

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

## Edgeworth Sport & Recreation Club Tuesday, 15<sup>th</sup> August, 2017

Meeting opened at 6.53pm with Norm Roberts presiding.

### 1. ATTENDANCE

Norm Roberts	David Richards	Jenny Schwetz	Michelle Gross	Russell Waugh
Jacki Mackintosh	Jacqui Currey	Ben Booth	Michele Burley-Jones	
Liza Thomas	SNSW Development Officer			

2. **APOLOGIES:** Phillip Hawke.  
Moved Jacqui Currey 2<sup>nd</sup> David Richards that apology be accepted. Carried.

3. **CONFIRMATION** - Minutes of previous meeting: Moved David Richards 2<sup>nd</sup> Ben Booth that the minutes of the previous meeting are a true and correct copy. Carried

4. **BUSINESS ARISING** from the minutes
- 4.1. Area 2018 Technical Dinner- Date confirmed-Saturday 24<sup>th</sup> March, 2018-Venue booked and deposit paid.
  - 4.2. Conflict of Interest Policy-copy attached. Moved Jacqui Currey 2<sup>nd</sup> David Richards that policy be approved. Carried.
  - 4.3. Account signatories - pending
  - 4.4. Term loans renewed. Michelle Gross to follow up.

### 5. CORRESPONDENCE:

#### 5.1. INWARDS

- 5.1.1. Email-Kelly Wicks: Availability of Development meets for QT for 400m -fwd: Competition Co-ordinator
- 5.1.2. Email-Electorate Office Terrigal: Stronger Communities Funding
- 5.1.3. Email-Valley Aquatic SC: List of Technical Officials-fwd: Michele Burley-Jones
- 5.1.4. Email-Hunter SC: Race Secretary email address
- 5.1.5. Email-Narelle Duggan: Reminder-Development Co-ordinators meeting
- 5.1.6. Email-George Brown: Thank you for flowers
- 5.1.7. Email-Liza Thomas: Response to email from Kelly Wicks-fwd: Competition Co-ordinator
- 5.1.8. Email-Newcastle University: Invoice-fwd-Treasurer
- 5.1.9. Email-Narelle Duggan: Target Squad Start List and Timeline
- 5.1.10. Email-Michelle Johnson: e-newsletter
- 5.1.11. Email-KPD: Change of email address
- 5.1.12. Email-Mitchell Small: Apology-fwd: Development Co-ordinator
- 5.1.13. Email-Narelle Duggan: Minutes-Area Development Convenors' Workshop-fwd: Management/Development Committees
- 5.1.14. Email: Vanessa Bamford: Joining CVSA

- 5.1.15. Email-Sharks SC: Affiliation form
- 5.1.16. Email-Branxton-Greta SC: Affiliation form & request for listing to be updated
- 5.1.17. Email-Mark Heathcote: Area Presidents' Catch Up Follow Up-fwd: Management Committee
- 5.1.18. Email-Dept Fair Trading: Changes to CVSA Constitution have been registered
- 5.1.19. Email-Mark Heathcote: Error in Presentation-fwd: Management
- 5.1.20. Email-Michelle Johnson: e-newsletter
- 5.1.21. Email-Kylie Garratt: Membership Fee Announcement
- 5.1.22. Email-John Hart: Accreditation-Jacqui Currey- Meet Manager
- 5.1.23. Email-Office of Sport: Personal & team development
- 5.1.24. Email-Jodi McLoughlin: Membership fees
- 5.1.25. Email-Office of Sport Central Coast: e-News
- 5.1.26. Westpac: Term Loan Renewal Advice
- 5.1.27. Westpac: Term Loan Renewal Advice
- 5.1.28. Cr Nuatali Nemles: Patron
- 5.1.29. KLM Accountants: Financial Statements & Invoice
- 5.1.30. Email-Swimming NSW: Lakeside SC request for affiliation
- 5.1.31. Email-Mark Heathcote: Presidents' Meeting-agenda items
- 5.1.32. Email-Mark Heathcote: Rationale for Lakeside SC
- 5.1.33. Email-Josh Karp: Technical newsletter
- 5.1.34. Email-Michelle Johnson: e-newsletter
- 5.1.35. Email-Lakeside SC: Rationale, reasoning & explanation for establishment of Lakeside SC
- 5.1.36. Email-Blinda Francis-Smith: EOI Technical Committee
- 5.1.37. Email-Raymond Terrace SC: new club secretary details
- 5.1.38. Email-Electorate Office Terrigal: Sports Infrastructure Funding for Central Coast

