

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

## **Edgeworth Sport & Recreation Club Tuesday, 15<sup>th</sup> January 2019**

Meeting opened at 7.03pm with Blinda Francis-Smith presiding.

### **1. CONFLICTS OF INTEREST**

Nil declared.

### **2. ATTENDANCE**

Blinda Francis-Smith	Jenny Schwetz	Greg Skinner	Michelle Gross	Russell Waugh
Phillip Hawke	Jacqui Currey	Michele Burley-Jones	Jacki Mackintosh	

### **3. APOLOGIES:** Norm Roberts, Michael Hyslop (Swimming NSW Development Officer). Moved Jackie Mackintosh 2<sup>nd</sup> Michele Burley-Jones that apologies be accepted. Carried.

### **4. CONFIRMATION** - Minutes of previous meeting: Moved Greg Skinner 2<sup>nd</sup> Russell Waugh that the minutes of the previous meeting are a true and correct copy. Carried.

### **5. BUSINESS ARISING** from the minutes

- 5.1. Team Managers reports to be tabled – Phil to chase up and forward reports to secretary-still to be received.
- 5.2. 2019 Golf Fundraiser-Norm Roberts-pending
- 5.3. CVSA information Guide – updates for 2019. Competition, Development & ATSC to review. Nominations, Appointments & Assessment Policy and updated Catering Policy to be included in 2019 Guide. Copy of Technical section to be sent to Jacqui Currey.

### **6. CORRESPONDENCE:**

#### **6.1. INWARDS**

- 6.1.1. Email-Phillip Hawke: EmailMeForm subscription advice
- 6.1.2. Email-PLC: Amended booking form and feedback
- 6.1.3. Email-Michelle Johnson: e-newsletter
- 6.1.4. Email-Jason Renshaw: query re Service Award nomination
- 6.1.5. Email-John Hart: Notification response
- 6.1.6. Email-Jacqui Curry: Alge timing
- 6.1.7. Email-Doone Campbell: Lambton pool club nights-fwd: Central Newcastle SC
- 6.1.8. Email-Nicole Barr: Speedo entries-MyLane login
- 6.1.9. Email-Maitland SC: Online entry link-fwd: Competition Co-ordinator
- 6.1.10. Email-PLC: June 2019 booking
- 6.1.11. Email-Michelle Johnson: e-newsletter
- 6.1.12. Email-Michelle Johnson: e-newsletter

#### **6.2. OUTWARDS**

- 6.2.1. Email-PLC: Amended booking form
- 6.2.2. Email- CVSA Clubs: Nomination form for Life Members
- 6.2.3. Email-CVSA Clubs: Nomination form for Service Award
- 6.2.4. Email-John Hart: Notification
- 6.2.5. Email-Nicole Barr: Speedo entries- login details/password reset
- 6.2.6. Email-PLC: Amended booking form (amdt 2)

Moved Jacqui Currey 2<sup>nd</sup> Greg Skinner that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried

**6.3. Business Arising from Correspondence:**

- 6.3.1. Warm up for Friday night – winter champs – 5pm.
- 6.3.2. PLC staff received many complaints about entry fee for Friday night. Suggested that we talk to Anthony re incorporating Friday into weekend hire fee. Norm Roberts to follow up.
- 6.3.3. June 2019 Booking (PLC): Closing time on Friday (all year) 7pm. 8pm OK for this booking, however charges may apply for future Friday night bookings. Norm Roberts to follow up.
- 6.3.4. PLC-Stability of starting platform at turn end of the pool – Norm Roberts to follow up.
- 6.3.5. John Hart-Notification – to be followed up.

**7. REPORTS:**

**7.1. Treasurer – Michelle Gross**

Report tabled-copy attached.

**7.1.1. Accounts approved for Payment**

<b>Paid to</b>	<b>Details</b>	<b>\$</b>
Phillip Hawke	Email Me Form-reimbursement-subscription	98.95
Greg Skinner	Reimbursement-USB drives (3)	10.98

Moved Michelle Gross 2<sup>nd</sup> Jackie Mackintosh that report be accepted and accounts approved for payment. Carried.

**7.2. Competition Committee Co-ordinator – Russell Waugh**

- 7.2.1. New program for CVSA championships has been approved by Competition Committee. To be ratified by Management at February meeting.
- 7.2.2. Speedo heats-tables and chairs required. Russell to liaise with Andrew Wright (Charlestown SC).
- 7.2.3. Noted that Russell Waugh may not be available to manage team going to SOPAC for Speedo Finals-9 March.
- 7.2.4. Consideration may be given to removing Friday night from championship program after 2019 Short Course and/or deleting relays due to cost of pool hire.

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

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

- 7.3.1. Area Development Programming 2019 - tbc

- 7.4. **ATSC Convenor** – Jacqui Currey
- 7.4.1. Nelson Bay meet: letter to club re suitably qualified officials
  - 7.4.2. Noted that clubs who do not provide 4 suitably qualified Technical Officials may not gain approval to hold future meets.
  - 7.4.3. Congratulations to Jacqui Currey on passing her suitability for Level 3 Referee at State Age in December.

Moved Jacqui Currey 2<sup>nd</sup> Michelle Gross that report be accepted. Carried.

7.5. **Property Officer**- Jacki Mackintosh

No report.

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

Correspondence to and from Nelson Bay Swim Club regarding Technical Officials for their forthcoming Swim Meet.

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

7.7. **Web Administrator** – Greg Skinner

- 7.7.1. Draft Policy - Storage of electronic files – copy attached. Moved Greg Skinner 2<sup>nd</sup> Michele Burley-Jones that policy be adopted. Carried.
- 7.7.2. New website will go live in February
- 7.7.3. Copy of files requested from Russell & Jenny.

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

7.8. **SNSW Development Officer for CVSA** – Michael Hyslop

- 7.8.1. Report tabled-copy attached
- 7.8.2. Minutes of Coaches' meeting tabled-copy attached.

