

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

Edgeworth Sport & Recreation Club Tuesday, 21st May, 2019

Meeting opened at 7.02pm 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	Jacqui Currey	Jacki Mackintosh		

- 3. APOLOGIES:** Michele Burley-Jones, Phillip Hawke. Moved Jacqui Currey 2nd Greg Skinner that apologies be accepted. Carried.

- 4. CONFIRMATION** - Minutes of previous meeting: Moved Blinda Francis-Smith 2nd Greg Skinner that the minutes of the previous meeting are a true and correct copy. Carried.

5. BUSINESS ARISING from the minutes

- 5.1. Costings for green fees tabled. Lunch will be provided.
- 5.2. Flyers have been sent to clubs
- 5.3. West Wallsend Indoor-Swim meet results: Jacqui Currey to seek clarification of complaint from Swimming NSW. Jacqui advises that due to confidentiality concerns SNSW cannot advise details of the incident, therefore no further action can be taken.
- 5.4. Michael Hyslop has met with both parties and has sent recommendations to CVSA for resolution of the matter. Independent Mediator to be approached.
- 5.5. Russell Waugh has been appointed as Convenor for SAR & JAR meets. SNSW advised.
- 5.6. Information Booklet updates: Competition/Development/Technical. To be sent in by end June. Copy of CVSA policies to be included.
- 5.7. Russell Waugh has been sent password for new website.

6. CORRESPONDENCE:

6.1. INWARDS

- 6.1.1. Email-Hunter SC: Application for swim meet dates-fwd: Competition Committee
- 6.1.2. Email-Office of Sport: Sport Shorts
- 6.1.3. Email Raymond Terrace SC: AGM advice
- 6.1.4. Email-Greta Brodie: SNSW Affiliation-fwd: Treasurer
- 6.1.5. Email-Nigel Jones: Mediation
- 6.1.6. Email-Margaret Sadow: Mediation
- 6.1.7. Email-Daniel Kozey: School meet dates
- 6.1.8. Email-Michelle Johnson: e-newsletter
- 6.1.9. Email-Hunter SC: Affiliation form

- 6.1.10. Email-Valley Aquatic SC: Affiliation form
- 6.1.11. Email-Central Newcastle SC: Affiliation form
- 6.1.12. Email-KPD SC: Winter Champs host club application-fwd: Competition Committee
- 6.1.13. Email-Michelle Johnson: e-newsletter
- 6.1.14. Email-Hunter Valley Allstars SC: Affiliation form
- 6.1.15. Email-West Wallsend SC: Affiliation form
- 6.1.16. Email-Michael Hyslop: Recommendations-
- 6.1.17. Email-NUSwim SC: Affiliation form
- 6.1.18. Email-Margaret Sadow: Complaint procedures
- 6.1.19. Email-Margaret Sadow: Further information-fwd: President
- 6.1.20. Email- Mingara SC: Swim meet date applications-fwd: Competition Committee
- 6.1.21. Email-Shannon Smith: Area Convenor responsibilities
- 6.1.22. Email (Narelle Murphy)-Sid Fogg & Sons: Quotation- JAR meet
- 6.1.23. Email-Central Newcastle SC: Invitation-Presentation-26th May-fwd: President
- 6.1.24. Email-Wallsend Electorate Office: My Community Project Grant
- 6.1.25. Email-Michelle Johnson: e-newsletter
- 6.1.26. Email-Hunter SC: MM file; awaiting date approval
- 6.1.27. Email-Titans SC: Gosford Stingrays SC Proposal for representative swimmers-
copy attached
- 6.1.28. Email-Kelly Wicks: Golf Day Sponsorship
- 6.1.29. Email-Nikki Willers: Achievers Selection-fwd: Development Co-ordinator
- 6.1.30. Email-Teagan Coleman: Lecture room hire and Agreement
- 6.1.31. Email-Kerry Saunders: Nomination
- 6.1.32. Email-John Hart-Referee report-fwd; ATSC
- 6.1.33. Email-NUSwim SC: Notification of suspension-fwd: President
- 6.1.34. Email-Mark Heathcote: Area Presidents' Catch up
- 6.1.35. Email-Newcastle Embroidery: Statement-fwd: Treasurer
- 6.1.36. Email-Singleton SC: Development Squad-fwd: Development Co-ordinator
- 6.1.37. Email-Mark Heathcote: SNSW AGM Voting Information
- 6.1.38. Email-Mingara SC: interim Affiliation form
- 6.1.39. Email-Teagan Coleman: Computer access- lecture room
- 6.1.40. Email-Debby Tattoli: Reservation confirmation National A Camp 2020. \$500
deposit payable-fwd: Treasurer
- 6.1.41. Email-Michelle Johnson: e-newletter
- 6.1.42. Email-Valley Aquatic SC: Application-Host winter Champs-fwd: Competition
Committee
- 6.1.43. Email-Jo-Anne Cockburn: Meet entries
- 6.1.44. Email-Catherine Irvine: KPD Distance results
- 6.1.45. Email-Regent Street Physiotherapy: Golf Day sponsorship
- 6.1.46. Email-Toukley SC: Affiliation form
- 6.1.47. Email-John Hart- Referee Report- Session 2-fwd ATSC
- 6.1.48. Email-Michelle Johnson: e-newsletter
- 6.1.49. Email-Tracey Street: KPD results
- 6.1.50. Email- Michelle Biddulph: Host club-winter champs
- 6.1.51. Email-Alison Phelan: Entries- winter Championships