## 5.2. OUTWARDS

- 5.2.1. Email-Kelly Wicks/Liza Thomas: Development Meets for QT for 400m-cc Competition Co-ordinator
- 5.2.2. Email-Vanessa Bamford: Joining CVSA
- 5.2.3. Email: Branxton-Greta SC: Listing update
- 5.2.4. Email-Jodi McLoughlin: Membership fees
- 5.2.5. Email-Mark Heathcote (SNSW): Lakeside SC application

Moved Michele Burley-Jones 2<sup>nd</sup> Ben Booth that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried

## 5.3. **Business Arising from Correspondence:**

- 5.3.1. Affiliation request-Lakeside SC (Raymond Terrace). Rationale tabled.

David Richards declared a conflict of interest. David was permitted to speak on the matter, but did not vote on any motion.

### 5.3.1.1. New Club Admission Criteria (SNSW)-in part:

- (i) *Any application must include a rationale for the creation of the club which is acceptable to the Board*

- (ii) *More favourable consideration may be given to the application if the proposed members of a new club are new members rather than transferring members*
- (iii) *It is preferable that a "one pool, one club" situation apply.*

Moved Russell Waugh 2<sup>nd</sup> Michele Burley-Jones that CVSA recommend that the application for affiliation to Swimming New South Wales by Lakeside Swimming Club be denied and a letter outlining reasons be sent to Swimming NSW, Raymond Terrace ASC & Lakeside SC. Carried.

- 5.3.2. Area Development Convenors Workshop- presentation and minutes. Development Committee meeting with Narelle Duggan to be organised- date to be confirmed.
- 5.3.3. Presidents' Catch up meeting-Competition review policy- Norm Roberts requested that comments be received by the Secretary by COB - 11 September.
- 5.3.4. Presidents' Meeting-Saturday 28<sup>th</sup> October, 2017. Agenda items (and supporting documentation) to be submitted to CVSA Secretary by COB 11 September.

## 6. **REPORTS:**

### 6.1. **Treasurer** – Michelle Gross

No report.

Michelle requested a copy of Excel spreadsheet – Jenny to fwd copy.  
Michelle requested Clublane web address- Jenny to fwd.

Moved Michelle Gross 2<sup>nd</sup> David Richards that accounts approved for payment. Carried

#### 6.1.1. Accounts approved for Payment

<b>Paid to</b>	<b>Details</b>	<b>\$</b>
Newcastle University	Hire of Lecture Theatre	1089.00
KLM Accountants	Preparation of Financial Statements	880.00
Belflora (debit card)	Flowers-George Brown	68.50
Norm Roberts	Reimburse-Lake Macquarie Yacht Club – deposit (Technical dinner)	100.00
Thrifty Car & Truck Rental	National A mini bus hire	1064.55
Bankstown Travelodge	National A accommodation	1134.00

### 6.2. **Competition Committee Co-ordinator** – Russell Waugh

No report.

Russell enquired whether new Pool Hire agreement had been received – advised that no information has been received to date.

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

Report tabled-copy attached

Moved Michele Burley-Jones 2<sup>nd</sup> Jacqui Currey that report be accepted. Carried.

Moved Russell Waugh 2<sup>nd</sup> Michelle Gross that mini bus hire (Thrifty Car & Truck Rental -\$1065.44 [includes \$500 security deposit]), and accommodation (Bankstown Travelodge - \$1134 [includes breakfast]) for National A Squad be approved. Carried.