Moved Jacqui Currey 2<sup>nd</sup> Michelle Gross that report be accepted.

Coaches meeting: Jacqui Currey requested that the following issues be discussed with coaches at this meeting

- a) Swimmers to wear appropriate swimsuits both during warmup and competition (Brazilian style of swimwear is unacceptable.)
- b) Behaviour of swimmers in marshalling –
  - a. respect for each other and fair play
  - b. swimmers to stay in their respective marshalling area

- c. preference for swimmers to stay in marshalling area once they have marked off. If a swimmer leaves the marshalling area after marking off the onus is on the swimmer to return in good time for their event
- c) Videoing in change rooms: there are to be no cameras/phones in any change room at any time.

## **8. GENERAL BUSINESS:**

- 8.1. Swim League: noted that some clubs are having issues with coaches and organisers "poaching" swimmers to participate. This makes organising club nights and club championships difficult.
- 8.2. West Wallsend Indoor swim meet-17 March – Technical Officials are invited to assist
- 8.3. Competition Committee may consider allocating meets to certain clubs and certain times if the pool of technical officials able to assist continues to shrink.

## **9. MEETING CLOSED 8.56pm**

## **10. NEXT MEETING: Tuesday, 19 February, 2019-Edgeworth Sport and Recreation Club-7pm**

CHAIR: Norm Roberts

SECRETARY: Jenny Schwetz

# COAST AND VALLEY TREASURERS REPORT

As At 30 November 2018

<b>Cheque Account</b>			
Forward			\$ 23,736.47
<b>Income</b>			
	Interest	\$ 2.25	
	Championships	\$ 13,330.50	
	Memberships - Swimmer	\$ 1,281.00	
	Memberships - Non Swimmer	\$ 424.00	
		\$ 15,037.75	\$ 15,037.75
			<b>\$ 38,774.22</b>
<b>Expenses</b>			
	Newcastle Embroidery - 5 x Polo Shirts	\$ 144.00	
	Purnells Trophies - Champs	\$ 165.00	
	Transfer to Cash Card Account	\$ 2,000.00	
		\$ 2,309.00	\$ 2,309.00
<b>BALANCE AS PER STATEMENT</b>			<b>\$ 36,465.22</b>
<b>Unpresented Cheques as of 30/11/12</b>			
	Charlie Hawke - Male Champion of Meet	\$ 100.00	
	Avril Jones - Female Champion of Meet	\$ 100.00	
300968	Ben Booth	\$ 125.00	
		<b>\$ 325.00</b>	
<b>Term Deposits</b>			
Due 16/07/2018 for 12 months @ 2.350% - Interest Received			\$ 11,508.47
Due 13/07/2018 for 12 months @ 2.35% - Interest Received			\$ 27,161.70
Due 3/12/2018 for 12 months @ 2.7%		\$ 499.76	\$ 22,228.54
<b>Cash Reserve</b>			\$ 18,734.87
Interest as at 31/11/18		\$ 6.77	
<b>Balance as per Statement</b>			<b>\$ 18,741.64</b>
<b>Debit Card</b>			
<b>Opening Balance</b>		<b>\$ 822.72</b>	
<i>Money In</i>	Interest	\$ 0.10	
	Transfer from Main Acc	\$ 2,000.00	
			\$ 2,000.10
<i>Money Out</i>	Purnells - Champs	\$ 110.00	
	Ink Station - Ink	\$ 150.98	
	Officeworks - Stationary	\$ 120.82	
	Coles - Gift Cards for TO - Champs	\$ 585.00	
			\$ 966.80
<b>Balance as per statement</b>		<b>\$ 1,856.02</b>	
<b>Fund Raising Account</b>			
<b>Opening Balance</b>		<b>\$ 2,400.18</b>	
<i>Money In</i>	Golf Day	\$ 1,552.30	
	Interest	\$ 0.20	
<i>Money Out</i>		\$ -	
<b>Balance as per Statement</b>		<b>\$ 3,952.68</b>	
<b>ACCOUNTS TO BE PAID</b>			
	KPD Swim Club - Champs Food	\$ 526.00	
	Newcastle Embroidery - Polo Shirt	\$ 54.00	
	Breasley - Refund	\$ 20.00	
	Kwon - Refund	\$ 20.00	
	Gearing - Refund	\$ 20.00	
	Gellatley - Refund	\$ 20.00	
	Rees - Refund - Julie Scott	\$ 20.00	
	Jeffrey - Refund	\$ 20.00	
	Gray - Refund	\$ 20.00	
	Hamilton - Refund	\$ 10.00	
	Phil Hawke - Reimburse for EmailMeForm	\$ 98.95	
		<b>\$ 828.95</b>	