6.2. OUTWARDS

- 6.2.1. Email-CVSA Clubs: Host Club application
- 6.2.2. Email-CVSA Clubs: 2019-20 Affiliation
- 6.2.3. Email-Margaret Sadow: Mediation-fwd: President
- 6.2.4. Email-Narelle Murphy: School meets
- 6.2.5. Email-Margaret Sadow: Advice Singleton SC re complaint handling
- 6.2.6. Email-Shannon Smith: Area Convenor responsibilities
- 6.2.7. Email- Hunter SC: Dates allocated after 1 June
- 6.2.8. Email-2018 Golf Sponsors: Advance notice
- 6.2.9. Email (Phillip Hawke)-Nikki Walters: Achievers Selection

- 6.2.10. Email (Phillip Hawke)-Teagan Coleman: Lecture Room Hire
- 6.2.11. Email-CVSA Clubs & Coaches: 2019 Development Squad information
- 6.2.12. Email-Phillip Hawke)-Lecture room computer access
- 6.2.13. Email-Teagan Coleman: Signed venue hire agreement
- 6.2.14. Email-Teagan Coleman: Public Liability Certificate of Currency
- 6.2.15. Email-Hunter SC: Swim meet application received
- 6.2.16. Email-Shannon Smith: Area Convenor SAR & JAR meets
- 6.2.17. Email-Jo-Anne Cockburn: Query re meet entries
- 6.2.18. Email-Regent Street Physiotherapy: Golf day information
- 6.2.19. Email-Blinda Francis-Smith: Offer of Mediation
- 6.2.20. Email-John Hart: Offer of Mediation
- 6.2.21. Email-Tracey Street: KPD results
- 6.2.22. Email-Michelle Biddulph: Host club-winter champs
- 6.2.23. Email-Alison Phelan: Winter champs entrie

Moved Russell Waugh 2nd Michelle Gross that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried.

6.3. **Business Arising from Correspondence:**

- 6.3.1. Central Newcastle-Presentation representative- Jacqui Currey will attend as CVSA representative
- 6.3.2. Proposal for representative swimmers-Gosford Stingrays. CVSA is not in favour of proposal.
- 6.3.3. Late nomination- Service Award. Moved Russell Waugh 2nd Greg Skinner that nomination be accepted. Carried.
- 6.3.4. Area Presidents' Catch up-26 July. Agenda items to be sent to CVSA secretary.
- 6.3.5. SNSW Voting: 10th June – 22nd July
- 6.3.6. Host club for winter championships: Moved Russell Waugh 2nd Greg Skinner that KPD SC be appointed. Carried. Russell Waugh and Norm Roberts to follow up with Valley Aquatic representatives CVSA winter championships.
- 6.3.7. KPD Distance results- Russell Waugh advises that results are now available on website
- 6.3.8. National A camp bookings- Bookings must have a CVSA contact.

