

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

**Community Hall, Jewells Lifestyle Village  
Tuesday, 21 July, 2020**

Meeting opened at 7.00pm with Norm Roberts presiding.

**1. CONFLICTS OF INTEREST**

Nil declared.

**2. ATTENDANCE**

Norm Roberts	Greg Skinner	Jenny Schwetz	Janette Kinkade	Blinda Francis-Smith
Phillip Hawke	Jacqui Currey	Jacki Mackintosh	Trish Roberts	

**3. APOLOGIES:** Michelle Gross. Moved Phil Hawke 2<sup>nd</sup> Trish Roberts that apology be accepted. Carried.

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

**5. BUSINESS ARISING** from the minutes

- 5.1. Report for pricing for wireless timing gear – report will be finalised and tabled at August meeting. Greg Skinner has organised for Mark Armstrong (NUSwim) to provide a demonstration of Wylas system.
- 5.2. **Wylas timing website:** <https://wylas-timing.com/>
- 5.3. NSW AGM will be held on Saturday 25<sup>th</sup> July virtually online. Jacqui Currey will represent CVSA.
- 5.4. Voting for Swimming NSW Board members has been completed.
- 5.5. Management Meeting dates (amended):  
**December: TUESDAY 8<sup>th</sup> December 2020**

Moved Phil Hawke 2<sup>nd</sup> Jacki Mackintosh to suspend standing orders to allow Mark Armstrong to address the members on his experience with the Wylas system. Carried.

President, Norm Roberts welcomed Mark to the meeting and thanked him for his time.

Wylas timing system – NUSwim

- The system integrates automatically with Meet Manager through a Hi-Tek net adaptor
- Running a meet is straight forward with the results visible on screen – NUSwim use a single laptop and toggle between the Wylas and Meet Manager applications.
- The computer program has a "Marshal" button which advances the program to the next event
- Wylas can do split times
- The starting system is hand-held and has no PA system. NUSwim have found that at their club nights, swimmers in Lane 8 have difficulty in hearing the start signal
- Timers are android phones that have the Wylas app uploaded. The timer (watch) is stopped by pressing the up volume button
- The swimmer's name appears on the timer screen – noted that this could create problems with timekeepers looking for a different swimmer without being aware of

amalgamations or reseeds that may have occurred. Greg will check with Wylas to find out if there is an opt-out option for this.

- The battery life of the timers is about 8 hours before requiring charging
- Is there a hub available to allow 2 screens to be used -one for Wylas and one for Meet Manager?

Moved Phil Hawke 2<sup>nd</sup> Blinda Francis-Smith that standing orders be resumed. Carried.

## **6. CORRESPONDENCE:**

### **6.1. INWARDS**

- 6.1.1. Email-West Wallsend SC: Cancellation of Lake Macquarie Games
- 6.1.2. Email Swimming Australia: President's Message
- 6.1.3. Email-Michelle Johnson: e-newsletter
- 6.1.4. Email-NSW Office of Sport: Sports Shorts 2020
- 6.1.5. Email-West Wallsend SC: Withdrawal of application for Combo meet 21 March 2021
- 6.1.6. Email-Central Coast Council: COVID-19 update
- 6.1.7. Email-Central Coast Council: Community Bulletin
- 6.1.8. Email-Central Coast Council: PLC Group Fitness Information
- 6.1.9. Email-Debby Tattoli: September meet
- 6.1.10. Email-Steven Okely: Coaching positions
- 6.1.11. Affiliations-Hunter SC, Valley Aquatic SC, Beresfield SC
- 6.1.12. Email-PLC: Returning to training/competition at PLC
- 6.1.13. Email-Michelle Johnson: e-newsletter
- 6.1.14. Email-Central Coast Council: Updated information PLC
- 6.1.15. Email-Maitland SC: Nomination- Picnic Meet-fwd: Competition Committee
- 6.1.16. Email-Michelle Johnson: e-newsletter-fwd: Management/ Competition/ Development/ Technical Committees
- 6.1.17. Email-Mark Heathcote: Swimming NSW AGM & State Forum
- 6.1.18. Email-Woy Woy SC: Summer meet nomination-fwd: Competition Committee
- 6.1.19. Email-Woy Woy SC: meet nomination amendment-fwd: Competition Committee
- 6.1.20. Email-Debby Tattoli: Sport Super centre instalment invoice
- 6.1.21. Email-KPD SC: Cancellation of swim meet – 12-13 September-fwd Competition Co-ordinator/web admin
- 6.1.22. Email-Debby Tattoli: Copy of reservation confirmation-Runaway Bay
- 6.1.23. Email-Debby Tattoli: Copy of tentative accommodation reservation-Runaway Bay
- 6.1.24. Email-Debby Tattoli: Copy of payment receipt-Runaway Bay
- 6.1.25. Email-Natalie Webster: Refund request form- Runaway Bay
- 6.1.26. Email-PLC: Return to training/competition at PLC-fwd: President, Competition Co-ordinator
- 6.1.27. Email-Michelle Johnson: e-newsletter
- 6.1.28. Email-Mark Heathcote (Norm Roberts)-Latest Public Health Order-fwd: Management/Competiton/ATSC Committees
- 6.1.29. Email-Michelle Johnson: e-newsletter: Grassroots Sports Fund
- 6.1.30. Email-Elizabeth Fenton: Remittance advice
- 6.1.31. Email-Michelle Johnson: e-newsletter
- 6.1.32. Email-KPD SC: Confirmation of cancellation of September swim meet
- 6.1.33. Email-KPD SC: Summer swim meet nomination-fwd: Competition Committee
- 6.1.34. Email-Michelle Johnson: e-newsletter
- 6.1.35. Email-Hunter SC: Swim meet nomination-fwd: Competition Committee
- 6.1.36. Email-Central Coast Council: Covid-19 update-fwd: Management Committee
- 6.1.37. Email-Beresfield SC: Swim meet nomination-fwd: Competition Committee

