

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

## Edgeworth Sport & Recreation Club Tuesday, 16<sup>th</sup> April, 2019

Meeting opened at 7.01pm with Norm Roberts presiding.

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

Nil declared.

### 2. **ATTENDANCE**

Norm Roberts	Blinda Francis-Smith	Jenny Schwetz	Michelle Gross	Russell Waugh
Greg Skinner	Michele Burley-Jones			

3. **APOLOGIES:** Jacqui Currey, Jacki Mackintosh. Moved Blinda Francis-Smith 2<sup>nd</sup> Michele Burley Jones that apologies be accepted. Carried.

4. **CONFIRMATION** - Minutes of previous meeting: Moved Blinda Francis-Smith 2<sup>nd</sup> Michele Burley-Jones that the minutes of the previous meeting are a true and correct copy. Carried.

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

- 5.1. 2019 Golf Day- date and venue –Confirmed booking - Merewether Golf Club-10<sup>th</sup> November 2019. Cost per head is \$26 and cost per golf cart is \$40 (Golfers to book their own cart/s). Moved Greg Skinner 2<sup>nd</sup> Blinda Francis-Smith that booking be approved. Carried.
- 5.2. Norm Roberts to contact kitchen re availability of breakfast.
- 5.3. Costings for green fees and breakfast to be tabled at May meeting
- 5.4. Flyers to be sent to clubs
- 5.5. West Wallsend Indoor-Swim meet results: Jacqui Currey to seek clarification of complaint from Swimming NSW- for discussion at May meeting.
- 5.6. Michael Hyslop has met with both parties and will forward his recommendations to CVSA for resolution of the matter.

### 6. **CORRESPONDENCE:**

#### 6.1. **INWARDS**

- 6.1.1. Email-Shannon Smith (SNSW): 2019 Winter Sprint Series
- 6.1.2. Email-Josh Karp (SNSW): TO Development program
- 6.1.3. Email-Titans SC: Issue raised with Toukley SC-fwd: President
- 6.1.4. Email (Norm Roberts)-Mark Heathcote (SNSW): Information request
- 6.1.5. Email-Swimming Australia: Swim Central
- 6.1.6. Email-Michelle Johnson (SNSW): e-newsletter
- 6.1.7. Email-Swimming NSW: Invoice-fwd: Treasurer
- 6.1.8. Email-Veronique Attencia: Website design-fwd: Website Admin
- 6.1.9. Email-Narelle Murphy/Blinda Francis-Smith: School Meets
- 6.1.10. Email-Greg Skinner: Referee Report-WWI-fwd: ATSC
- 6.1.11. Email-Shannon Smith (SNSW): NSW Senior & Junior Area Representative meets
- 6.1.12. Email-Josh Karp (SNSW): Changes to Swim Central transition-fwd: Websikte Admin/Competition Co-ordinator

- 6.1.13. Email-Beresfield SC: Summer meet application-fwd: Competition Committee
- 6.1.14. Email-Debby Tattoli: Out-of-Area TO assessments-fwd: President
- 6.1.15. Email-KPD SC: Out-of-Area TO assessments
- 6.1.16. Email-Michelle Johnson(SNSW): e-newsletter
- 6.1.17. Email-Phillipa Feher: Meet entries-KPD Meet-fwd Competition Co-ordinator
- 6.1.18. Email-Toukley SC: Issue raised-fwd: President
- 6.1.19. Email-Titans SC: Issue raised-fwd: President
- 6.1.20. Email (Russell Waugh)-Matt Potter: Meet entry refund
- 6.1.21. Email-Michelle Johnson: e-newsletter
- 6.1.22. Email-Blinda Francis-Smith: Response
- 6.1.23. Email-Maitland SC: Swim meet application-fwd: Competition Committee
- 6.1.24. Email-Margaret Sadow: Mediation-fwd: President
- 6.1.25. Email-Hunter SC: 2020 Affiliation
- 6.1.26. Email-Tracy Thompson: Winter Sprint Series
- 6.1.27. Email-Michelle Johnson: e-newsletter