7. **REPORTS:**

7.1. **Treasurer** – Michelle Gross

- 7.1.1. Report tabled-copy attached
- 7.1.2. Accountant to be contacted to prepare financial statements
- 7.1.3. Accounts approved for Payment

Paid to	Details	\$
Swimming NSW	2019-20 Affiliation	214.00
University of Newcastle	Lecture room hire – Development	800.00
Newcastle Embroidery	Polo shirt	27.00
BKL Performance Centre	Deposit-National A 2020 Camp	500.00

Moved Michelle Gross 2nd Russell Waugh that report be accepted and account approved for payment. Carried.

7.2. Competition Committee Co-ordinator – Russell Waugh

- 7.2.1. **CVSA CHAMPS**; Over the last 2 weeks I have been in constant dialogue with Greta & Josh at SNSW. There is a problem in setting up the \$10 meet fee CVSA charge on Saturday & Sunday. Instead of having that charge as a one-off single payment \$10 is added to each entry making it \$16 per race entry. Swim Central does not accept fee structure.

If we can get around this issue, we will be able to open online entries.

However, if this cannot be rectified on Monday 20h May, I will ask Swimming NSW if they can open Clublane for online entries. SNSW is using ClubLane for meet entries

If this can't be done we will use e-entries. **E-entry files will be sent to clubs' Race Secretaries.**

Relays will have to be done using the e-entry method. Cost of entry to relay \$10 per team max 2 teams per event. Payment by direct deposit to CVSA.

- 7.2.2. **KPD results** have been sent to SNSW who have passed them onto Swim Australia to be added to result data base.

SNSW reply

Thank you for your patience as we work with Swimming Australia to finalise some event capabilities.

Unfortunately, the results upload is still not functioning as we would like.

However, we are aware that your swimmers need these results/times to enter future meets. Therefore, we are happy to allow KPD's access to Club Lane, to upload the meet & results as you usually would. These can then be approved by Swimming NSW via the old process. Once approved, swimmers can enter meets via MyLane using these times, or, via manual entry if the meet is only available to enter in Swim Central.

As your meet came across from CL to SC, we will contact Swimming Australia, and ask them to unpublish that meet. Then, once we have confirmation that it has been unpublished, you will need to set-up the meet again in Swim Central, load results and seek approval so that these swimmers will also have these times in Swim central.

I have reopened your access to Club Lane to do this- please do not make any other changes as these will not be reflected in Swim central

Once you have uploaded the meet in Club Lane, please let me know.

You will need to do the above for both meets

If there are any other meets that were also set-up in CL that you are having trouble uploading results for in SC, please let me know

- 7.2.3. **For clubs** that have swim meets coming up you should be OK in setting up your meet in Swim Central as your meet will not have the meet fee component.

SNSW are not the problem with issues above it is SWIMMING AUSTRALIA

Moved Russell Waugh 2nd Jacqui Currey that report be accepted. Carried.

- 7.3. **Selection & Development Committee** – Phillip Hawke
- 7.3.1. Minutes – May Development meeting tabled-copy attached
 - 7.3.2. Development fee payments-EFT to cheque account
 - 7.3.3. Consider booking room or utilising Gym spaces, Studio space confirmed at \$65 per hour
 - 7.3.4. The nutritionist I had been talking to has sent me a quote - \$690 per presentation - (\$2070 + GST for 3 presentations). Moved Michelle Gross 2nd Greg Skinner that quotation be accepted. Carried.
 - 7.3.5. Approve Squad Shirt colour – Blue Biz-cool.
 - 7.3.6. Polo hoodie and T shirt for National A. To be the same for all Areas – Logo/s to be decided.
 - 7.3.7. Team Managers to wear same shirt as last year.
 - 7.3.8. 2020 camp booked-deposit paid

Moved Greg Skinner 2nd Russell Waugh that minutes and report be accepted.

7.4. **ATSC Convenor** – Jacqui Currey

Call for nominations for CVSA winter championships again. To date only 12 nominations received.

