

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

Edgeworth Sport & Recreation Club Tuesday, 18th June, 2019

Meeting opened at 7.00pm with Blinda Francis-Smith presiding.

1. **CONFLICTS OF INTEREST**

Nil declared.

2. **ATTENDANCE**

Blinda Francis-Smith Jenny Schwetz Michele Burley-Jones Greg Skinner Russell Waugh
Jacki Mackintosh Jacqui Currey
Michael Hyslop (Swimming NSW Development Officer)

3. **APOLOGIES:** Norm Roberts, Phillip Hawke, Michelle Gross. Moved Michele Burley-Jones 2nd Greg Skinner that apologies be accepted. Carried

4. **CONFIRMATION** - Minutes of previous meeting: Moved Jacqui Currey 2nd Russell Waugh that the minutes of the previous meeting are a true and correct copy. Carried.

5. **BUSINESS ARISING** from the minutes

5.1. \$3000 has been transferred from Fundraiser account to general account

6. **CORRESPONDENCE:**

6.1. **INWARDS**

- 6.1.1. Email-Kincumber Pacific Dolphins SC: Affiliation form
- 6.1.2. Email-West Wallsend Indoor SC: Meet appln-fwd: Competition Committee
- 6.1.3. Email-West Wallsend Indoor SC: Lake Macquarie Games-fwd: Competition Co-ordinator
- 6.1.4. Email-Hunter SC: Updated Affiliation form
- 6.1.5. Email- italktravel-Warners Bay: Golf Day Fundraiser
- 6.1.6. Email-Megan Donegan: Technical Official-winter champs
- 6.1.7. Email-Michelle Johnson: e-newsletter
- 6.1.8. Email-Blinda Francis-Smith: Assessment paperwork-Andrew Rodham
- 6.1.9. Email- Michael Hyslop: Clash of interest
- 6.1.10. Email-Woy Woy SC: Affiliation form
- 6.1.11. Email-Coalfields United SC: Swim meet appln
- 6.1.12. Email-John Hart: Mediation
- 6.1.13. Email-Titans SC: Swim meet application
- 6.1.14. Email-Debby Tattoli: Swimwear requirements
- 6.1.15. Email Kincumber Pacific Dolphins SC: Winter Champs
- 6.1.16. Email-Woy Woy SC: Swim meet appln
- 6.1.17. Email-Michelle Johnson: e-newsletter
- 6.1.18. Email-Singleton SC: Swim meet appln-fwd: Competition Co-ordinator

- 6.1.19. Email-Titans SC: Swim Central seed times
- 6.1.20. Email-Sommer Carson: Promotion of no single-use bottles
- 6.1.21. Email-Josh Karp: Swim Central Event & Transfer updates-fwd: Competition Co-ordinator
- 6.1.22. Email-Josh Karp: Swim Central presentation
- 6.1.23. Email-Emma Walker: Results- Alex Walker- KPD swim meet-fwd: Competition Co-ordinator
- 6.1.24. Email-Teagan Coleman: Lecture room- Development Squads
- 6.1.25. Email-Mark Heathcote: Area Presidents' Catch up meeting confirmed
- 6.1.26. Email-Shannan (Purnell Trophies): Winter champs store
- 6.1.27. Email-Michelle Johnson: e-newsletter
- 6.1.28. Email-Be the Best Me: Invoice (deposit)
- 6.1.29. Email-Jen Hartman: Upgrade to Meet Manager 7.0
- 6.1.30. Email-Newcastle Embroidery: Statement-fwd: Treasurer
- 6.1.31. Email-Phil Hawke: Mediator

6.2. OUTWARDS

- 6.2.1. Email-CVSA Patrons: Golf Day fundraiser
- 6.2.2. Email-Central Newcastle SC: CVSA representative- Presentation
- 6.2.3. Email (Phillip Hawke)-Katie Goldman: Beyond the Black Line presentation
- 6.2.4. Email (Russell Waugh)-Michael Hyslop: Clash of interest
- 6.2.5. Email (Russell Waugh)-Novos SC: Club Technical officials
- 6.2.6. Email-Debby Tattoli: Swimwear requirements
- 6.2.7. Email- Valley Aquatic SC: Host club
- 6.2.8. Email-Kincumber Pacific Dolphins: SC Host club
- 6.2.9. Email-Kincumber Pacific Dolphins SC: Winter champs
- 6.2.10. Email-Josh Karp: Swim Central seed times
- 6.2.11. Email- Josh Karp/Greta Brodie: Swim Central presentation
- 6.2.12. Email (Phillip Hawke)-Lisa May: Info for display and approval from PLC
- 6.2.13. Email (Phillip Hawke)-Greg McWhirter: Info- Development Squads
- 6.2.14. Email (Phillip Hawke)- Greg McWhirter: Accommodation reservation
- 6.2.15. Email-Shannan-Purnell Trophies- Winter champs store
- 6.2.16. Email (Phillip Hawke)-Megan Donegan: BBQ-Development Squads
- 6.2.17. Email- Phil Hawke: Mediator
- 6.2.18. Email-Lisa May: winter champs