Senior Establishment squad- clubs to be notified of need to open registrations so that clearance to compete can be obtained from SNSW and SAL. Swimmers need to be financial to allow clearance to be confirmed.

**6.4. ATSC Convenor – Jacqui Currey**

Technical dinner – venue has been booked – 24 March

Valley Aquatic swim meet - 8 technical official accreditations were completed  
(2 starters, 2 check starters, 1 marshal, 1 recorder 2 chief timekeeper)

2 referees are in training

Macquarie Shores meet – 2 timekeepers, 2 chief timekeeper accreditations were completed.

Moved Jacqui Currey 2<sup>nd</sup> Russell Waugh that report be accepted. Carried.

Norm Roberts to fwd copy of latest technical official database to Jacqui.

**6.5. Property Officer- Jacki Mackintosh**

No report.

Copy of Asset Register received from outgoing Property Officer handed to Jacki.

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

- A further email to West Wallsend Club requesting a list of Technical Officials for the forthcoming Lake Macquarie City Games.
- Email to Macquarie Shores Club requesting a list of Technical Officials for their forthcoming Event.
- **ANNOUNCING OUR 2017 STATE TRANSITION SQUAD**

Matthew PENDER	Valley Aquatic	Sam Frame
Cassandra VAN BREUGEL	Woy Woy	Graeme Carroll
- Further email to Macquarie Shore Club requesting information on Officials for forthcoming Meet.
- Email with Officials for Macquarie Shore Swim Meet.
- Several emails to and from Valley with Technical Officials List for forthcoming Meet.

Moved Michele Burley-Jones 2<sup>nd</sup> Jacki Mackintosh that report be accepted. Carried.

Noted that Valley Aquatic meet was well organised and well run. Assistance offered in setting up and packing up of timing equipment was greatly appreciated.

#### 6.7. **Web Administrator** – Ben Booth

No report.

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

Report tabled-copy attached

Moved Jacki Mackintosh 2<sup>nd</sup> Ben Booth that report be accepted. Carried.

MPIO presentations are available in the Coast and Valley area. Clubs are required to have an MPIO as part of their affiliation with SNSW.

Membership cards for 2017/18 season are being distributed to clubs now.

### 7. **GENERAL BUSINESS:**

- 7.1. MPIO required for CVSA- Moved Jacqui Currey 2<sup>nd</sup> Russell Waugh that Jenny Schwetz accept role for 2017/18. Carried.
- 7.2. EOI- Andrew Wright: Development Committee & Technical Committee. Moved Russell Waugh 2<sup>nd</sup> Jacqui Currey that appointment be approved. Carried.

- 7.3. EOI - Blinda Francis-Smith: Technical Committee. Moved Jacqui Currey 2<sup>nd</sup> Russell Waugh that appointment be approved. Carried.
- 7.4. Congratulations to Jacqui Currey – Swimming NSW Berry Rickards Encouragement Award for Technical Officiating
- 7.5. Report-Presidents' Meeting tabled-copy attached. Moved David Richards 2<sup>nd</sup> Michele Burely-Jones that report be accepted. Carried.
- 7.6. CVSA Development Officer-Duties and Responsibilities-copy attached.
- 7.7. New style management polo shirts to be approved. Moved Michele Burley-Jones 2<sup>nd</sup> David Richards. Carried.
- 7.8. SNSW has advised that there are a number of CVSA clubs who have not paid their affiliation fee and/or completed affiliation forms. Clubs who fail to rectify this matter will be locked out from ClubLane on 1<sup>st</sup> September. Liza Thomas to follow up with clubs.
- 7.9. Golf day fundraiser – sponsorships required to assist in the cost of running Development days.

