Of the 43 clubs 34 clubs have outdated constitutions. SNSW has issued a new model constitution that all clubs can easily adopt if their constitution is older than 2011 and does not incorporate the recent changes to the Incorporations Act and also the adoption of the SAL Safe Sport Framework. I have sent this to all clubs. For clubs that have updated their constitution recently and don't want to start from scratch I have sent a one page amendment to easily adjust their current constitution. The office of Fair Trading will waive the fees to update club constitutions until 1st Sept 2017 in an attempt to give clubs a chance to update them. If any clubs enquire about this then please forward them onto me, and I will endeavour to help them.

7. **Showcasing good clubs** – Swimming Australia wishes to showcase some examples of clubs that are running really well or have done something different to help participation or other areas of club development. If you know of any clubs in our region then please email me their details and I'll follow up with them.
8. **2017/18 Affiliation reminder** - It's important that all clubs check and update their clubs and committee contact information in ClubLANE which is part of the affiliation process.

Clubs that have not paid their affiliation fee for 2017/18 are no longer covered by SNSW insurer (as of 1 May). Clubs can pay their invoice to resume their cover.

Liza Thomas

SNSW Development Officer