Moved Greg Skinner 2nd Michele Burley-Jones that correspondence inwards be dealt with as read and correspondence outwards be approved. Carried.

6.3. Business Arising from Correspondence:

- 6.3.1. Optus Junior Dolphins program will be discontinued from 31 May by Swimming Australia.
- 6.3.2. Swim Central support notes are now available on the Swimming NSW website- Michael Hyslop will email link
- 6.3.3. Costs for BTBL presentation – there should be no cost for this-Michael Hyslop to follow up.
- 6.3.4. Swim Central presentation at CVSA AGM is being planned by Swimming NSW
- 6.3.5. Results for Alex Walker-KPD Swim meet – this has been resolved by Competition Co-ordinator.
- 6.3.6. Swimming NSW elections are not required-the number of nominations did not exceed the number of vacant positions

- 6.3.7. Meet Manager 7.0 upgrade-20% discount on all orders by June 30 + free upgrade to Meet Manager 8.0 later in the year. Moved Russell Waugh 2nd Jacqui Currey that Meet Manager 7.0 be purchased. Carried.
- 6.3.8. Michelle Gross has spoken to Newcastle Embroidery and confirmed that this invoice was paid in March
- 6.3.9. Still to obtain services of a Mediator – Michael Hyslop to follow up with SNSW.
- 6.3.10. Lisa May has offered to donate a raffle prize to CVSA

7. **REPORTS:**

7.1. **Treasurer** – Michelle Gross

Report tabled-copy attached.

7.1.1. Accounts approved for Payment

Paid to	Details	\$
Quest Newcastle West	Accommodation-guest coach (Dev)	150.00
The Forum -	Studio hire – development	260.00
Coles	Gift Cards- Technical Officials	910.00
Jenny Schwetz	Reimburse-Gift Cards – Technical Officials	100.00
The Forum	Studio Booking-Development	260.00

Moved Jackie Mackintosh 2nd Greg Skinner that report be accepted and accounts approved for payment. Carried.

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

7.2.1. CVSA Champs

- 500 swimmers – 2934 individual entries/140 relay entries
- Timeline: Friday 6.00pm -8.10pm
Saturday 9.00am -4.30pm
Sunday 9.00am-4.30pm
- MC Events – consideration to combining M/F events

7.2.2. Club applications to host summer meets is increasing. Competition Committee will consider clubs applying to host Qualifying/Combination/Development meets, which may result in clubs not being allocated a meet each year.

Moved Russell Waugh 2nd Jackie Mackintosh that report be accepted.

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

- 7.3.1. Development Planner tabled-copy attached
- 7.3.2. Achievers Meet program tabled-copy attached
- 7.3.3. Development Days: Committee members attending – Jenny Schwetz, Jackie Mackintosh, Blinda Francis-Smith (Sat)

- 7.3.4. Team Managers to be supplied with lunch by CVSA
- 7.3.5. Steak Sandwiches to be available for coaches who attend Coaches' Development Session
- 7.3.6. NuSwim to be offered \$100 per day to offset cost of providing lunches for Coaches and Team Managers
- 7.3.7. Gift cards, for presenters who are volunteering their time. Approve Gift Cards of \$25 per session. Presenters: Mike Wilkins/Craig Boettcher/Yvette's staff member/ Brett Doring.
- 7.3.8. Allowance of \$500 to be paid to cover travel expenses to Greg McWhirter (Guest Coach).
- 7.3.9. Achievers meet-Saturday 20th July-Arnolds Swim Centre, The Junction. Warm up 2pm. Competition to commence at 3pm. Entries will be limited to ensure 7pm finish.
- 7.3.10. Catering-Hunter SC: BBQ Dinner & salad for officials. Catering \$15 per person as per catering policy.
- 7.3.11. Technical Officials to invited to assist at the meet. This would be a good meet to undertake some training and invite parents and TOs to participate and be mentored in roles that they haven't done before to see if they would like to do the training. Advice to be sent to clubs and TO's.