### **6.2. OUTWARDS**

- 6.2.1. Email- KPD: September meet
- 6.2.2. Email-Steven Okely: Coaching positions
- 6.2.3. Email-PLC: Request for copy of facility Covid safety plan
- 6.2.4. Email-Sports Super Centre (Runaway Bay): Cancellation of accommodation-September
- 6.2.5. Email-Natalie Webster: Completed Refund request form
- 6.2.6. Email-Mark Heathcote: Delegate nomination- SNSW AGM
- 6.2.7. Email-Jacqui Currey: SNSW AGM Delegate information
- 6.2.8. Email-Purnell Trophies: Request for meeting to discuss Sponsorship

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

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

- 6.3.1. SAL has instituted a 'Swimming Advisory Commission' – members are drawn from within SAL and members of State federations to project our sport into the future.
- 6.3.2. Under NSW public health orders, indoor facility owners and operators must have a COVID-19 Safety Plan that details how their business will keep participants, visitors, volunteers and workers safe. The NSW Government has developed this [COVID-19 Safety Plan template](#) that can be used by swimming pool operators recommencing from 13 June 2020.  
Update 17<sup>th</sup> July as a result of the rising case numbers in of Covid case numbers: ***All sport and recreation organisation will be required to take all reasonable steps to minimise the number of spectators attending community sports events***
- 6.3.3. PLC require a Covid-19 plan – Competition Co-ordinator feels that the current strict requirements may severely restrict our ability to comply
- 6.3.4. Swimming NSW Return to Competition Plan – *full plan attached*
  - June/ July -*Return to Training*
  - August –*Return to Club competition*
  - September –*Swim League September*
  - October –*Return to Long Course Competitions*
  - November –*Return to Championship Competitions*
- 6.3.5. Sport Super Centre (Runaway Bay) booking has been cancelled and refund of initial deposit requested
- 6.3.6. Kincumber Pacific Dolphins SC have cancelled their September meet
- 6.3.7. Copy of PLC Covid Safety Plan (copy attached)/Track & trace sheet received
- 6.3.8. State Forum Webinar #1 -Thursday 30 July 6.00pm -update on Australia Safe Sport Framework – Lydia Dowse  
Webinar #2 Overview of Swim Central updates-Thursday 27 August 7.30pm-Ben Ramsden
- 6.3.9. Runaway Bay Deposit has been refunded
- 6.3.10. Wylas Timing has offered SNSW Metro area clubs an exclusive 3-day trial of their fully automated wireless timing system-available July-September. Norm Roberts advised that system may be available to trial in other Areas later in the year.

## 7. **REPORTS:**

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

Report tabled-copy attached

- 7.1.1. Michelle to look into opening a high interest account as it may have a better interest rate than the term deposit.