# COAST AND VALLEY TREASURERS REPORT

As At 31 December 2018

<b>Cheque Account</b>			
Forward			\$ 36,465.22
<b>Income</b>			
Interest	\$ 4.04		
Championships	\$ 13,316.00		
Speedo's	\$ 1,230.00		
Development Junior Dolphins	\$ 198.00		
Memberships - Swimmer	\$ 688.00		
Memberships - Non Swimmer	\$ 144.00		
	\$ 15,580.04		\$ 15,580.04
			<b>\$ 52,045.26</b>
<b>Expenses</b>			
Charlie Hawke - Male Champion of Meet	\$ 100.00		
Avril Jones - Femail Champion of Meet	\$ 100.00		
	\$ 200.00		\$ 200.00
<b>BALANCE AS PER STATEMENT</b>			<b>\$ 51,845.26</b>
<b>Unpresented Cheques as of 30/12/12</b>			
300968 Ben Booth	\$ 125.00		
	<b>\$ 125.00</b>		
<b>Term Deposits</b>			
Due 16/07/2018 for 12 months @ 2.350% - Interest Received			\$ 11,508.47
Due 13/07/2018 for 12 months @2.35% - Interest Received			\$ 27,161.70
Due 3/12/2018 for 12 months @ 2.7%	\$499.76		\$ 22,228.54
<b>Cash Reserve</b>			\$ 18,741.64
Interest as at 31/12/18	\$ 6.36		
<b>Balance as per Statement</b>			<b>\$ 18,748.00</b>
<b>Debit Card</b>			
<b>Opening Balance</b>	<b>\$ 1,856.02</b>		
<i>Money In</i>			
Interest	\$ 0.15		
<i>Money Out</i>	\$ -		
<b>Balance as per statement</b>	<b>\$ 1,856.17</b>		
<b>Fund Raising Account (236)</b>			
<b>Opening Balance</b>	<b>\$ 3,952.68</b>		
<i>Money In</i>			
Interest	\$ 0.32		
<i>Money Out</i>	\$ 140.00		
<b>Balance as per Statement</b>	<b>\$ 3,813.00</b>		
<b>ACCOUNTS TO BE PAID</b>			
KPD Swim Club - Champs Food	\$ 526.00		
Newcastle Embroidery - Polo Shirt	\$ 54.00		
Breasley - Refund	\$ 20.00		
Kwon - Refund	\$ 20.00		
Gearing - Refund	\$ 20.00		
Gellatley - Refund	\$ 20.00		
Rees - Refund - Julie Scott	\$ 20.00		
Jeffrey - Refund	\$ 20.00		
Gray - Refund	\$ 20.00		
Hamilton - Refund	\$ 10.00		
Phil Hawke - Reimburse for EmailMeForm	\$ 98.95		
	<b>\$828.95</b>		
<b>Michelle Gross</b>			
Signature	9/01/2019		



## POLICY

### Storage of electronic files

#### Background

This policy is to be adopted for files important for the operation of CVSA. It includes but not limited to files containing meeting minutes, reports, policies, procedures, competition results, records, photographs and correspondence. As CVSA doesn't have an official office or dedicated computer network and relies on volunteer management to operate it is inevitable that the organisations electronic files are fragmented and dispersed across a variety of personal computers and personal electronic devices. At the time of writing this policy there is one CVSA laptop computer currently assigned to the Race Secretary. The problem with any local storage device is that they're susceptible to the same sorts of things that could lead to the demise of your computer hard drive: viruses, hardware failure, fires, floods, burglaries etc. The problem with dispersed files is access by other committee members if required due to succession, illness etc. The website has been used as a de facto storage but isn't complete and historically there has been a change of website host requiring migrating all files across and future providers may not provide sufficient space to allow full storage.

As the CVSA operation isn't required to be a quick recovery operation in the event of a disaster this policy proposes a simple file aggregation and backup procedure using a simple process to maintain the consistency of the files and provide remote storage of multiple copies.

#### Procedure

This is an adaptation of a 3-2-1 digital asset management process initially developed by Peter Krogh who suggests that you should always keep three copies of your data, two local and one offsite, hence the 3-2-1 backup rule. Krogh also recommends storage should be on 2 different media as another form of diversity to reduce the risk of common mode failure.

To fit with the current management meeting program and utilising the current laptop PC as the primary storage device a file structure is to be created on the hard-drive which is to be copied at each meeting to 3 USB memory sticks. Effectively that will provide 4 up-to-date (within 1 month) copies of the CVSA files being remotely held by committee members. In the event of one of the holders being absent for a meeting the 3 copy protocol is maintained.

The USB memory sticks should not be used for routine file editing otherwise file currency will be lost and the risk of virus infection increased. File updates should be emailed to the Secretary for collation and forwarding to the Race Secretary for updating the central file storage on the lap top. During the meeting the 3 USB's should be updated and returned to their custodians for safe keeping

## SNSW Development Officer Report

Michael Hyslop

December 2018

After a few months settling into the role I am now in a position to begin to make some change to benefit CVSA Swimming. December was a busy month with lots of things happening in and around CVSA and SNSW;

1. Safe Sport Framework Presentation – I performed a SSF presentation to Valley Aquatic at Heddon Greta Pub. The presentation was requested by the club to give their members a better understanding of the SSF. The presentation was well received and I believe gave Valley Aquatic a clearer understanding of the document.
2. CVSA Champs – A great meet conducted over 3 days for the first time. Good feedback received from coaches and parents on this structure with only a few small changes needed to be implemented. Congrats to Adam Beisler and his team at Novocastrian for winning the pointscore trophy.
3. Coaches Meeting – A coaches meeting was held at the CVSA Champs. Chris Myers from SNSW was in attendance and it was a great chance for the coaches to discuss their thoughts on Area Development, our CVSA Champs program and also vote on CVSA Head Coach for 2019. Kerry Saunders was unanimously nominated and voted as Head Coach.
4. SNSW State Age Championships – Huge representation at the SNSW State Senior Championships from CVSA clubs. Many medals achieved from our area with a special mention to Charlie Hawke and Emily Jones who were our standout performers of the carnival.
5. Area Development Programming 2019 – New documents were development and released from SNSW to the areas to outline the new structure and changes to Area Development programs. Funding will remain the same as previous years although this program will only include athletes of Country level or above. It has been suggested by coaches that CVSA still run clinics for athletes below these athletes. A plan will be formulated with the assistance of Phil Hawke in early 2019 before being presented to the CVSA committee at a monthly meeting.
6. National Age Squad – I have been working closely with North Coast, Mountains and Plains and North West Swimming DO's to arrange a camp similar to last year. At this point, it seems the camp will be held in the Nelson Bay area and will combine the 3 areas (possibly more) together for swimming, social aspects and of course, enjoyment.
7. Hamish Neal – Office for Sport – Had a meeting with Hamish Neal from the Office for Sport. He is extremely happy that swimming runs so smoothly in our area. Congratulations to all our committee and clubs for that! He is looking forward to working with CVSA Swimming to help plan flagship events in the future.
8. SNSW Open Water Leaderboard – Upon the success of the SNSW 5km leaderboard, I built a 2km series based mainly on the Central Coast including the Toowoong Bay Swim, Terrigal Swim and



Bondi to Bronte Swim. This is very much a pilot year for this program and hopefully it will be bigger next season. Results can be seen on <https://www.snswwsummerswimleaderboard.com.au/>

9. Technical Official Challenge – To boost the numbers of TO's in CVSA, I will be running a competition between clubs to promote TO training, attendance at meets and helping other clubs. The best club will receive \$500 from SNSW. More information on this to come in mid-January.
10. Sarah Koen – As some of you would be aware, Sarah Koen – SNSW Development and Participation Leader is on maternity leave. Her replacement has been hired for her leave period and more information on this will be available soon.