## **6.2. OUTWARDS**

- 6.2.1. Email-Shannon Smith: 2019 Winter Sprint Series
- 6.2.2. Email (Norm Roberts)-Mark Heathcote (SNSW): Process for out-of-Area Technical assessment
- 6.2.3. Email-Michael Hyslop: Complaint
- 6.2.4. Email-Greta Brodie (SNSW): Declaration
- 6.2.5. Email-Mark Heathcote (SNSW): 2020 Country Regional meets
- 6.2.6. Email-KPD SC: Out-of-Area TO assessments at CVSA club meets
- 6.2.7. Email (Norm Roberts)-KPD SC: Out-of-Area TO Assessments
- 6.2.8. Email-Hunter SC: 2020 Affiliation
- 6.2.9. Email-Tracey Thompson: Winter Sprint Series

Moved Michelle Gross 2<sup>nd</sup> Blinda Francis-Smith that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried

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

- 6.3.1. TO Development Program has been uploaded to website
- 6.3.2. Noted sudden passing of Kenneth To
- 6.3.3. Swim Central roll out has begun
- 6.3.4. Area Convenor for SAR & JAR meet – Moved Russell Waugh 2<sup>nd</sup> Greg Skinner that clarification of responsibilities of Area Convenor be sought from SNSW. Carried.
- 6.3.5. Meet entry refund- Confirmed that CVSA has adopted SNSW Refund Policy-copy attached.
- 6.3.6. Correspondence from KPD & Debby Tattoli- Norm Roberts has advised that he has contacted both parties to explain CVSA/SNSW policy on out-of -Area technical assessments.
- 6.3.7. Toukley/Titans complaint discussed
- 6.3.8. Potter refund-a medical certificate required for the day of competition .

## **7. REPORTS:**

### **7.1. Treasurer – Michelle Gross**

- 7.1.1. Report tabled-copy attached.

### **7.1.2. Accounts approved for Payment**

**Paid to**  
Swimming NSW

**Details**  
ETE hire-Speedo Sprints

**\$**  
270.00

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

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

Championship entries will be open on Club Lane

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

7.3.1. JES report tabled-copy attached.

Moved Blinda Francis Smith 2<sup>nd</sup> Michele Burley-Jones that report be accepted.  
Carried.

**7.4. ATSC Convenor** – Jacqui Currey

No report.

**7.5. Property Officer-** Jacki Mackintosh

No report.

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

Correspondence with KPD requesting list of officials

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

**7.7. Web Administrator** – Greg Skinner

No report.

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

No report.

**8. GENERAL BUSINESS:**

- 8.1. Information Booklet updates:
  - 8.1.1. Competition/Development/Technical. Could these be sent in by end June please?
  - 8.1.2. Copy of CVSA policies to be included. Moved Russell Waugh 2<sup>nd</sup> Greg Skinner. Carried.
- 8.2. School meets- all requests for technical officials to be directed to CVSA secretary in the first instance. CVSA logo is not to be used by School meet co-ordinator as these meets are not approved CVSA meets.
- 8.3. Nominations for Life Members and Service Award have closed.
- 8.4. Approve CVSA Calendar-copy attached. Moved Russell Waugh 2<sup>nd</sup> Greg Skinner. Carried.
- 8.5. SNSW AGM-27 July 2019-Novotel Sydney Olympic Park, 11 Olympic Blvd-10am
- 8.6. SNSW State Forum-27 July 2019-following completion of AGM
- 8.7. Moved Michelle Gross 2<sup>nd</sup> Blinda Francis-Smith that KLM be approved to prepare financial statements. Carried.
- 8.8. Russell Waugh requested password for new website.
- 8.9. Meeting with Michael Hyslop, Norm Roberts and Phil Hawke has not eventuated.