Moved Jackie Mackintosh 2nd Jacqui Currey that report be accepted. Carried.

7.4. **ATSC Convenor** – Jacqui Currey

Noted that there was a lack of technical officials at the recent Novocastrian swim meet.

Recommend that Novos are not allocated a meet in 2020 unless they have four (4) suitably qualified and accredited club technical officials for positions before applications close for winter meets. Timekeepers and Chief Timekeepers are not included in this number.

Moved Jacqui Currey 2nd Russell Waugh that letter to be sent. Carried.

Singleton SC – Letter to be sent requesting who their technical officials are. Friday night competition by agreement with CVSA. Singleton SC to supply at least 4 suitably qualified and accredited for the positions allocated to club officials.

Congratulations to Jackie Mackintosh on gaining her L1 Referee accreditation.

Moved Jacqui Currey 2nd Michele Burley Jones that report and recommendations be accepted. Carried.

7.5. **Property Officer**- Jacki Mackintosh

No report.

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

Several emails to and from the Secretary and Peter Reinhardt (Novocastrian Swim Club) regarding their meet on the 2nd June and finally a list of people to work as Technical Officials.

Have contacted 3 papers and NBN re coverage of championships. 1 reply received.

Moved Michele Burley-Jones 2nd Jackie Mackintosh that report be accepted. Carried.

7.7. Web Administrator – Greg Skinner

No report.

7.8. SNSW Development Officer for CVSA – Michael Hyslop

Report tabled-copy attached

DO will liaise with clubs about Club Health Checks which must be completed at least once every 2 years.

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

8. GENERAL BUSINESS:

- 8.1. Meet Director for winter championships- Appointed Michael Hyslop
- 8.2. Technical Official Awards – Nominations to be sent to Secretary by 10 July.
- 8.3. Patrons for 2019-2020 – Invitations to be sent out
- 8.4. Sponsorships for Golf day Fundraiser: Regent Street Physio, italktravel-Warners Bay, 5Star Swim School, David Harris MP (Wyang)
- 8.5. Notice of AGM and Nomination forms have been circulated.
- 8.6. Review catering guidelines. With the inclusion of a Friday afternoon session, formalise maximum allowance required. Currently, no allowance is made for the Friday session as only tea, coffee and biscuits have been requested by CVSA. Moved Greg Skinner 2nd Michele Burley-Jones that amendment be approved. Carried.
- 8.7. Technical Official shirts (4) have been ordered
- 8.8. Russell Waugh advises that date for summer Speedo sprints has not been set by SNSW. The format may be similar to winter Speedo.
- 8.9. Michele Burley-Jones advised that she will not be standing for re-election to the Management Committee

9. MEETING CLOSED 8.42pm

10. NEXT MEETING: Tuesday 16th July, 2019-Edgeworth Sport & Recreation Club-7pm

CHAIR: Blinda Francis-Smith

SECRETARY: Jenny Schwetz

COAST AND VALLEY TREASURERS REPORT

As At 31 May 2019

Cheque Account			
Forward			\$ 46,746.93
Income			
Interest	\$ 4.09		
Development Squad Fees	\$ 9,098.00		
Transfer from Fund Raising Account (236)	\$ 3,000.00		
Memberships - Swimmer	\$ 204.00		
Memberships - Non Swimmer			
	\$ 12,306.09		
			\$ 59,053.02
Expenses			
Deposit for National A's Qld Trip	\$ 500.00		
	\$ 500.00		
BALANCE AS PER STATEMENT			\$ 58,553.02
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)			
Interest as at 30/04/19	\$ 6.37		\$ 18,772.65
Balance as per Statement			\$ 18,779.02
Debit Card (534)			
Opening Balance			\$ 1,182.90
<i>Money In</i> Interest	\$ 0.10		
<i>Money Out</i>			
Balance as per statement as at 30/04/19			\$ 1,183.00
Fund Raising Account (236)			
Opening Balance			\$ 3,814.24
<i>Money In</i> Interest	\$ 0.30		
Donation -	\$ 150.00		
<i>Money Out</i> Transfer to Main Acc (0702)	\$ 3,000.00		
Balance as per Statement as at 30/04/19			\$ 964.54
ACCOUNTS TO BE PAID			
Be the Best Me - Deposit (PAID)	\$ 227.70		
	\$ 227.70		

