

Minutes of the  
**ARENA SWIM CLUB INC**  
 Regular Meeting: Tuesday 11<sup>th</sup> March 2014 5:30pm SportsBar

**Present**

Phil Wall (President)  
 Clare Masolin (Secretary)                      Bernie Smith  
 Peta Roberts    Carey Martin (Senior Coach)  
 Rob Amos (WPWA)

**1. Welcome:** Meeting opened 5:30pm      **Apologies:** Paul Manning, Karen Downes, Sarah Kimber (Vice President / Registrar), Christine Koller-Goudeau (co-Treasurer), Maria deVilliers

Phil opened the meeting and welcomed Rob Amos, representing the Water Polo WA Inc (Flippa Ball) program on committee.

1.1 Confirmation of Minutes of Regular Meeting held 10<sup>th</sup> December 2013  
 Ratified without change                      (Bernie, Phil)                      **All in favour – CARRIED**

1.2 Confirmation of Minutes of Executive Meeting held 17<sup>th</sup> February 2014  
 Ratified without change                      (Bernie, Peta)                      **All in favour – CARRIED**

**2 Coach's Report**

2.1 SAL "Ready, Set, Race" program – Carey has attempted to meet with Sue Brown with 2 arranged meetings cancelled. SAL are not able to clarify Carey's questions about the intent of the program. Carey will follow up with VenuesWest to determine how / if they are intending to proceed with implementation of the program and determine what the role of ASC may be. Will report to a future meeting.

2.2 8 assessments of prospective members completed tonight alone

2.3 Carey is currently working with lane availability to allow reshuffle of squads and creation of a National Development Squad.

2.4 Request for post training snack for athletes selected in the Premiership A team is approved.

<b>Action(i):</b> Clare to purchase juice boxes, fruit and muesli bars, allowing for 70 athletes and coaches	<b>DONE</b>
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Carey was able to organise a second smaller bus to transport athletes via a family friend. President has approved reimbursement of \$60- petrol. There is no cost to hire.

<b>Action(ii): (Clare)</b> Issue letter of thanks to bus owner for support to transport athletes to Challenge	<b>DONE</b>
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2.5 Carey has noticed that there are a handful of OWS athletes listed as members of Arena Swim Club on competition results, yet they are not members and are much older swimmers. Associate membership of AL & A may be a possibility (?)

**Action: (Clare)** Make enquiries with SWA OWS coordinator (Bobby Jovanovich) to determine whether it is an error.

2.6 Carey advises Ashlee is in hospital on Thursday for a day procedure. Phil, Sarah and Christine, in addition to Mike and Phil separately will organise to meet with Ashlee to clarify roles and workers compensation plan once Ashlee is feeling up to it. President to action.

2.7 Carey advises Emma de Mamiel has returned from her overseas travel and has re-joined the coaching team. Emma tendered her resignation in September 2013 which was subsequently accepted by ASC. Bernie advises there is a procedure to seeking employment with ASC now that we are independent of VW and will forward the required documentation for completion by Emma asap. This is required to be returned and accepted as being in order before Emma is legally able to be on pool deck in a coaching capacity.

**Action:** Bernie to prepare and email Emma documentation for her re-employment as Junior squad coach

- 2.8 Phil requested Carey provides;
- a coaches report covering year 1 post-transition from VW
  - documented guidelines for movement between squads

Carey left meeting 6:05pm

### 3 **Business arising from previous minutes** (10/12/14)

8.1 Club Championships – with few date options to hold Club Champs whilst attempting to avoid paying lane hire when the MOU clause is implemented in May, date proposed for Club Champs is 27<sup>th</sup> April 2014 – Nats will be back from interstate competition, lane hire charge will not have commenced. School is due to go back from school holiday break 28<sup>th</sup> April, so families should have returned from holidays.

**Action: (Clare)** Advise Karen (Meet Director) and Stuart Downes of proposed date to check availability and commence arrangements DONE

**Post – meeting note** (17/3/14):- Head Coach prefers Champs to be first week May believing it will be difficult to engage Nats so soon after interstate competition. Registrar will be away until the end of school holidays and there is no one else able to operate Meet Manager.

Secretary's suggestion:- date for Club Championships should be locked in at the same time each year and suitable date determined at the same time targeted meets are plotted on the competition calendar, as opposed to floating to fit into a space in the club calendar.