**9. MEETING CLOSED: 8.05pm**

**10. NEXT MEETING: Tuesday 21<sup>st</sup> May, 2019-Edgeworth Sport & Recreation Club-7pm**

CHAIR: Norm Roberts

SECRETARY: Jenny Schwetz

# COAST AND VALLEY TREASURERS REPORT

As At 29 March 2019

<b>Cheque Account</b>			
Forward			
<b>Income</b>			\$ 50,387.27
	Interest	\$ 3.95	
	Memberships - Swimmer	\$ 136.00	
	Memberships - Non Swimmer	\$ 68.00	
		\$ 207.95	
			<b>\$ 50,595.22</b>
<b>Expenses</b>			
	Sid Fogg & Sons - Bus for Development Squad to SOPAC	\$ 1,075.00	
	Michele Burley-Jones - Reimburse for Ink (Stationary)	\$ 127.00	
	Charlestown SC - Speedo Sprints Food	\$ 300.00	
	Newcastle Embroidery - 93 Cotton Tshirts, 1 Polo Shirt	\$ 1,003.50	
	Newcastle Embroidery - 1 Polo Shirt	\$ 27.00	
		\$ 2,532.50	
<b>BALANCE AS PER STATEMENT</b>			<b>\$ 48,062.72</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%		\$ 22,228.54
<b>Cash Reserve (077)</b>			
	Interest as at 29/03/19	\$ 5.96	\$ 18,760.11
<b>Balance as per Statement</b>			<b>\$ 18,766.07</b>
<b>Debit Card (534)</b>			
<b>Opening Balance</b>			<b>\$ 1,370.19</b>
<i>Money In</i>			
	Interest	\$ 0.10	\$ 1,370.29
		\$ -	
		\$ 0.10	
<i>Money Out</i>			
	SOPAC - Parking	\$ 15.00	
	Officeworks - Stationary	\$ 37.50	
		\$ -	
		\$ 52.50	
<b>Balance as per statement</b>			<b>\$ 1,317.79</b>
<b>Fund Raising Account (236)</b>			
<b>Opening Balance</b>		\$ 3,813.61	
<i>Money In</i>			
	Interest	\$ 0.30	
<i>Money Out</i>			
<b>Balance as per Statement</b>		<b>\$ 3,813.91</b>	
<b>ACCOUNTS TO BE PAID</b>			
	NSW Swimming - Equipment Hire	\$ 270.00	
		\$ 270.00	
Michelle Gross			
Signature		8/04/2019	

## **Swimming New South Wales Refund Policy**

### **BACKGROUND**

The Swimming NSW Refund Policy has been prepared to communicate the circumstances under which a member of Swimming NSW may seek a refund for payments made through the national online system. The Swimming NSW Refund Policy has been prepared in accordance with Australian Consumer Law. This policy is applicable to all persons who access the Swimming NSW website and associated websites provided by APT for the purpose of purchasing any of the following items:

- a) online membership payments
- b) event entry fees
- c) event ticket sales

### **REFUND STATEMENTS**

#### **Membership Refund Policy**

Under Australian Consumer Law Swimming NSW has no obligation to refund membership fees regardless of the timeframe after, or circumstances in which a member determines that they no longer wish to remain a member. Swimming NSW only has an obligation to refund membership payments or part thereof where a technical error has been proven to have occurred on the national online registration system, resulting in a negative financial effect on the user (e.g. if a transaction is debited twice due to a systems error). Therefore, Swimming NSW will not provide a refund for membership fees under any circumstance except that in which a technical error can be demonstrated.

Areas will align with the Swimming NSW membership refund policy above.

Clubs may choose to refund their own component of membership fees by cash, cheque or EFT to their members. If a club chooses to reimburse a member for the entire membership fee they have paid (including Swimming Australia's, Swimming NSW's and their area's fee portions), the club cannot claim reimbursement from the above-mentioned organisations for those fee portions.

#### ***Membership Refund Procedure***

In the event a member experiences a technical error while performing a membership transaction which results in the member having fees debited from them more than once, the member can claim reimbursement/reversal of the duplicate transaction(s) from Swimming Australia.

The member, or a representative from the member's club, can contact the Sport Administrator at Swimming NSW (02 9763 5833 or [admin@nsw.swimming.org.au](mailto:admin@nsw.swimming.org.au)) or Swimming Australia directly (03 9910 0700 or [support@swimming.org.au](mailto:support@swimming.org.au)) to claim reimbursement. Proof of fees being debited more than once must be provided to claim reimbursement (e.g. copy of credit card or banking statement with all fields blacked out except the relevant transactions, etc.).

### **Event Entry Fees Refund Policy**

Swimming NSW will provide a refund for entry fees in situations where:

- a) illness or injury prevents an athlete from competing, or
- b) a technical error has been proven to have occurred on the national online meet entry system, resulting in a negative financial effect on the user.

A medical certificate covering the days in which you were intending to swim is required to claim a refund for part "a" above. If a medical certificate is not or cannot be provided, Swimming NSW reserves the right to reject the refund request.

Areas and clubs are not obligated to align with part "a" of the Swimming NSW Event Entry Fees Refund Policy. Areas and clubs are obligated to align with part "b" of the Swimming NSW Event Entry Fees Refund Policy.