- 7.1.2. Term deposits to have \$1000 added to each account on maturity. Michelle to organise
- 7.1.3. Accounts approved for Payment

Paid to	Details	\$
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Moved Greg Skinner 2<sup>nd</sup> Jacki Mackintosh that report be accepted. Carried.

## 7.2. **Competition Committee Co-ordinator** – Blinda Francis-Smith

- 7.2.1. Competition committee meeting for further discussion on competition available as restrictions ease.
- 7.2.2. Qualifying times for summer champs to be reviewed. Recommendations from Competition committee to be tabled for consideration at July meeting.
- 7.2.3. Covid-safe requirements:
- 7.2.3.1. COVID safe plan required by PLC before confirmation of summer championship dates
  - 7.2.3.2. Must have a register of all attendees showing name and mobile number or email address. Must be kept for at least 28 days.
  - 7.2.3.3. Register as a Covid-safe business with NSW Government
- 7.2.4. Covid plan required from all clubs complete with required declarations to be submitted before swim meet will receive final approval
- 7.2.5. Consideration of holding championships as a split Junior meet and a Senior meet. For further discussion at Competition Committee meeting to be held soon.
- 7.2.6. Clubs have until 30 July to submit summer meet nominations

Moved Blinda Francis-Smith 2<sup>nd</sup> Trish Roberts that report be accepted. Carried.

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

- 7.3.1. Development committee meeting still to be organised for discussion of 2021 squad activities.
- Suggested Squads:
- 9 & 10 years
  - 11/12 girls, 11-13 boys (age as at Age Nats 2021)
  - 13/Over girls, 14/Over boys
  - National Qualifiers
- 7.3.2. Consider limiting 2021 Development Squad participants to ensure numbers and outlay are manageable. Criteria to be reviewed

Moved Phil Hawke 2<sup>nd</sup> Janette Kinkade 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** – Patricia Roberts

No report

7.7. **Web Administrator** – Greg Skinner

No report

7.8. **Club Liaison Officer** – Janette Kinkade

No report

7.9. **SNSW Club Support Officer** – Michael Hyslop

No report

7.10. **President's Report**- Norm Roberts

Norm attended the recent SNSW Presidents meeting.

Amongst the discussion points was the Covid-safe return to competition plan which included the following:

- Spectators will be required to purchase a ticket
- All seating will be allocated and spectators will be required to sit in their allocated seat
- One (1) parent per family will be allowed – no siblings will be allowed unless competing
- One (1) coach per team will be allowed entry
- Self-marshalling may be required to allow for safe distancing of competitors and officials. This was trialled recently at meets at Warringah and Liverpool – the meet was longer and only one event at a time was marshalled.
- All clubs must have a Covid-safe plan – a digital copy must be held by the Area Management Committee
- All clubs holding swim meet must have a "Track and Trace sheet with name and either a mobile number or email address – a digital copy of this must be sent to the Area Management Committee within 24 hours

PLC Woy Woy can hold 200 competitors under the current Covid-safe restrictions

Norm is meeting with Anthony Burling in August to discuss pool usage requirements. Approved Blinda Francis-Smith to attend this meeting also.

Moved Janette Kinkade 2<sup>nd</sup> Greg Skinner that report be accepted. Carried.

## 8. GENERAL BUSINESS:

- 8.1. Appointment of COVID Safety Officer. Consideration of sub-committee with representatives from Competition/Development & ATSC Committees. Ask for nominations at Area AGM.
- 8.2. Stage 2 update-opening of swimming pools – copy attached
- 8.3. CVSA has applied for Community funding grant.
- 8.4. **From 17 July, the Chief Health Officer has advised that the community sport COVID-19 Safety Plan template will be updated with the following additional requirements:**

- Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior
- Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website
- Take all reasonable steps to minimise the number of spectators attending community sport events.
- If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams (clubs) or from the community.

8.5.