**8. MEETING CLOSED** 8.18 pm

**9. NEXT MEETING: Tuesday, 19<sup>th</sup> September, 2017-Edgeworth Sport & Recreation Club-7pm**

CHAIR: Norm Roberts

SECRETARY: Jenny Schwetz

## Selection and Development Coordinator's Report

1. Our 2017 CVSA Development Squad days at The Forum were delivered in age groups rather than Development squad groups. The days were held on:

- a.) **24<sup>th</sup> June, 14 yrs & Over**, (34 swimmers). The education sessions delivered on this day were Time Management, Strength and Conditioning and Nutrition. The presentations were followed by pool training sets for the afternoon.
- b.) **15<sup>th</sup> July for 12 & 13 yrs**, (51 swimmers). The education sessions delivered on this day were Mindfulness / Stress Management, Strength and Conditioning and Nutrition. The presentations were followed by pool training sets for the afternoon with guest coach Les Barclay from the ACT attending as a Mentor Coach for this development weekend.
- c.) **16<sup>th</sup> July for 11yrs & Under**. (61 swimmers). The education sessions delivered on this day were Cyber Safety, Goal Setting and Nutrition. The presentations were followed by pool training sets for the afternoon with guest coach Les Barclay from the ACT attending as a Mentor Coach for this development weekend.

The delivery of the Development Day Education sessions would not be possible without the generous assistance of our presenters. The Strength and Condition sessions were run by Shaun and Yvette from Strength Republic, <https://www.strengthrepublic.com.au/#our-story>  
The Nutrition sessions were delivered by a couple of presenters being, Demi-Maree Faulkner from Fundamental Nutrition for all, <http://www.fundamentálnutritionforall.com> , and Jason Varoxis from Enliven Nutrition, <https://enlivennutrition.com>  
The Cyber safety session was presented by Hunter Life Education, <http://hunterlifeeducation.org.au> , and the Mindfulness / Stress management session was delivered by Mike Wilkins.

### 2. Senior Establishment Squad

- 2.1 Squad touring dates is 1<sup>st</sup> to 8<sup>th</sup> October 2017. Team members are Matthew Pender, Joshua Peoples, Cassandra Van Breugel, Lachlan Vane-Tempest, Adam Vincer and Cooper Wooley.
- 2.2 Team mangers are Melisa Geale and Andy Wright. CVSA Coach is Kerry Saunders.

### 3. National A's

- 3.1 Team consists of 9 swimmers
- 3.2 National A's Development meet will be on the 24<sup>th</sup> & 25th September at Bexley, Angleo Anestis Aquatic Centre.
- 3.3 Nat A coach is David Lamond and Team manager is Trish Roberts

### 4. Senior Target Squad

- 4.1 Team manager Blinda Francis-Smith and consists of 35 swimmers
- 4.2 Target Squad meet was held on the 29<sup>th</sup> & 30<sup>th</sup> July 2017 at PLC. The CVSA Senior and Junior Target team won the overall point's score for the meet, congratulations to our swimmers.

### 5. MC Squad

- 6.1 Team consists of 4 swimmers.
- 6.2 SNSW MC meet was held on the 5<sup>th</sup> August 2017 at Ryde

## 6. Junior Target squad

6.1 Team manager is Katie Greedy and the team consists of 32 swimmers.

6.2 Target Squad meet was held on the 29<sup>th</sup> & 30<sup>th</sup> July 2017 at PLC. The CVSA Senior and Junior Target team won the overall point's score for the meet, congratulations to our swimmers.

## 7. Achievers Squad

7.1 Team consists of 75 swimmers.

7.2 Achievers Meet 7<sup>th</sup> October at SOPAC.

## 8. Junior Establishment squad

8.1 Completed trip to NSW Open Championships on the 3<sup>rd</sup> March.

8.2 JES activities are completed for the 2017 season, thanks to those who assisted, Narelle Murphy as team manager and Melisa Geale as Team Coach

## 9. NSW Development teams

9.1 The NSW Junior Sharks Squad has been announced and congratulations to our CVSA swimmers, who made the team; Charles Walker – Charlestown, Emily March – Hunter, Ryley Twiss – Hunter, Joshua Reed – Novo.