Moved Jacqui Currey 2nd Russell Waugh that report be accepted. Carried.

7.5. **Property Officer**- Jacki Mackintosh

No report.

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

I have communicated with the following Clubs regarding Technical Officials attending their forthcoming swim meets:

- 1. KPD Swimming Club (4th & 5th May, 2019)
- 2. Titans Swimming Club (19th May, 2019)
- 3. Woy Woy Swim Club (26th May, 2019)
- 4. Novocastrian Swim Club (2nd June, 2019)

Replies have been received from KPD, Titans, Woy Woy regarding their technical officials and passed onto the Management Committee. Am waiting for a reply from Novocastrian Club this weekend coming.

Moved Russell Waugh 2nd Blinda Francis-Smith that report be accepted. Carried.

7.7. **Web Administrator** – Greg Skinner

No report.

7.8. SNSW Development Officer for CVSA – Michael Hyslop

No report.

Management Committee has requested that the following be acted upon by Development Officer:

- Report required each month so that Management is aware of Swimming NSW future developments and the impact this may have on our Area
- Attendance at Management Committee meetings is desired by CVSA

8. GENERAL BUSINESS:

- 8.1. Transfer \$3000 from Fundraiser account to general account. This will leave \$814.24 in Fundraiser account. Moved Michelle Gross 2nd Jacqui Currey. Carried.
- 8.2. Golf Day – Flyers to be sent out to sponsors
- 8.3. SWIM CENTRAL
 - Cannot apply Active Kids Voucher
 - Registrars no longer have access to register members who do not have computer access
 - Accepting or declining members is no longer an option
 - Training program lacking
 - Full visibility of other club members details – address, Date of Birth, etc
- 8.4. Blinda Francis-Smith would like to thank all the amazing technical officials who worked at Titans recent swim meet.

9. MEETING CLOSED 8.36pm

10. NEXT MEETING: Tuesday 18th June, 2019-Edgeworth Sport & Recreation Club-7pm

CHAIR: Norm Roberts

SECRETARY: Jenny Schwetz

COAST AND VALLEY TREASURERS REPORT				
As At 30 April 2019				
Cheque Account				
Forward				\$ 48,062.72
Income				
	Interest	\$ 4.21		
	Memberships - Swimmer	\$ 164.00		
	Memberships - Non Swimmer			
		\$ 168.21		
				\$ 48,230.93
Expenses				
	NSW Swimming - Affiliation	\$ 214.00		
	Charlestown SC - Entries	\$ 1,000.00		
	NSW Swimming - Equipment Hire	\$ 270.00		
		\$ 1,484.00		
BALANCE AS PER STATEMENT				\$ 46,746.93
Unpresented Cheques as of 30/04/19				
	300968 Ben Booth	\$ 125.00		
		\$ 125.00		
Term Deposits				
	Due 13/07/2019 for 12 months @2.35%			\$ 27,161.70
	Due 16/07/2019 for 12 months @ 2.350%			\$ 11,508.47
	Due 3/12/2019 for 12 months @ 2.7%			\$ 22,228.54
Cash Reserve (077)				\$ 18,766.07
	Interest as at 30/04/19	\$ 6.58		
Balance as per Statement				\$ 18,772.65
Debit Card (534)				
Opening Balance				\$ 1,317.79
<i>Money In</i>	Interest	\$ 0.11		
<i>Money Out</i>	Australia Post - Stationary	\$ 135.00		
Balance as per statement as at 30/04/19				\$ 1,182.90
Fund Raising Account (236)				
Opening Balance				\$ 3,813.91
<i>Money In</i>	Interest	\$ 0.33		
<i>Money Out</i>		\$ -		
Balance as per Statement as at 30/04/19				\$ 3,814.24
ACCOUNTS TO BE PAID				
	Deposit for QLD Camp - PAID	\$ 500.00		
		\$ 500.00		
Michelle Gross				
Signature		16/05/2019		

**Coast & Valley Swimming Association Inc.
Minutes-Selection and Development Committee Meeting
Edgeworth Sport & Recreation Club**

Wednesday 1st May 2019

Meeting opened 10.05am at with Phillip Hawke presiding.