<b>PROPOSED</b>  <b>SWIM LEAGUE</b> <b>Coast and Valley Gala Day</b>	<b>19-20 September 2020</b> Coughlans Swim Centre 318 Hillsborough Road Warners Bay, NSW, 2282
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**9. MEETING CLOSED** 8.12 PM

**10. NEXT MEETING:** 18<sup>th</sup> August 2020 Jewells Lifestyle Village Community Hall

CHAIR: Norm Roberts

SECRETARY: Jenny Schwetz

<b>COAST AND VALLEY TREASURERS REPORT</b>				
<b>As At 30 June 2020</b>				
	<b>Cheque Account</b>			
	Forward			
	<b>Income</b>			\$ 68,388.92
		Interest	\$ 5.99	
		Swim Central Memberships	\$ 24.00	
			\$ 29.99	
				<b>\$ 68,418.91</b>
	<b>Expenses</b>			
			\$ -	
	<b>BALANCE AS PER STATEMENT</b>			<b>\$ 68,418.91</b>
	<b>Cash Reserve (077)</b>			\$ 19,803.92
	Interest as at 30/06/2020		\$ 0.86	
			\$ 0.86	
	<b>Balance as per Statement</b>			<b>\$ 19,804.78</b>
	<b>Debit Card (534)</b>			
	<b>Opening Balance</b>			\$ 1,432.87
	<i>Money In</i>	Interest	\$ 0.12	
				\$ 0.12
				\$ 1,432.99
	<i>Money Out</i>			
				\$ -
	<b>Balance as per statement as at 30/06/2020</b>			<b>\$ 1,432.99</b>
	<b>Fund Raising Account (236)</b>			
	<b>Opening Balance</b>			\$ 2,672.05
	<i>Money In</i>	Interest	\$ 0.23	
				\$ 0.23
	<i>Money Out</i>		\$ -	
	<b>Balance as per Statement as at 30/06/2020</b>			<b>\$ 2,672.28</b>
	<b>Term Deposits</b>			
	Due 13/07/2020 for 12 months @2.35%			\$ 27,786.42
	Due 16/07/2020 for 12 months @ 2.350%			\$ 11,773.16
	Due 3/12/2020 for 12 months @ 2.3%			\$ 22,739.80
	<b>ACCOUNTS TO BE PAID</b>			
			\$ -	
			\$ -	
			\$ -	
Prepared By	Michelle Gross			
Dated	17/07/2020			

## CHANGES TO Public Health Orders (NSW)

The main change is that Community Sport can now return in a Competition sense, but is limited to 500 Participants, Officials & Spectators.

**BUT**, if the stadium area is separate to the competition area, then this 500 does not include spectators.

- Public outdoor and indoor swimming pools must only allow persons onto the premises if the size of the premises is sufficient to ensure there is at least 4 square metres per person.
  - Any person engaged to work on the premises are not included in the 4 square metres per person calculations
  - If the entire premises is not more than 200 square metres, the entire area is used in the 4 square metres per person calculations.
  - If the entire premises is larger than 200 square metres, only the areas open to the public are to be used in the 4 square metres per person calculations.
- Classes that are run in a pool must have no more than 20 participants (not including instructors and assistants)
- If the size of the pool permits, multiple classes can be run in the same pool as long as the classes remain separate.
- Community sporting activity including training is permitted provided that the number of participants is no more than 500.
  - The 4 square metre per person rule applies
- Admission into swimming stadiums is permitted if each person is ticketed and has been assigned to a seating area and the total number of persons is no more than:
  - The lesser of
    - 25% of the capacity of the premises; or
    - 10,000 persons; or
  - 500 persons provided that the 4 square metre per person rule is abided by.
- The facility must have a COVID-19 safety plan that addresses the matters required by the COVID-19 safety checklist. The checklist for swimming pool facilities includes requirements for wellbeing of staff and visitors, physical distancing, hygiene and cleaning and record keeping and is available [here](#). Swimming pool operators can also develop their own plan but must address the same requirements listed above. The COVID-19 safety plan must be kept on the premises and made available for inspection.
- Register as a COVID Safe business [here](#).
- Posters and signage about COVID health and safety can be found [here](#).



## SWIMMING POOLS



### All water activities permitted

Classes limited to 20 participants



Must not exceed  
**1 person per 4 sqm**  
on the premises



### Maximum people per pool

(max 1 person per 4 sqm) and does include staff



**Implement measures** to prevent crowding and physical distancing for adult classes



**Caregiver spectators must keep 1.5 metres distance** where possible



Communal changing rooms and shower facilities **are open.**



Businesses must complete a **COVID-Safe Plan** and keep a record of attendees



**Contact teaching** is permitted under duty of care.

#### From 1 July the following will be allowed:

- Kids sport and community sports competitions for those aged 18 years and under.
- Adult community sport.

The [NSW government website](#) will be updated as further information is available.