9.2 Emerging talent squad; Emily Jones – Novo, Joseph Hamson – Singleton.

9.3 Age Development squad; Charlie Hawke – Hunter, Cassandra Fayers – Hunter, Shaye Booth – Mingara, Nathan Ward – Mingara, Harrison Gellatly – Novo, Adam Vincer – Nuswim, Kaylah Holmes – Woy Woy.

9.4 Para squad; Bella Niarros – Charlestown, Kendall Williams – Nuswim, Darcy Gilson – Singleton, Darcy Ryan – Singleton, Tahlia Blanshard – Woy Woy.

## 10. Swimming Australia teams

10.1 Commonwealth Youth Games; Myles Bailey – Woy Woy.





## CONFLICT OF INTEREST POLICY

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### POLICY

This policy outlines the principles applying to the declaration and management of actual and potential conflict of interest.

The objectives of this policy are:

- To protect the Association's interest in impartial and objective decision making
- To protect the reputation of the Association by maintaining ethical standards of good judgement, fairness and integrity in all its dealings
- To ensure that Committee Members and Standing Committee Members always observe the highest standard of business ethics
- To void any activity or interest that might reflect unfavorably upon a Committee Member's or Standing Committee Member's own integrity and good name, or upon the integrity and good name of the Association

### RESPONSIBILITIES

The Coast and Valley Swimming Association's Committee Member's and Standing Committee Members are responsible for declaring actual and potential conflicts of interest when participating in decision-making on behalf of Coast and Valley Swimming Association.

All Committee Members and Standing Committee Members must ensure there is no conflict of interest between their personal interests and their duties, obligations and responsibilities to the Coast and Valley Swimming Association. Where such a conflict occurs, the interests of Coast and Valley Swimming will be balanced against the interests of the Committee Member or Standing Committee Member and unless exceptional circumstances exist, the balance of interests will be resolved in favour of Coast and Valley Swimming Association.

Conflict of interest can be financial or personal and involves the interests of Committee Members and Standing Committee Members or members of the Committee Member's or Standing Committee Member's family or friends.

e.g. A matter dealing with the Club that the individual is a member of.



## CONFLICT OF INTEREST POLICY

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### PROCESS

All personnel are responsible for informing the President of any potential or actual conflicts of interest as soon as they become aware of them.

At the commencement of each Management Committee meeting, members will be asked to declare that they have read and understood the contents of the Association papers that require decision making and that they have no known conflict of interest or potential conflict of interest with respect to those matters.

At the commencement of each Standing Committee meeting, committee members will be asked to declare that they have read and understood the contents of the meeting papers that require decision making and that they have no known conflict of interest or potential conflict of interest with respect to those matters

In both circumstances, if conflicts arise, then the Committee, President or Standing Committee will determine the severity of the conflict and will manage the conflict in both reality and appearance by either:

- (i) allowing full participation, but the conflict must still be noted in the Minutes of the Committee
- (ii) excluding them from receiving related material
- (iii) deeming non-participation in decision-making (voting)
- (iv) requesting them to withdraw from discussion and deliberation and absent themselves
- (v) using confidentiality agreements/diverting the interest/resigning from the Committee

### MONITORING AND REVIEW

The Executive Committee (President, Vice President, Secretary and Treasurer) will monitor the implementation of this Policy and adjust as required. The documents will be reviewed by the Management Committee on a yearly basis, or as required.

### FURTHER INFORMATION

For further information on this Policy contact the President, or Secretary of Coast and Valley Swimming Association.

**Report**  
**Presidents' meeting**  
**Friday Night 21/07/2017**

The meeting was arranged by Swimming NSW as most of the Presidents would be at the AGM on Saturday. It was well attended with only one Area not represented.

Graham Towle welcomed all and gave a brief overview as to the state of swimming in NSW and plans that are being instigated for the coming years.