1. ATTENDANCE

Narelle Murphy Phillip Hawke Jacki Mackintosh

Visitors Jenny Schwetz Norm Roberts Michael Hyslop (SNSW Development Officer)

2. APOLOGIES: Debby Tattoli, Blinda Francis-Smith. Moved Narelle Murphy 2nd Jackie Mackintosh that apologies be accepted. Carried.

3. CONFIRMATION - Minutes of previous meeting: Moved Narelle Murphy 2nd Phil Hawke that the minutes of the previous meeting are a true and correct copy. Carried.

4. BUSINESS ARISING from the minutes

4.1. Pool space at The Forum has been booked

4.2. Pool available at The Junction on 20th July for Achievers meet. Meet to be 4 hours. Follow up with Russell Waugh to have meet approved for times to be recognised by Swimming NSW.

4.3. Follow up with ATSC Co-ordinator for technical training.

5. CORRESPONDENCE

5.1. Inwards

- Chris Dale – The forum: Confirmation of lane space and sponsorship agreement for Dev weekend
- Rebecca Cope- Be the Best Me; confirmation to participate in development weekend as a presenter
- Mike Wilkens- Active Muscle Active Minds; confirmation to participate in development weekend as a presenter
- Confirmation that Greg McWhirter will assist as a mentor coach, (Debby Tattoli organised)
- JES Trip to State Open Team managers report, Lisa Shailer

5.2. Outwards

- Emails to the following seeking presenters for Dev Days; Hunter Life Education, The Youth Academy, Be the Best Me, & Mike Wilkens.
- Chris Dale -The Forum request for Lane space and sponsorship agreement
- Newcastle University – lecture room hire.

Moved Jackie Mackintosh 2nd Narelle Murphy that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried.

5.3. Business Arising from Correspondence

- 5.3.1. Chris Dale (The Forum) to be sent copy of sponsorship document
- 5.3.2. Rebecca Cope confirmed for 3 presentations
- 5.3.3. Bradley Woodward to be approached to do presentation session – Michael Hyslop to follow up availability for one or both days.
- 5.3.4. Consider Jessica Collins as a presenter – Phil Hawke to follow up
- 5.3.5. Beyond the Black line presentation – Female presenter preferred. Phil Hawke to follow up.
- 5.3.6. Yvette still to confirm availability.

6. GENERAL BUSINESS

6.1. Development Activities and selection criteria Planning for 2019.

For swimmers to be eligible to participate in CVSA Development Squads they MUST:

- Have competed in an individual event at 2018 SC or LC Area Championships:
- Be a current financial member of SNSW
- Be an Australian resident permanently training in the CVSA area
- Age up dates for Development squads to be confirmed by SNSW – Michael Hyslop to follow up. Consider 12th October (date of JAR Meet).

6.1.1 National A

- Swimmers 13 – 18 years who compete in an individual event at 2019
- Swimmers 18+ years may be considered as camp mentors
- Australian age or National Open water (*JX swimmers not considered for National A squad*)
- All swimmers who qualify are invited to attend aged development days, but this will not be compulsory.
- Nat A camp 5th to 8th Oct at Port Stephens – booked for 70 participants (squad members from other Areas may participate). Deposit has been paid. Meeting between Debby Tattoli, Kerrie Saunders, Michael Hyslop and Phil Hawke proposed for end May.
- **Uniform- consider one uniform for all Areas attending the camp.** Suggest SNSW branded shirt and hoodie – same uniform for all swimmers from participating Areas
- Strength Republic- gym session at Sunnyside
- SNSW consent form for Area participants (to include shirt size). Michael Hyslop to follow up.
- Camp Fee payable by CVSA swimmers to be decided after all costs are known
- Limit number to 20 or 30 for CVSA depending on availability of accommodation
- 2020 Gold Coast camp has been approved by Management Committee
- Michael Hyslop advised waiting on pool availability (exact times)

6.1.2 Senior Area Representative Squad

- Swimmers aged 13-18yrs who competed in an individual event at 2018/19 Long Course State or Country Champs
- Senior Area Meet 3rd & 4th August, 2019 – Woy Woy.
- Accommodation for state swimmers/bus each day/other. As the meet is in CVSA Area, no bus or accommodation will be provided by CVSA.
- Age up on date of Development Meet - ?12th October.
- No program available from Swimming NSW to date.
- Team Manager to be appointed.