4 (12/11/13) Bunnings Fundraiser – reconciliation and feedback: (c/f - pending)

8.2 ClubLANE – update (Sarah) – Sarah is an apology tonight. Full details not known - however, Sarah is waiting for club 2014-15 membership prices to be determined to enable data input to create online ASC membership renewal portal.

4 **Action Items** - Current and Long-standing items – circulated prior – please advise updates as the list is getting long again.

### 5 **Significant Correspondence** (schedule circulated prior to meeting)

5.1 Glen Gerber – Empowerusauz: - decision to let pass.

5.2 Anna Saw (Deakin University) – invitation to participate in study – decision to forward to Carey for distribution to athletes at her discretion. emailed to Carey 16/3/14 - Clare

**6 Treasurer's Report** - both Mike and Christine are absent tonight, however, financials were reviewed to inform the recent Executive / budgeting meeting 17/2/14, noting that profit should be viewed as inclusive of Club Devt grant (WPWAI / Flippa Ball). Envisage 5% increase in squad training fees to allow for CPI and introduction of lane hire. Bernie is continuing to look at budget forecasts and capacity for raising invoice to pair with swimmer / family number. Squad training price increase should be applied asap.

**Action: (Clare)** Advise Rob of FlippaBall program participant figures as reported to COJ  
DONE

## 7 Other Reports

### Volunteers / Uniforms (Peta)

- Caps via Alvin Kang investigated. Produced in China, these silicone caps are very thin and Engine caps are proven quality at only \$1- more per cap.
- Arena Bag – sample is to be made up by Alvin Kang's company for viewing.
- 150 basic caps have been ordered (supplies have been exhausted)
- 100 SQ caps (without year) ordered. 1 gifted per qualified (and) competing Junior swimmer. Further caps available at a cost of \$10- per cap. (Caps will be distributed by athlete at the swimmers' breakfast 29<sup>th</sup> March 2014)
- Cap compliance sees nationals leading by example which is pleasing.

**Action: (Clare)** Place website reminder regarding need to wear Club caps for Premierships and also for Junior States  
DONE

- Peta has not placed the idea of incorporating banner duty on the TKR yet. Determine best way to proceed – Clare has emailed Peta suggestions.
- Uniforms have been ordered for all currently qualified nationals. Uniform may not arrive in time for any swimmer qualifying for Nationals from now on. Caps with qualified surnames on have been ordered with 10 additional blanks.

### Nationals (Carey reported in Maria's absence)

- Vehicles are booked with Mike + 1 to drive
- Carey has compiled a tracking document / running sheet for airport arrivals / pick ups. Late or singular arrivals should be advised to take taxi at own cost.
- 12 Qualified swimmers (not including Mick's WAIS swimmers) with 32 events which is an outstanding effort. 2<sup>nd</sup> best achievement to date in ASC history.

### Fundraising / Grants

- We have received the go-ahead for the Masters community sausage sizzle on 30<sup>th</sup> March and Bernie is liaising with Masters. She is hopeful Grant will take the lead and it is believed we have sufficient preliminary supply from the Bunnings outlay, need to organise rolls for the day. Note- Paul is unavailable to assist on that day due to a prior commitment.
- Still awaiting MOU to substantiate application for COJ Food licence. This will be taken up again at the quarterly meeting with VW 25/3/14.
- Clare has since contacted Masters store manager (17/3/14). Peter advises that (like Bunnings) there is a blanket COJ policy covering all clubs who hold sausage sizzles on site under the Food Standards Act 2008. All we need to provide is evidence of the Public Liability cover – Bernie will send.

### Social

Application was made (9/3/14) to VW to hold a swimmers' breakfast post-training 29<sup>th</sup> March 2014 to farewell both Nationals and also Junior States competitors. Clare has lodged application with VW (Steve Harper) and (as at 18/3/14) awaits decision. As per MOU, VW requires a copy of our food licence from COJ to accompany any requests for food related activity on VW premises. However, despite continual reminders, we are yet to receive a signed copy of the MOU from VW. This will be on the agenda for the quarterly meeting between VW and ASC 25<sup>th</sup> March 2014.