CVSA Development Day's Squad Schedules 2019

Date	Saturday 29 th June	Date	Sunday 30 th June	Sunday 30 th June
	13yrs to 18yrs		9yrs -11yrs	11yrs -13yrs
0830	Arrival	0830	Arrival	
0900-1000	Physio – Brett Doring Warm-ups, Dryland & injury prevention	0900-1000	Presentation 1- Mike Wilkins Active Muscles Active Minds	Arrival 09:30
1000-1100	Presentation 2 – Mike Wilkins Active Muscles Active Minds	1000-1100	Presentation 2- Strength & Conditioning	Presentation 1- Mike Wilkins Active Muscles Active Minds
1100-1200	Presentation 3- Rebecca Cope Be the Best Me (Nutrition + yoga)	1100-1200	Presentation 3- Nutrition	Presentation 2- Strength & Conditioning
1200-1215	Lunch	1200-1215	Lunch	Lunch
1215-1415	Pool Set – Males 1230– 1400 Beyond the Black Line Greg McWhirter Females Katie Goldman	1215- 1315	Pool Set – 2hrs set from 1215 to 1415	Presentation 3- Nutrition
1415-1445	Afternoon tea	1315-1415		Presentation 4-Physio Craig Boettcher
1445-1700	Pool set - Females 1430 - BTBL – Males Kurt Herzog	1415-1445 bre	Maybe Physio Craig Boettcher hour set 1430-1530	Pool Set 1445 -1700
		End 1700		

Notes:

1. Lunch provided for Coaches and team management 11:45 to 12:15pm
2. Afternoon tea provided for Coaches and team management at 14:30

**COAST & VALLEY SWIMMING ASSOCIATION
2019 ACHIEVERS SQUAD TIME TRIAL MEET**

Arnolds swim Centre
46 Kemp Street, The Junction

Saturday 20th July 2019

Warm up 2pm – Start 3pm				
M	F	Age Group	Distance	Stroke
1	2	13yrs & Over	1500	Freestyle
3	4	13yrs & Over	800m	Freestyle (See conditions below)
5	6	9/10yrs	200m	Ind Medley
7	8	11/12yrs	200m	Ind Medley
9	10	13yrs & Over	200m	Ind Medley
11	12	9/10yrs	200m	Freestyle
13	14	11/12yrs	200m	Freestyle
15	16	13yrs & Over	200m	Freestyle
17	18	9/10yrs	200m	Breaststroke
19	20	11/12yrs	200m	Breaststroke
21	22	13yrs & Over	200m	Breaststroke
23	24	12yrs & Under	400m	Freestyle
25	26	13yrs & Over	400m	Freestyle
27	28	9/10yrs	200m	Butterfly
29	30	11/12yrs	200m	Butterfly
31	32	13yrs & Over	200m	Butterfly
33	34	9/10yrs	200m	Backstroke
35	36	11/12yrs	200m	Backstroke
37	38	13yrs & Over	200m	Backstroke
39	40	12yrs & Under	400m	Ind Medley
41	42	13yrs & Over	400m	Ind Medley

Conditions of Entry.

- Must be a member of the CVSA Achievers Development Squad and attended the Development day
- Entries close; 5pm Wednesday 10th July; Late entries will not be accepted; Age as at; 20th July 19
- This is a Time Trial Event to get official times; No placings recognised, No medals awarded
- Meet will be conducted under the rules of Swimming N.S.W
- **To Enter;** Online entries see CVSA website for link
- Entry fees; No charge.
- **12yrs and Under swimmers limited to 2 events only**
- **13yrs and Over swimmers limited to 3 events only**
- If a swimmers wishes to obtain an 800m and 1500m time the 800m split can be taken during the 1500m event.
- The time trial is limited to a 4 hour time line and entries may need to be adjusted at the discretion of CVSA.
- **There is limited room at this venue and Team mangers will be present to supervise swimmers. Parents who wish to attend will be allocated duties such as Timekeeping, etc.**

SNSW Development Officer Report
Michael Hyslop

April – May 2019

Firstly, I would like to apologise for my lack of attendance at committee meetings over the past few months. There have been some issues which have prevented me from attending over this year, but they are now sorted moving forward.