There is plenty more happening at the start of the year! Really looking forward to getting stuck in this year and building CVSA!

Michael Hyslop

[Michael.hyslop@nsw.swimming.org.au](mailto:Michael.hyslop@nsw.swimming.org.au)

CVSA Development Officer

Coaches Meeting – Sunday 2<sup>nd</sup> of December 2018

Peninsula Leisure Centre – Woy Woy

7:00am

## **Agenda**

1. CVSA Head Coach – Nominations and Vote
2. Area Development 2019 – Update and Changes
3. CVSA Champs – Thoughts? Changes?

## **Meeting Minutes**

1. Attendance – Michael Hyslop (SNSW/Mingara), Chris Myers (SNSW), Stephen Critoph (Mingara), Adam Beisler (Novocastrian), Chris Griffin (NUSwim), Paul Sharman (NUSwim), Tom Davis (Nelson Bay), Shane Shephard (Titans), Andreas Falkenau (WWI), Sam Frame (Valley), Mel Geale (Singleton), Damon Rodd (All Stars), Nicole Uljan (Gosford), Ian Cooper (Gosford) and Debby Tatoli (KPD).
2. Apologies – None

## **General Business**

### **1. CVSA Head Coach Vote**

- Michael – Head Coach Vote to be conducted. Call for nominations.
- Only one name mentioned – Kerry Saunders (Hunter)(Absent)
- Kerry Nominated and voted in – Unanimous decision.
- Michael to talk to Kerry to Confirm willingness to fill role

### **2. CVSA Area Development**

- Michael – Outline of changes to area development including re-naming and slight re-structure. Asked why Area Development has a lack of support in our area and what CVSA need to do to get coaches involved.
- Debby – Coaches need incentive to attend Area Development. Young coaches need to learn skills.
- Buzz – Possible link to accreditation points for ASCTA Licence Levels and re-accreditation.
- Adam – Assistant coaches working most Saturdays and won't give up paid shifts to go to development days. Asked to the group - Are our assistant coaches aiming to become full time coaches or are they just there for a job whilst potentially building another career at Uni or elsewhere?
- Tom – hard without incentive. Financially or professionally. In danger of wearing the kids out. Area needs to support coaches financially. Believes scholarship program isn't great and is a bad use of area money to develop coaches.
- Mel – thought scholarship was good for her but not all who attend finish it off once they are home. There has been no accountability for these scholarship coaches to attend Area Development days after.
- Steve – got to be something in it for the coach. Reward either financially or our own development. Coaches need to be paid or needs to be a significant component about coach development. Perhaps mentor coach? Internal or external guest coach – paid by the area to present. Athletes struggle to concentrate for extended an period of time. If you want people to attend – you need to give them something!

- Debby – lower level area development needs to be done. (SNSW has changed Area Development to only include swimmers of a country level or higher – they will not provide funding for low level development)
- All coaches agreed that development needs to include more development opportunities for coaches. Not only does this encourage coach attendance and participation but also helps build programs. Coach focused area development means more kids will be getting developed at a club level as opposed to just teaching the Development kids on development days.

### **3. CVSA Championship Program**

- Paul - Friday night worked well to alleviate time but wasn't great for distance swimmers competing in potentially a 1500m, 200m IM and 800m Free all on one night. Thoughts on relay night Friday? Age relays of Freestyle from Seniors to Juniors – 1500m Free – then Medley Relays from Juniors to Seniors. Will mean relay only swimmers are only there one night. Will create atmosphere on the Friday evening and also put more emphasis on relays for clubs.
- New warmup procedures were better but ages need to be changed to 13 and under and 14 and over.

### **Action Items**

4. Russel Waugh to change warmup procedures to 13 and under and 14 and over.
5. Russel Waugh to investigate possible relay night with competition committee.
6. Michael Hyslop to investigate mentor coaches and development opportunities for coaches at Area Development with Phil Hawkes and Development Committee.
7. Michael Hyslop to confirm Kerry Saunders as Head Coach of CVSA.

## Section 2: Comments

### Safety Issues and Recommendations

- The designated Meet Director Anthony Watson was not present so no JLT Check List was not undertaken & presented to the Referee for counter signing. The Referee did a risk assessment of the Field of Play using his own check list & could not identify any risks. Additionally, the Pool Manager Matthew Staples advised that the water met the required safety standards. NOTE: During the session there was a meeting of C&V Management Committee members that were present, who agreed to appoint Russell Waugh as the Meet Director for the Session
- The recommended improvement opportunities to mitigate this risk in future are: 1. Appoint an alternative Meet Director 2. Ensure that the less experienced Referees have their own Field of Play Check List