Mark Heathcote then presented a new concept that Swimming NSW is formatting in relation to the ongoing problem of swimmers leaving the sport at an early age and not continuing through to the senior ranks. A presentation has been sent to each Area for the Management Committees to discuss and comment. State has requested that any comments and suggestion be submitted to the Office by Friday 29<sup>th</sup> September.

After this presentation, the meeting was opened for general discussions most of which centred around the new On-Line accreditation process for Technical Officials. Most of these discussions were around the process where someone came obtain a Judge of Strokes accreditation without any further accreditation or knowledge of the positions. It was pointed out that these persons could be called on if necessary to act as a Referee if the nominated Referee is called off pool deck for any reason, this could lead to issues within the meet. Both Graham Towle and Mark Heathcote stated that this process was initiated by Swimming Australia and it is up to the assessors conducting the assessments to ensure that this person is competent in that position.

I was asked to give an overview of the program that CVSA has in place to try and keep the senior swimmers in the sport. This being our sending a Team to the New Zealand championships. I was also asked to give a brief overview of the Swim League program.

The meeting was closed and the Presidents were invited to attend dinner and have a general get together and discussion.

Norm Roberts

# Development Officer – Coast and Valley (Excerpt)

The Coast & Valley Development Officer will provide a local focus to the Swimming New South Wales Sport Development and Participation team, responsible for the development of the sport in the following areas: -

- Junior Dolphins,
- participation,
- club development,
- athlete development,
- multi class swimming,
- coach and technical official education and development.

The Development Officer role will include a variety of administration support tasks. This position reports to the Sport Development and Participation Manager.

## **Duties / Responsibilities**

- Promote the aims and objectives of Swimming New South Wales, within the swimming and general community including educational institutions
- Provide a local focus to the Swimming New South Wales Sport Development and Participation team
- Coordinate development squads, camps and programs where required
- Coordinate swimming and coaching development opportunities at a club and area level
- Review and implement pathways for the development of talented swimmers and coaches
- Coordinate special projects looking at specific population groups related to swimming development as directed
- Assist with the development, maintenance and administration of Swimming NSW materials and documents
- Assist in the organisation of all ASCTA related Coaching Courses
- Prepare reports and conduct presentations as required
- Attend and contribute to the operation of all conducted State swim meets
- Attend meetings and represent Swimming NSW on various groups and committees
- Liaise with Swimming Australia, other Swimming State Bodies, Areas, Clubs and Members on matters regarding Swimming Participation and Development as required
- Liaise with other organisations and individuals on matters relating to sports development as required
- Identify areas of weakness and implement programs to redress such weakness
- Assist in answering enquires regarding Swimming Participation and Development
- Any other duties within the Employees capabilities and which is reasonable to expect the Employee to undertake
- Promote and deliver the Junior Dolphins program
- Provide support, advice and leadership to Swimming NSW Affiliated Clubs
- Coordinate swimming coaching and learn to swim instructor education courses

### CVSA D/O Report – August 2017

1. **MPIO** – is a compulsory field for affiliation. Next available dates of courses run in Hunter and Central Coast areas are:

**MPIO Face-to-Face Workshop - Broadmeadow**

Date: Monday August 28 2017

Time: 6.00pm – 9.00pm

Location: McDonald Jones Stadium Administration Building, 294 Turton Road, Broadmeadow, 2292

Bookings via: <https://sportandrecreation.nsw.gov.au/event/member-protection-information-officer-26>

Cost: \$25

**MPIO Face-to-Face Workshop - Ourimbah**

Date: Monday 4<sup>th</sup> September 2017

Time: 6.00pm – 9.00pm

Location: Central Coast Regional Office, Ourimbah Campus, Brush Road, Ourimbah

Bookings via: <https://sportandrecreation.nsw.gov.au/event/member-protection-information-officer-16>