1. National Age Squad – Camp booked for October 5th to 8th. Camp is running at Nelson Bay together with Mountains and Plains, North Coast, New England and MSE. A meeting with all parties involved was scheduled last week and final prices are being put together as we speak. The focus of the camp will be 'Heat and Final preparation'. The camp will focus on techniques and methods used to help prepare athletes for heat and final style meets
2. SNSW Open Water Leaderboard – The 2018/2019 Leaderboard is complete. Prizes and certificates will be sent to those who finished on top.
3. SNSW and SLSCC Pool Rescue Development Clinic – A major project to begin 2019 was the collaboration between SNSW and SLSCC to run a Pool Rescue Development clinic available to members of both parties. 80 kids registered including 27 SNSW members and they all participated in a three-week training program and finished with a mini-meet at Woy Woy on the 2nd of June. The carnival combined pool rescue events and also a couple swimming races in an attempt to show athletes both sports. I firmly believe the sports should collaborate further and that there is definitely room for both sports to work side by side in the future. I would personally like to thank Andrew Rodham and Gordon Ferguson for making themselves available as technical officials for the morning.
4. National Age and Open – Congratulations to all swimmers, coaches and Technical Officials who represented our area at the recent Australian Championships in Adelaide. We had many medallists, finalists and also many swimmers selected on the SNSW Squads for the upcoming season.
5. Swim Central – Swim Central has been launched in our area. There have obviously been some teething issues but we know that the platform will be better than CLUBLane moving forward. Please direct any issues to me and I will do my best to rectify.
6. DO Conference – I will be attending a SNSW DO Conference on Thursday the 4th and Friday the 5th of July in Sydney. If the committee has any issues which need to be raised, please let me know.

Michael Hyslop
Michael.hyslop@nsw.swimming.org.au
CVSA Development Office

COAST & VALLEY SWIMMING ASSOCIATION

CATERING GUIDELINES

The following guidelines have been established to assist clubs hosting Coast & Valley Championship, Encouragement or Development meets to cater for all Technical Officials working at these meets.

The Coast and Valley Swimming Association Management Committee have set a maximum of :

\$15.00 per head for lunch and "extras" throughout each day of the meet. Saturday and Sunday.

When a CVSA championship session is held on Friday afternoon, tea/coffee and biscuits should be available for Technical Officials prior to the session, however, no extra monetary allowance is available to the host club.

The host club shall provide Coast and Valley Swimming Association with an invoice for the catering costs to enable payment to be made, and shall be sent to:

Secretary, Coast and Valley Swimming Association by:

1. Email : swim.coastandvalley@gmail.com
- or
2. Post: PO Box 406, KOTARA FAIR. NSW 2289

POINTS TO REMEMBER

- Some officials have been working and/or travelling for hours before arriving prior to the start of the meet
- Some officials may have special dietary requirements – please be prepared to cater for these when advised

ON ARRIVAL

Have ready tea, coffee, juice, biscuits – remember to include for milk and sugar

LUNCH

Supply –

Green salads

Cold meats – chicken, ham etc

Bread rolls

Something for 'afters' – not necessarily sweets. Consider slices & biscuits

In winter consider also having soup with rolls and less of salads/meats

Remember to have club members prepared to undertake and/or co-ordinate the provision of the lunch/es

THROUGHOUT THE DAY

Have a plentiful supply of:

- cold water
- water cordial

CONTAINERS WILL BE SUPPLIED BY COAST AND VALLEY SWIMMING ASSOCIATION FOR THIS

- cheese & biscuits
- slices
- fruit

- small bags of lollies

These will need to be brought around to the officials regularly from about 10:30am onwards and you will need to have club members available and prepared to undertake this task

PLEASE REMEMBER...

- that officials on pool deck are concentrating on providing a fair competition for all swimmers and may be unable to “take” something to eat (they run out of hands!) – disposable plates and serviettes would be invaluable.
- other officials cannot eat ‘right now’ and have to pick a ‘lull’ in proceedings to stop their work.
- Remember that all officials are concentrating on providing the best and fairest swimming competition for the swimmers and cannot leave their positions.
- Hot drinks on pool deck are not advisable – please consider the dangers to swimmers, officials and spectators before offering these during swimming sessions.