## Swimming NSW Return to Competition Plan

Swimming NSW recognises that pool managers have interpreted the easing of restrictions differently and are managing the return-to-swimming risk in different ways. As a result, at the time of writing, few clubs have returned to full training and many have not been able to return to training at their local club at all.

Whilst we are confident that all clubs will be back to full pool access over the coming months, we recognise that the varying speed of return throughout our state is creating unfairness and uncertainty within our community.

As such, Swimming NSW has been working with its various stakeholders to map out a fair and safe return to competition in NSW. In considering this return, we have also been mindful that many of our members have spent considerable time out of the pool and the chance of injury by rushing back to training and competition is much higher than normal.

In the interest of fairness, to provide clarity our parents, swimmers and coaches, and reduce the chance of injury for our swimmers, Swimming NSW is providing the following guidance to our community by proposing a staggered return to competition over the coming months as a lead into the 2020/21 Summer Season. We believe this approach will allow swimmers to return to training as and when they can, reconnect with their swimming friends and enjoy racing again without the pressure of Championship events.

Swimming NSW have therefore decided to cancel the following Short Course Championships in 2020:

**Metropolitan SC Championships**  
**Country SC Championships**  
**Senior State Age SC Championships**  
**Junior State Age SC Championships**

*\*At this stage, Swimming Australia have indicated that Short Course Nationals will still be held possibly in late November, however the details of this event are still be confirmed.*

The following high-level plan represents the monthly focus that Swimming NSW is recommending for our members. This phased approach to normality culminating with the start of summer season and traditional carnivals commencing in October

### **June/ July -Return to Training**

During this period, we recommend a gradual return to training following the recommendations of your coach and the pool managers.

### **August –Return to Club competition**

This is an opportunity for swimmers to return to racing at their home Club and continue to re-build their training routine.

### **September –Swim League September**

Swimming NSW aims to run numerous Swim League Gala Days across the State, to allow swimmers to return to racing in a fun, team based, exciting format. These events will be open to all ages and abilities and will be a chance for swimmers to practice racing ahead of the Summer season.

Swimming NSW will run numerous Gala Days across the State during the month of September.

All new 2020 Dates are now available at the Swim League website [www.swimleague.com.au](http://www.swimleague.com.au)

Check the Calendar for an event near you and register now

### **October –Return to Long Course Competitions**

Swimming NSW will run a Long Course Qualifying Meet to assist swimmers in gaining Qualifying Times for the upcoming Long Course Season. At the end of the month, Areas will begin to commence their Long Course Championship Competitions.

### **November –Return to Championship Competitions**

The Swimming NSW 2020/21 Summer Championship season will commence with the NSW Junior Metropolitan Championships, NSW Senior State Age Championships and the NSW Open Water Championships.

*\*Please note, all dates are subject to government restrictions and based on the assumption there is a continuation in the easing of restrictions that will allow for these events to proceed*

## **2020/2021 SWIMMING NSW CALENDAR**

<b>DATE</b>	<b>MEET</b>	<b>VENUE</b>
10 & 11th October 2020	SNSW Long Course Qualifying Meet	SOPAC
17th October 2020	SNSW MC Championships	SOPAC
24th -25th October 2020	Metro South East Championships*	SOPAC
31st Oct –1st Nov 2020	Metro North West Area Championships*	SOPAC
7th -8th November 2020	Metro South West Championships*	SOPAC
14th-15th November 2020	Metro North East Championships*	SOPAC
28th –29th November 2020	SNSW Junior Metropolitan Championships	SOPAC
12th –17th December 2020	SNSW Senior State Age Championships	SOPAC
19th –20th December 2020	SNSW Open Water Championships	SIRC
23rd –24th January 2021	SNSW Country Regional Meets	TBC
19th –21st Feb 2021	SNSW Country Championships	SOPAC
27th –28th Feb 2021	SNSW Senior Metropolitan Championships	SOPAC
6th March 2021	SNSW Speedo Sprint Series Finals	SOPAC
7th March 2021	SNSW MC Meet #1	TBC
18th –21st March 2021	SNSW State Open Championships	SOPAC
27th –28th March 2021	SNSW Junior State Age Championships	SOPAC
13th –16th May 2021	SNSW Sydney Open	SOPAC

*\*Metropolitan Area Dates are proposed only and will be confirmed by the respective Areas.*

*\*\* This Summer Speedo Sprint Area Heats can be held when best suits the individual Areas.*