### Operational Issues and Recommendations

- Due to an illness, the agreed AOE Set up & Full Test procedure was not undertaken before the warm up.
- Additionally there was a car accident on the M1 which further delayed the AOE Operator who had the soft copy of the meet.
- In the absence of a Meet Director, the Referee engaged with all the Coaches that were warming up swimmers - about 7 Clubs - for their views on Starting the Meet at 6pm rather than the advertised start time of 530pm (given the traffic accident), combining events 1 & 2, and 3 & 4. There was consensus to start at 6pm & not combine these events.
- There is no marking for 15 metres from the turn end, and the back stroke flag placement & lane rope markings at the turn end are unclear. The Referee decided to apply a large tolerance toward any reported infractions if they came from that end. NOTE: There were none.
- Due to SNSW GR9.1.1 Marshalling Procedure being updated in April 2018 adopting the FINA Rule Update relating to Swimmers reporting to Call Rooms (Marshalling), the C&V By Laws not having any reference to Marshalling Procedure, the advertised Championship Meet Program not containing any reference to the Marshalling Procedure, but the Meet details published on Wednesday 28<sup>th</sup> November containing the Marshalling Procedure, to address any potential misunderstanding regarding any application of the Procedure during the Meet, the Referee asked the Announcer announce the procedure throughout the session and during Session 2.
- The recommended improvement opportunities to mitigate these risks in future are: 1. Email the Program, including the Test Event "999", to the Pool Management at least a day before a Meet 2. Ensure any Marshalling procedure for Meets (C&V and / or Club Meets) is included in Meet Program Advertising 3. Clarify with Pool Management the exact location of 15 metres from the turn end & use Cones to mark this point

# MARSHALLING & STARTING INSTRUCTIONS

## SWIMMING N.S.W. RULES APPLY

### ALL EVENTS ARE TIMED FINALS

Please check your program for your events. Any problems see the Meet Director or the Chief Recorder.

### WITHDRAWALS

If you wish to withdraw from an event please notify marshals at the claim table prior to the event.

### CLAIMING AND MARSHALLING

All swimmers in the first **2** events of each session are to report to the marshalling area **10 minutes prior** to the scheduled start time of that session.

Swimmers are to report to marshalling by the **time of the start of an event at least two (2) events prior to the event in which they are entered**. The claims board is only to be used as a guide.

All swimmers must remain in marshalling area until otherwise directed to leave by check starter or marshal.

**Parents or Coaches are not permitted in the marshalling area.**

For Heats, Semi-Finals & Finals, swimmers shall report to the Clerk of Course at a time determined by the event management. A swimmer failing to do so shall be deemed to be withdrawn. Once reported, a swimmer is not permitted to leave the marshalling area unless approval is first obtained from the Clerk of Course. All heats of each event shall be deemed to be one event for the purpose of this Rule

### STARTING INSTRUCTIONS

1. When the swimmers have been placed behind the starting platforms, the Announcer or Starter will announce the Event and Heat number.
2. On the long whistle from the referee, the swimmer shall step onto the starting platform and remain there. For Backstroke and Medley Relay events they shall immediately enter the water and a second long whistle shall bring them back to the starting position.
3. On the command **"TAKE YOUR MARKS"**, the swimmer will immediately take up their starting positions with at least one foot at the front of the starting platform, or in the case of Backstroke or Medley Relay event, their starting position in the water and remain stationary.
4. When all swimmers are stationary the Starter shall give the starting signal.
5. Any swimmer starting before the starting has been given shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer(s) shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again.
6. Swimmers must finish in the lane in which they start, and remain in their lanes at the finish of the event. On the signal from the Referee swimmers are to leave the pool by the side.
7. In an Individual Medley event, the sequence of strokes is Butterfly, Backstroke, Breaststroke, Freestyle. In a Medley Relay event, the sequence of strokes is Backstroke, Breaststroke, Butterfly, Freestyle.
8. In 800 and 1500 events, lap counters will be displayed at the turning end of the pool to advise the number of laps to be completed. A warning whistle will be given when each swimmer has 2 lengths plus 5 metres of the course to complete

**NOTE;** If **"STARTING OVER THE TOP"** is used, swimmers from the preceding race are to move to the side of the lane, against the wall, and remain still. If the next race is backstroke swimmers are to move down the pool towards the backstroke flags and remain still against the lane ropes. When the next race has started they should leave the pool by the sides as quickly as possible.

## 2019 Winter Season Calendar

CLUB	DATE	VENUE	TYPE
KPD	4-5th May	Woy Woy PLC	Combination
Mother's Day	12th May	No swim meets	No swim meets
Titans	19th May	Woy Woy PLC	Qualifying
Woy Woy	26th May	Woy Woy PLC	Development
Novos	2nd June	Coughlans	Qualifying
CVSA Champs	21st-23rd June	Woy Woy PLC	Championships
WWI	28th July	West Wallsend indoor	Qualifying
Valley Aquatic	11th Aug	Kurri	Combination
Father's Day	2nd Sept	No swim meets	No swim meets
KPD	14-15th Sept	Woy Woy PLC	Combination

## National & State meets

National Age LC	15th-22nd April	Adelaide	Aust. Swim Trials	9th-14th June	Chandler
Country	5th-7th July	SOPAC	Target Squad		
State Age 13-18	23rd-25th August	SOPAC	SAL State teams		
State Age 10-12	7th-8th September	SOPAC	Achiever Squad		

## Calendar View

4th May	KPD	Combo		3rd August	
5th May	KPD	Combo		4th	
11th				10th	
12th	Mother's Day	no swim meets		11th	Valley Aquatic combo
18th				17th	
19th	Titans	Qualifying		18th	
25th				24th	State Age 13-18
26th	Woy Woy	Development		25th	State Age 13-18
1st June				31st	
2nd	Novos	Qualifying		1st Sept	Father's Day no swim meets
8th	Long Weekend			7th	State Age 10-12
9th	Long Weekend			8th	State Age 10-12
10th	Long Weekend			14th	KPD Combo
15th				15th	KPD Combo
16th				21st	
21st Fri	CVSA Champs			22nd	
22nd	CVSA Champs			28th	
23rd	CVSA Champs			29th	
29th				5th October	
30th				6th	
5th July	Country			12th	
7th	Country			13th	
13th				20th	
14th				21st	
20th				27th	
21st				28th	
27th					
28th	WWI	Qualifying			

# Coast & Valley Swimming Association Inc. Minutes-ATSC Meeting

**Laurina Ave Thornton.  
Sunday 18<sup>th</sup> November, 2018**

Meeting opened: 10.37am

Chair: Jacqui Currey

## **1. ATTENDANCE**

David Richards      Jackie Mackintosh      Narelle Murphy      Michele Burley-Jones

**Visitors**              Jenny Schwetz

## **2. CONFLICT OF INTEREST**

Nil declared.