## **8 Flippa Ball**

- President Phil and Bernie provided an overview of the grant history that preceded the implementation of the FlippaBall program at ASC and need to prioritise efforts to grow the program as was the intent of the Club Development grant. Fee structure and ability to access squad training was clarified for Rob who is new to this position within the Water Polo organisation.
- Rob enquired about capacity to introduce a "Splash and Giggle" – to attract older players with training / skills on a Friday, games on a Sunday as per the juniors. Carey explained that currently the session is 6.30 – 7.30pm on a Friday, which could possibly be pushed out to 8pm finish when ASC Race Session night pushes start back. Due to presence of State Age and Surfite, and whether or not bulkheads are left in, lane availability for this scenario would be either 4 x SC or 2 x LC. Rob will take back to Tibor. Carey has had a similar conversation already with Tibor.
- Rob floated the idea of a group of Masters Water Polo players (organised recreational league games currently played at Challenge on a Tuesday) playing under Arena Lifesaving & Aquatic. Committee like this creative thinking and would be very interested in this possibility feeling it fits well within the Strategic direction of ASC. Saturday 9 – 10am following squad training was proposed by Carey as a possibility for training for this team.
- It is widely acknowledged that marketing of Flippaball needs to step up. 2 exclusive FB members needs to become 50. Carey suggests a "Bring-a-Friend" Saturday training after major competitions are out of the way where lane ropes can be taken out for an all-in FlippaBall session. "Friends" just pay pool entry – increasing exposure to FlippaBall

## **9 New Business**

9.1 Results whiteboard (Sarah) – Sarah is absent today, however advises that VW have requested no club notices are posted to the glass of the grandstands. Sarah is wishing to purchase a whiteboard on wheels for display of results etc around pool deck at a cost of \$99-.

Phil will take this up at the quarterly meeting with VW prior to purchase

9.2 SWA Club Development + Coaches Conference (11 + 12 Oct 2014) noting only at this stage. More details to come. Highly recommended by committee who attended last year.

**Close: 6:45pm**

**Next Meeting scheduled for 8<sup>th</sup> April 2014 @ 5:30pm in the **Winners Club****  
(please note change of venue next month)

**-: Action Items pending from previous meetings :-**

**\*\* Please check and update status with Secretary \*\***

PERSON	ITEM / DATE	ACTION	TIMEFRAME	OUTCOME / UPDATE	
PHIL	10/9/13 4.6	Phil to approach Karen to discuss filling vacancies on Swim Meet Committee	coincide with Club Champs may 2014	ongoing	
	10/9/13 6.1(ii)	Phil to follow up signed copy of MOU with Chris Andrich	now	emailed – ongoing  10/12 – signed awaiting copy  take up at meeting 25/3/14	
TREASURER- MIKE / CHRISTINE	7(ii)  11/6/13	Sarah to cross-check and determine who is in arrears with training fees and provide names and amounts to Clare	URGENT - asap	Contact Mike for update (emailed 29/12/13)	Pending – Mike  Nov:- Ashlee and Carey have cross-checked rolls, Christine has received anomalies for attention  (Christine) ongoing – <b>marked for deletion 4/14</b>
	7(iii)  11/6/13	Clare to email those members with arrears seeking completion of DD authority and immediate clearance of arrears.	asap		(Christine) ongoing – <b>marked for deletion 4/14</b>
	9.2(ii)	Mike to establish those who have not paid membership and provide list to Clare who will contact families individually	now		pending – cross check audit still required (Someone else will need to take over Mike's action items)  (Christine) ongoing – <b>marked for deletion 4/14</b>
SARAH / MIKE	3.2 (iii)  11/6/13	Sarah to determine families who have not reimbursed club for SWA competitive affiliation and let Clare (Mike) know for follow up asap	URGENT - asap	Pending Sarah + Mike  emailed Sarah 18/3/14 to determine if this is closed or remains pending	
SARAH	8.4 (10/12/13)	Sarah to liaise with Mike to understand the Club records procedure and organise handover to Cherry Todoro – include OWS records	now		

<b>CLARE</b>	9.4(ii) 12/3/13	Clare to organise a sign-out book for the Banners in the Office so we know where they are always.	now	c/f – asked Corretta to take this on 30/10/13. Suggest allocation to TKR – Peta to action  Check office for sign out book prior to 4/14 meeting
	6.1(ii) 10/9/13	Clare to provide extract of MOU as evidence to COJ to support ASC's application for food trading license required for food service	by 15/10/13	ongoing – to VW quarterly meeting agenda 25/4/13  COJ advise this is not required as we are not trading and Masters / Bunnings have blanket cover.
	9.5(i) 10/9/13	Clare to seek inclusions from Executive for future Operational meeting agenda	now	Executive meeting held 17/2/14 – DONE  mark for deletion 4/14
<b>PAUL</b>	3.2(ii) 10/9/13	Paul to liaise with Phil who will enquire directly about Billboards with VW Exec.	by 15/10/13	pending – carry forward to 2014