### **Event Entry Fees Refund Procedure**

To request a refund because of illness or injury, contact the Events Manager at Swimming NSW (02 9763 5833 or [meet.entries@nsw.swimming.org.au](mailto:meet.entries@nsw.swimming.org.au)). You will need to provide the following to request a refund:

- a medical certificate, clearly covering the days in which you were intended to swim
- the name of the meet entered
- the event numbers the swimmer withdrew from
- the swimmer's name

The refund of entry fees will primarily be performed via credit card, so we also require your credit card number and expiry date to reverse payment to your card. Refund of fees by EFT can be arranged by special request only.

In the event a member experiences a technical error while performing an online meet entry transaction which results in the member having fees debited from them more than once, the member can claim reimbursement/reversal of the duplicate transaction(s) from Swimming Australia.

The member, or a representative from the member's club, can contact the Events Manager at Swimming NSW (contact details above) or Swimming Australia directly (03) 9910 0700 or [support@swimming.org.au](mailto:support@swimming.org.au) to claim reimbursement. Proof of fees being debited more than once must be provided to claim reimbursement (e.g. copy of credit card or banking statement with all fields blacked out except the relevant transactions, etc.).

### **Event Ticket Sales Refund Policy**

Tickets to Swimming NSW events are sold by two methods:

- a) via an external ticketing agent's ticketing portal
- b) at the door to the event

If a refund is required when tickets are purchased via a ticketing agent's ticketing portal, refunds are only granted by the ticketing agent, in accordance with the ticketing agent's conditions of sale.

If a refund is required when tickets are purchased at the door to an event, refunds can be requested for reasonable circumstances\*. Refunds will be made in cash and must be requested on the day the tickets were purchased.

*\*Reasonable circumstances will be decided at Swimming NSW's or their representative's discretion*

### **POLICY REVIEW**

This policy has been created on 20 August 2014 in consideration of the objectives of the new national online system. The policy statements reflect some elements of the system that are as yet incomplete and as such are to be reviewed in August 2019, or as required with changes to the national online system.



## Junior Establishment Squad 2019



On Friday 15<sup>th</sup> March, 2019 19 swimmers from the Coast & Valley Junior Establishment Squad travelled to Sydney Olympic Park for the NSW Open State Championships. These swimmers joined from a variety of clubs in the Newcastle, Singleton and Central Coast areas; and were accompanied by Team Coach Michael Hyslop, CVSA representative Narelle Murphy and 11 parents.

On arrival the squad members were all excited to enter the pool for a training session with Michael. For many of these swimmers it was their first occasion visiting SOPAC, being amazed by the size of the complex and depth of the pool. For others, it was a great opportunity to refine skills in the competition pool prior to upcoming school representative meets.

After our training session the swimmers got changed and enjoyed an early dinner at McDonalds. We then went downstairs to be briefed on our role as basket carriers for the championships. We had some free time to view the Olympic memorabilia around the pool area. The kids were amazed at just how big the hand & feet moulds of some champion swimmers were. Another point of much conversation was the changes to race suits over years, with many of kids too young for the era of full body race suits. During this time Narelle had the opportunity to speak to the accompanying parents about the Swimming NSW/CVSA development plan, and answer any questions from families.



We formed two shifts of basket carriers, and were just short of two full teams. Narelle had kindly grouped the basket carriers loosely on their local swim club, combined with a good mixture of ages to foster leadership and support. The baskets this year were again huge - half the height of some swimmers, and wider than their little bodies. This proved to be a challenge for a couple of younger swimmers, meaning I got a workout helping to run and carry baskets as they got tired. Special thanks must go to Sophie Kelley, Evie Harris, Kade Taylor, Elana Sydenham and Tahj Regattieri for offering additional support and basket duties to cover both teams over the night.

The kids were very excited to brush shoulders with some big names and their idols, helped by Narelle's experience. We were very fortunate to receive three gifted medals from swimmers throughout the night, and these were shared between some very excited CVSA swimmers. At the end of the night Cate Campell took



the time to come over and sign memorabilia for our swimmers. The swimmers were all very kind and many thanked our children for their help on the night.

Swimming NSW gathered all the JES swimmers together at the end and thanked us for our help, providing thankyou bags with some snacks for the bus ride home. The bus trip home was much quieter with many children exhausted from carrying baskets and running back and forth.