Cost: \$25

2. **Online starter course for Technical Officials** – SNSW is proud to officially launch our online Starter Training Course for Technical Officials! This new initiative is designed to help our volunteers quickly and easily gain the confidence and skills to help run a swim meet. Starter is now the fifth online course available and we hope to add more in the near future. [Click here](#) for more information about the course.
3. **Maitland City Council's Community Grants to Open Mid August 2017** - Please note Maitland City Council's Community Grants will open mid August and close at the end of September 2017. The purpose of the Community Grants are to assist in the establishment of projects, services, and facilities in Maitland that foster community partnerships, promote access to community resources and are deemed to provide benefit to the community. For more information please visit the link below or contact Kelly Baldwin Council's Administration Facilities Team Leader on 4934 9708 or at [kelly.baldwin@maitland.nsw.gov.au](mailto:kelly.baldwin@maitland.nsw.gov.au). <http://www.maitland.nsw.gov.au/UserFiles/File/communitygrants/community-grant-2016-editable.pdf>
4. **Variety Heart Scholarships** - Variety provides scholarships to children (aged between 6 to 18 years) with an existing talent living with disabilities, chronic illness, geographic isolation and/or financial hardship, to achieve their full potential and to follow their dreams. Scholarships are awarded in areas of Education, Sports and the Arts. Scholarship can be used for fees, training, competition entry, equipment, uniforms, travel (air fares, bus fares, train fares) and accommodation to attend competitions. Please check eligibility and criteria which includes a household income limit, submissions close 27 August 2017. <https://variety.smartygrants.com.au/varietyheartscholarship2017round1>

5. **Outstanding SNSW online affiliation forms** - Just a friendly reminder that some Clubs have yet to complete the SNSW online affiliation form which is part of the requirements of your affiliation. There are still some clubs who also have not paid their fees as yet.

I understand that many clubs are in winter mode but with the summer season fast approaching it is coming to the time when Clubs will need to set up their registrations for the coming season. Some clubs may be holding off completing the form for varying reasons but **please be aware that Clubs who have not completed their online affiliation form will be locked out of Clublane from 1<sup>st</sup> September.**

All clubs registrars were sent an email late last week (from Kylie Garratt at the SNSW office) with the initial information for the new registration season. Please note that some clubs use a generic email address for all correspondence and others use the personal email address of the Registrar. If you can't find the email please let me know and I can give you the email address that information was sent to or have the information re-sent.

It is important that you complete the online affiliation form and keep your Clublane information (especially Committee list and Club Contact) up to date as this is what SNSW and Swimming Australia use to contact you.

If you have any questions please let me know or contact Kylie Garratt direct at [kylie.garratt@nsw.swimming.org.au](mailto:kylie.garratt@nsw.swimming.org.au)

#### Membership Fees

Swimmer \$67 (\$27 Swimming Australia + \$40 Swimming NSW)

Non-Swimmer \$20.50 (\$20.50 Swimming NSW)

Junior Dolphins \$0 (7 & Under)

#### Important Dates

14 August – Registration Checklist #1 to be distributed to clubs

31 August - 2017-18 club affiliation payments and online affiliation forms are due

4 September – Registration Checklist #2 to be distributed to clubs, and official earliest date regos can be opened

#### Membership Cards

2017/18 membership cards will be sent to the delivery address listed in your Details tab in ClubLANE. Please ensure your delivery address is up to date.

6. **Sporting Schools Grant funding** - The sporting schools grant is a great initiative whereby primary schools can access funding to run a program that ultimately connects kids with their local clubs. If you have a local school/s that might be interested in accessing this funding to run a swimming program with your club or local swim school in Term 4 then let me know. **The grant funding will cover all costs.** You can target any age group from K-6 to participate in the program. The program can be run before, during or after school however it can not replace programs the primary school is already running, it has to be in addition. This is a great initiative that could ultimately lead to more kids swimming at your club in the future. For more information contact me on [liza.thomas@nsw.swimming.org.au](mailto:liza.thomas@nsw.swimming.org.au) or phone 0406 549 838.

Liza Thomas  
SNSW Development Officer