## **3. APOLOGIES:**

Norm Roberts. Moved David Richards 2<sup>nd</sup> Narelle Murphy that apologies be accepted. Carried

## **4. GENERAL BUSINESS.**

4.1. Alge system: management of issues arising from its operation

4.1.1. Starter will not need to wear the headset. It is felt that there are health issues with both starters required to use the same headset.

4.1.2. Where there have been a number of withdrawals, all events will be reseeded-i.e there will no amalgamations of heats

4.1.3. Lane timesheets to be used for timekeepers- no need for programs for timekeepers.

This will alleviate the problem of timekeepers telling swimmers that they are not in the current heat as names will not be included.

4.2. Update of technical documents – amendments will be tabled at November Management meeting

4.3. Behaviour of technical officials

4.3.1. Complaints have been received where CVSA technical officials have been upset or offended or have been made to feel uncomfortable by other CVSA technical officials. Some officials have indicated that they will not longer officiate at our meets due to this behaviour.

4.4. Proposal by Swimming NSW to ban high performance suits for swimmers 12 years and under.

Feedback from clubs has been sought by CVSA. Feedback to date shows that clubs are in favour of this proposal.

**MEETING CLOSED:**          12.25pm

**NEXT MEETING: TBA**

CHAIR: Jacqui Currey

SECRETARY:      Jenny Schwetz





## COAST & VALLEY SWIMMING ASSOCIATION 2018 SUMMER LONG COURSE CHAMPIONSHIPS

Well, what a great three day weekend being the C&VSA Annual Long Course Championships conducted at Peninsular Leisure Centre at Woy Woy on Friday 30 November, Saturday 1<sup>st</sup> & Sunday 2<sup>nd</sup> December, 2018.

These Championships produced 48 Records set including a Provisional SNSW Recorder by 14 year old Charlie Greedy from the Hunter Club. These records consisted of 42 Individual Records (9 set by Charlie Hawke [Hunter Club] & 7 by Emily Jones [Novocastrian Club]) and 6 Relay Records.

There was 499 swimmers consisting of 231 male swimmers having 1165 entries and females being 268 swimmers having 1364 entries from the age of 9 to 20+ years competed in 142 events (individual and relays) over the 5 sessions which included five visitors – two from Forster Aquatic SC and three from Knox Pymble SC.

The most outstanding female swimmer was Emily Jones 15 years of age from Novocastrian SC who set 7 individual records and won Female Swimmer of the meet. She was followed by Cassandra Van Breugel 24 years of age from Woy Woy SC and third was Ebony Nix 11 years of age from Nelson Bay SC.



*Emily receiving her award from President Norm Roberts*



*Charlie Hawke accepting his award*

The most outstanding male swimmer of the meet was Charlie Hawke 15 years of age from Hunter SC who set 9 individual records and won Male Swimmer of the meet. He was followed by Joshua Reed 14 years from Novocastrian and his team mate Lachlan Mackay 15 years third.

The Premier Club Trophy was won by Novocastrian SC with Hunter SC second followed by NU Swim SC third. The Club Handicap Point Score Trophy was won by Hunter SC with 44 swimmers Novocastrian SC with second with 69 swimmers followed by Charlestown SC third with 11 swimmers.



*Two members from Novocastrian SC receiving Premier Club Trophy*



*Two members from Hunter SC accepting the Club Handicap Point Score Trophy*



The Age Champions of the Meet were as follows:

### **FEMALES**

1	Speziale, Tahlia	9	Titans Swim Club
2	Kennedy-Wilkie, Sienna	9	Mingara Aquatic S C
3	Gray, Olivia	9	Nelson Bay
1	Noonan, Alexandra	10	NU Swim SC
2	Downs, Jade	10	K P D SC
3	Tolar, Aaleyah	10	Hunter SC Inc
1	Nix, Ebony	11	Nelson Bay
2	Mounter, Ella	11	NU Swim SC
3	Clack, Lara	11	NU Swim SC
1	Russell, Lola	12	Hunter SC Inc
2	Foran, Zara	12	Hunter SC Inc
3	Gray, Mackenzie	12	Singleton
1	Jankovic, Ava	13	Hunter SC Inc.
2	O'Bryan, Alix	13	Singleton
3	Campbell, Isabella	13	Hunter SC Inc.
1	Jones, Averil	14	Hunter SC Inc.
2	March, Emily	14	Hunter SC Inc.
3	Dobbins, Emily	14	Novocastrian S C
1	Jones, Emily	15	Novocastrian S C
2	Van Breugel, Cassandra	24	Woy Woy S C Inc.
3	Teague, Jazmyn	16	Novocastrian S C
1	Quinn, Archie	9	Nelson Bay

### **MALES**

2	Price, Zack	9	West Wallsend Indoor
3	Gregory, Magnus	9	Nelson Bay
1	Lockett, William	10	Novocastrian S C
2	Foran, Billy	10	Hunter SC Inc.
3	Burton, Blake	10	Hunter Valley AllStars
1	Walker, Alexander	11	Charlestown S C
2	Gawn, Cameron	11	Novocastrian S C
3	Trethan, Tyler	11	NU Swim SC
1	Hall, Koby	12	Novocastrian S C
2	Sinclair, Percy	12	Hunter SC Inc.
3	Hepburn, Brock	12	Mingara Aquatic S C
1	Moody, Billy	13	Singleton
2	Dever, Thomas	13	Hunter SC Inc.
3	Walker, Charles	13	Charlestown S C
1	Reed, Joshua	14	Novocastrian S C
2	Twiss, Ryley	14	Hunter SC Inc.
3	McLoughlin, Daniel	14	K P D SC
1	Hawke, Charlie	16	Hunter SC Inc.
2	Mackay, Lachlan	15	Novocastrian S C
3	Harris, Sam	19	NU Swim

To all those swimmers who achieved success with their respective times at this meet qualifying them to enter the next levels of competition being either Country Regional Championships, Country Championships, State Age, State Open, National Age or National Open – congratulations, and to those who just competed and enjoyed the sport.