Narelle and I were very proud of how our swimmers behaved. They displayed teamwork to help each other out when some were tired. The respect shown to our championship swimmers was commented on. The young CVSA swimmers will look back fondly on this trip for a long time to come, with new friendships formed. It has been great to see kids from different swim clubs recognise each other at events since the JES 2019 trip.



Lisa Shailer  
Manager  
Junior Establishment Squad



Date	Event	Venue
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> May 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
29 <sup>th</sup> -30 June 2019	Development	The Forum
5 <sup>th</sup> – 7 <sup>th</sup> July 2019	Country SC Championships	SOPAC
21 <sup>st</sup> July 2019	CVSA Achievers Meet	Arnolds Swim Centre
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 SAR 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 Championshi	SOPAC
7 <sup>th</sup> – 8 <sup>th</sup> September 2019	SNSW Junior State Age SC Championshi	SOPAC
14 <sup>th</sup> – 15 <sup>th</sup> September, 2019	KPD Combination	Woy Woy
12 <sup>th</sup> October, 2019	SNSW JAR Meet	SOPAC
13 <sup>th</sup> October, 2019	SNSW MC Championships	TBC
19 <sup>th</sup> October, 2019	SNSW LC Qualifying Meet	SOPAC
22 <sup>th</sup> - 24 <sup>th</sup> October, 2019	Australian SC Championships	Melbourne Sports & Aquatic Centr
10 <sup>th</sup> November 2019	CVSA Golf Fundraiser	Merewether Golf Course
13 <sup>th</sup> -18 <sup>th</sup> December 2019	SNSW Senior State Age Championships	SOPAC
20 <sup>th</sup> -21 <sup>st</sup> December, 2019	SNSW Open Water Championships	SIRC
25 <sup>th</sup> -26 <sup>th</sup> January, 2020	SNSW Country Regional Meets	Various
21 <sup>st</sup> -23 <sup>rd</sup> February, 2020	SNSW Country Championships	SOPAC
17 <sup>th</sup> - 22 <sup>nd</sup> February 2020	Australian Club Championships	Claremont, WA
1 <sup>st</sup> March, 2020	SNSW MC Meet #1	SOPAC
13 <sup>th</sup> -15 <sup>th</sup> March, 2020	SNSW State Open Championships	SOPAC
28 <sup>th</sup> -29 <sup>th</sup> March 2020	SNSW Junior State Age Champs	SOPAC
7 <sup>th</sup> April 2020	Australian Age Championships	Claremont, WA
15 <sup>th</sup> -17 <sup>th</sup> May 2020	SNSW Sydney Open	SOPAC
24 <sup>th</sup> – 26 <sup>th</sup> October 2020	Australian SC Championships	Melbourne Sports & Aquatic Centr

<b>School/Zone</b>	<b>CVSA Organiser</b>	<b>Date</b>	<b>Location</b>
<b><i>Coalfields High Zone</i></b>	Narelle Murphy		
<b><i>Eastlakes</i></b>	Narelle Murphy		Charlestown
<b><i>HRIS High</i></b>	Narelle Murphy		Lambton
<b><i>HRIS High</i></b>	Narelle Murphy		Lambton
<b><i>HRIS Primary</i></b>	Narelle Murphy		Lambton
<b><i>HRIS Primary</i></b>	Narelle Murphy		Lambton
<b><i>Hunter Christian Primary Regional</i></b>	George Brown/ Narelle Murphy		The Forum
<b><i>Lakes Grammar (High)</i></b>	Blinda Francis-Smith		
<b><i>Lakes Grammar (Primary)</i></b>	George Brown		
<b><i>Maitland Primary Zone</i></b>	Narelle Murphy		Maitland
<b><i>Newcastle Grammar (High)</i></b>	Narelle Murphy	18-Feb-20	Lambton
<b><i>Newcastle Grammar (Primary)</i></b>	Blinda Francis-Smith/George Brown	20-Feb-20	Lambton
<b><i>Port Stephens Primary Zone</i></b>	Narelle Murphy		Tomaree
<b><i>PSSA High</i></b>	Narelle Murphy		Lambton
<b><i>PSSA Primary</i></b>	Narelle Murphy		Lambton
<b><i>Tuggerah Lakes Zone</i></b>	Jenny Schwetz		Mingara
<b><i>Wallarah Zone</i></b>			