6.1.3 Junior Area Representative Squad

- Swimmers aged 10-12yrs who competed in an individual event at 2018/19 Long Course State or Country Champs
- Junior Area Meet 12th Oct 2019, at SOPAC
- Age up on date of Development Meet
- Bus needed for swimmers. Quote has been obtained from Sidd Fogg - \$1095.
- Team Manager to be appointed

6.1.4. Achievers Squad

- Swimmers aged 9-16yrs who competed in an individual event at 2018 CVSA Champs
- No SNSW activities, CVSA to run own activity for this group
- Consider running a Dev Meet with long distance events only, limit number of events per swimmers, fun meet with music and announcer etc,
- Date: 20th July. Meet to be approved by CVSA. Recommend 2pm warm up, 3pm start, 7pm finish.
- Use meet as TO training. Liaise with Jacqui Currey.
- Cost of hire of facilities to be determined.
- Meet to be approved by CVSA – Recommendation to Management.
- Team Manager to be appointed.

6.1.5 MC Squad

- At present MC swimmers will be incorporated in our age Development day programs, but will participate in SNSW MC #3 meet on 10th August 2019? TBC. Michael Hyslop to follow up.

6.1.6 Establishment Squads

- JES Team trip to SOPAC to be basket carriers at State Open was a huge hit.
- Lisa Shailer from KPD was Team Manager with Narelle Murphy assisting and Michael Hyslop as Coach.
- Consider 2020 trip on Sunday:-
 - a) swim set
 - b) walk through hall
 - c) to watch competition

6.2 Development Days

- Age group delivery of content, 13-18yrs, 11-12yrs, 8-10 years
- Two days again with younger groups on one day giving each group 2 hours in pool
- Guest Coach Greg McWhirter
- Last year Physio took swimmers up to an empty gym room at The forum, look at booking room or utilising Gym spaces, Studio space confirmed at \$65 per hour. Brett Doring (Michael Hyslop to follow up)/ Craig Boetcher (Phil Hawke to follow up)
- Presenters to be organised for each development day
- Michael Hyslop to chase up local coaches
- Consider Coaches' morning tea 10am – 11.30 am

6.3 Team Manager applications - National A to open in May/June

6.4 Athlete Application Process

- Publish a list of all swimmers who will be eligible for invitations to CVSA development squads. Initial list of swimmers who competed at CVSA Champs would be sent out to all clubs informing these swimmers will be eligible for Dev Squads and send General info sheets out. Target for this would be end of April or early May for this to be completed and sent. See attached info sheets to be sent out.
- All Squad specific invitations to be sent out at the same time in mid-May.

- Invitation letter will have link to online payment and online application form. This worked well in past so I recommend it is continued in 2019. Russell sets up individual squad meets which has Squad payment fee.
- Squad fee for 2019 is to be \$40 for all squads and additional camp fee of for National A

6.5 Uniforms

- CVSA swim caps to be ordered - approved by management committee
- Shirt colour – Blue Biz-cool. Recommendation to Management.
- Polo hoodie and T shirt for National A.
- Team Managers to wear same shirt as last year.

6.6 Dates for Development activities.

- Development Days / weekends – June 29th /30th
- Achiever's meet; Saturday July 20th in the afternoon / evening

6.7 Outstanding Items

- Meet Program – SAR and JAR
- Beyond the Black Line
- State Squads – inclusion of CVSA swimmers
- MC Meet – entry fee paid by SNSW? To be confirmed
- Lecture theatre to be booked – Phil Hawke to follow up
- Presenters to be confirmed – Bradley Woodward/Jessica Collins
- Runaway Bay to be booked for 2020

Meeting Closed: 11.22 am

Next Meeting: TBA

Phillip Hawke
Chair

Jenny Schwetz
Secretary