The Management Committee would like to thank those Technical Officials who gave up their time to work on the three days 5 sessions which were run extremely efficiently with limited resources. Without these people the children and parents would not have the pleasure of competing at this level of their sport. Thank you once again Technical Officials.

We would like to say “Merry Christmas” and a Happy and Safe 2019 – good swimming to all.

*Michele Burley-Jones (Media/Publicity Officer)*  
December 2018

## **CVSA LONG COURSE CHAMPIONSHIP REPORT: December 2018**

VENUE: PENINSULA LESIURE CENTRE, WOY WOY NSW

DATES:

- FRIDAY 30 NOVEMBER 2018
- SATURDAY 1 DECEMBER 2018 (pool assessment completed)
- SUNDAY 2 DECEMBER 2018 (pool assessment completed)

### **MATTERS RAISED/REPORTED:**

1. **Swimmer Change of Event Request:** The Referees (Jacqui & John) received a request prior to the commencement of session 2 that an able bodied swimmer be permitted to swim in the multiclass 50m Breaststroke event to go for a CVSA record and improve the swimmers qualifying time for future school events.
  - The parent was advised that after discussion and investigating other possible avenues that this would not be permitted at a Championship Event on the grounds of NOT wanting to set a precedent for future events.
2. **Disqualification:** A female swimmer was disqualified from a butterfly event for non-simultaneous movement of the feet. Following notification of the disqualification the parent approached Referee John Hart who provided an explanation of the process and the ruling whilst I was present.
  - The parent was understandably upset, as his daughter had actually won the race, but following on with further conversation I believe that the situation was resolved satisfactorily
3. **Saturday Lunch Break:** The Lunch Break was brought forward to earlier time on the Saturday, there were a few coaches that expressed their disappointment at this decision and that they would raise the matter in the coaches meeting
4. **15m Markers:** Greg Skinner advised that there no 15m markers for the 50m races during the course of the weekend and has suggested that the Peninsula Leisure Centre be advised of this requirement for future CVSA Long Course Events

### **WHS MATTERS:**

- **Grand Stand Railing:**
  - **Hazard:**
    - It was raised by Joy (Technical Official) regarding a 'Loose Rail' on the lower section of 2nd section of the Grandstand (from the Timekeepers End).
  - **Action:**

- Pool staff were notified and the rail was removed for the days' competition promptly and was clearly marked with signage and witches hat's as a potential hazard.
- Those rails was replaced and satisfactorily secured prior to the pool re-opening on Sunday 2<sup>nd</sup> December 2018
- **Unstable 50m Starting Blocks:**
  - **Hazard:**
    - Blocks 1 through 8 display signs of instability this was particularly noticeable on Lanes 1 & 4.
      - The matter at hand is resultant, in my opinion, due to the design of the blocks the front supports of each block they became increasingly unstable during the course of the meet as the threads on these supports loosen through use which could potentially lead to a swimmer being injured.
    - Blocks 1 & 4 – the back foot adjustable piece of the block is compromised as there are pieces of the slide rail missing on the side of the block
  - **Action:**
    - Lane 4 was removed from Competition for relays and 50m races, with each of these events reseeded to protect the swimmer
    - Each 50m Starting Block was checked and secured through the use of 'wooden chocks' during Sundays Competition.
    - Each back foot adjuster checked prior to the commencement of each race
    - After each of the afore-mentioned races the starting blocks were checked for stability and secured appropriately if required.

#### **Suggestions/Solutions for Future Long Course Events with regards to 50m Starting Blocks:**

- Install Touch pads at either end of the Pool to allow for events to be started from the same end, however:
  - This doesn't solve the problem for relays
  - Time keepers would have to relocate ends during the course of the meet
  - Don't know if the Leisure Centre has the equipment to have Touch Pads at either end
- **Permanently Fix the 50m Starting Blocks**

- Fix the Front Supports permanently, as per the back supports, this would be a relatively inexpensive fix and significantly reduce the risk of injury, however:
  - There may be a design issue with the Temporary Bulk end that does not allow for the securing of the front supports

▪ **Change of Venue:**

- Consider moving Long Course Championships to Homebush which would provide exposure for CVSA's younger swimmers to this complex as well as providing our swimmers with a quality facility to record times that maybe required in the lead up to State Championship events however:
  - The cost of hiring the pool maybe prohibitive

**BRIEF MEET OVERVIEW:**

The Championships overall ran very smoothly thanks predominately to the proactive work of the Technical Officials on duty in the computer room, marshalling and the referees that encountered a number of unforeseen circumstances during the course of the meet.

**Catering:** A big Thankyou to the KPD Ladies who as per usual kept us all very well fed during the course of the meet, they really do an exceptional job.

- ***Perhaps the CVSA Committee could send out a thank you and a gift card (unless this is already done) to show our appreciation.***

**Additional Help:** During the 50m events on Saturday we were fortunate enough to have additional help from two (2) parent spectators being Fiona Walker (Nu swim) and Peter Nix (Nelson Bay) which was great assistance in the smoothing running of this events in particularly on the Saturday

Kind Regards

Anthony Watson

## **2018 CVSA GOLF DAY REPORT**

The lead up to the 2018 CVSA Golf Day we were not sure if the event was going to be held or not as we had fires from Williamstown, Medowie to Salt Ash & all roads closed. There were no roads open to Tanilba Bay. You could not even get the water taxi from Nelson Bay over to Lemon Tree Passage as the winds were too strong. Anthony & Tania had to have a day off work as they had no way to get to work. Luckily by Saturday the fire brigade were able to get the fire under control & we had a beautiful sunny day for our Golf day on the Sunday.

Unfortunately, Teams were down this year & due to illness Adtech were unable to play this year. Hope to see you back next year.

We had 42 plays. I was ensured they all enjoyed themselves & would be back next year. We had a new team. JP Electrical. They saw the add on facebook & decided to come & help us out. They wanted to know about the sponsorship which was explained to them & they will be sponsoring the day next year. They had a great day. They bought lots of raffle tickets & won lots of prizes.

Our Sponsors this year were Brent & Warburton, Adtech Eco, Arnolds Swim Centre, Regent Street Physio, Newcastle Embroidery, N & B Russell Building, iTalk Travel Warners Bay, Priceline Pharmacy Jewells. We again thank all our major sponsors.

With a lot of hours I secured 25 raffle prizes from 3x\$150 worth of supplements towel, water bottle, 3 months gym membership, many gift cards from different business, Fashion Fish Swim Wear, Swim Strips, Blue Fit, just to mention a few.

I would especially like to thank the Clubs who entered a Team Beresfield, Hunter, Titans NuSwim. I do believe there was another registered under a person name not a Club.

Monies raised were:

Golf Fees	\$892.00
Raffle	\$520.30
Sponsorship:	\$2400.00

TOTAL:               \$3812.30

The monies raised goes to our National A Team. By raising money for this Team it leaves extra monies we can spend on all our other Development Teams in the CVSA Area. We would like to see a lot more Clubs enter a 4-person Team next year. You don't have to be a good golfer. If you have or can borrow a set of Golf Clubs please come along & support CVSA Development Golf Day. Information will be sent out to all Club Secretaries & will be on the CVSA Website as soon as the date is secured.

I would like to thank Anthony, Tania, Phil & Tilligerry Golf Club for all the hard work they have put into making this yet another successful day.

Narelle Murphy



Date	Event	Venue
14 <sup>th</sup> -19 <sup>th</sup> December 2018	State Age 12/13-18 years	SOPAC
11 <sup>th</sup> – 12 <sup>th</sup> January 2019	Nelson Bay Qualifying	Tomaree
26 <sup>th</sup> – 27 <sup>th</sup> January 2019	Country Regional	Armidale Eden Wagga Wagga
26 <sup>th</sup> -28 <sup>th</sup> January 2019	Australian Open Water	Brighton Beach Adelaide
2 <sup>nd</sup> February, 2019	Development/Speedo Sprint Heats	Charlestown
9 <sup>th</sup> February 2019	Mingara Qualifying	Mingara
22 <sup>nd</sup> – 24 <sup>th</sup> February 2019	Country Championships	SOPAC
24 <sup>th</sup> February 2019	Coalfields Picnic	Cessnock
3 <sup>rd</sup> March 2019	Maitland Picnic	Maitland
15 <sup>th</sup> – 17 <sup>th</sup> March 2019	State Open	SOPAC
17 <sup>th</sup> March 2019	West Wallsend Indoor Development	West Wallsend
30 <sup>th</sup> – 31 <sup>st</sup> March 2019	State Age 12-13 years & Under	SOPAC
7 <sup>th</sup> – 12 <sup>th</sup> April 2019	Australian Swimming Championships	S. A. Aquatic & Leisure Centre
15 <sup>th</sup> – 22 <sup>nd</sup> April 2019	Australian Age Championships	Oaklands Park SA
4 <sup>th</sup> -5 <sup>th</sup> My 2019	KPD Combination	Woy Woy
19 <sup>th</sup> May 2019	Titans Combination	Woy Woy
26 <sup>th</sup> May 2019	Woy Woy Development	Woy Woy
1 <sup>st</sup> June 2019	SNSW MC #2 (Short Course)	Ryde
2 <sup>nd</sup> June 2019	Novos Qualifying	Coughlans
21 <sup>st</sup> -23 <sup>rd</sup> June 2019	CVSA SC Championships	PLC-Woy Woy
5 <sup>th</sup> – 7 <sup>th</sup> July 2019	Country SC Championships	SOPAC
27 <sup>th</sup> July 2019	SNSW AGM & State Forum	TBC
28 <sup>th</sup> July 2019	SNSW Technical Forum	TBC
28 <sup>th</sup> July 2019	West Wallsend Indoor Qualifying	West Wallsend Indoor
3 <sup>rd</sup> – 4 <sup>th</sup> August 2019	SNSW Target Meet	TBC
10 <sup>th</sup> August 2019	SNSW MC Meet #3 (Short Course)	Ryde
11 <sup>th</sup> August 2019	Valley Aquatic Qualifying	Kurri Kurri
18 <sup>th</sup> August 2019	CVSA AGM & Forum	TBA
23 <sup>rd</sup> - 25 <sup>th</sup> August 2019	SNSW Senior State Age SC Championships	SOPAC
7 <sup>th</sup> – 8 <sup>th</sup> September 2019	SNSW Junior State Age SC Championships	SOPAC
14 <sup>th</sup> – 15 <sup>th</sup> September, 2019	KPD Combination	Woy Woy
12 <sup>th</sup> October 2019	SNSW Achiever Squad Meet	SOPAC
19 <sup>th</sup> October 2019	SNSW MC Championships (Long Course)	SOPAC
24 <sup>th</sup> - 26 <sup>th</sup> October 2019	Australian SC Championships	Melbourne Sports & Aquatic Centre
17 <sup>th</sup> - 22 <sup>nd</sup> February 2020	Australian Club Championships	Claremont, WA
7 <sup>th</sup> April 2020	Australian Age Championships	Claremont, WA
24 <sup>th</sup> – 26 <sup>th</sup> October 2020	Australian SC Championships	Melbourne Sports & Aquatic Centre