



NATIONAL CHAMPIONSHIPS MEET GUIDE

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INTRODUCTION

The National Championships event is the property of Masters Swimming Australia (referred to as “**the Association**” in this Guide) and is administered by the National Board of Management through one of the MSA Branches (the “**Host Branch**”).

Organising the National Championships can be a challenging task. It takes years of preparation and, as the meet draws closer, it entails review and fine-tuning of each segment of the total event. Organising the National Championships can also be enjoyable and rewarding and there can be a tremendous sense of achievement when the task is successfully completed.

This publication, which is the result of years of experience by past organisers of this event, has been compiled to assist you to run a successful National Championships.

In the process, recommendations from the final reports of the organising committees of each National Championships have been considered by the National Swim Meets Committee and, if appropriate, added to the Guide. This edition also includes cross-references to the latest Rules and By-Laws of Masters Swimming Australia.

Please respect the advice the Guide contains and adhere to the timelines quoted. It is suggested that a copy of the relevant section be given to each member of the Organising Committee. This will assist greatly in the conduct of a successful event.

Please remember also that the National Office and the National Swim Meets Committee are available to assist and advise at any time.

This Guide and the relevant Masters Swimming Australia rules can be found on the MSA website: www.mastersswimming.org.au

INITIAL ACTIONS REQUIRED TO CONDUCT A NATIONAL CHAMPIONSHIPS

- The National Championships will be held each year and will be titled:
“YEAR Masters Swimming Australia National Championships”
- The National Championships are to be held in March or April unless otherwise decided by the National Board of Management. Ensure that the date does not clash with other major events in your locality. When approved by the Board, publicise the date widely amongst relevant agencies in the community. Advise other Branches of the date of the meet through the National Office.
- At least **2 years prior to the date of the National Championships**, the Host Branch shall form an Organising Committee (GR 10.1) and appoint a Convenor of that committee. The committee should be made up of the convenors of sub-committees for key areas.
- The Organising Committee, through its Convenor, is responsible directly and solely to the National Board of Management.
- The Host Branch is to sign a contract with Masters Swimming Australia, hereinafter referred to as the Association, **18 months prior to the date of the Championships**.
- At **20 months in advance** a pool booking is to be made. Ensure that the proposed venue conforms to GR 12 - Facility Specifications for the National Championships - **and has a current pool survey certificate**.
- If the Host Branch is holding its Branch Championships in conjunction with the National Championships it must ensure that:
 1. accurate recording for the National Championships is not affected;
 2. Branch presentations are not made at the Presentation Function or any other National Championships social function;
 3. no reference to the Branch Championships is included in the National Championships program;
 4. records or achievements relating to the National Championships only are announced;
 5. results for the Branch Championships are posted in an area separate to the results of the National Championships; and
 6. budgets /costs for both swims are kept separate.

SECTION 1 - ORGANISING COMMITTEE

Organising Committee

- The Committee is subject to the direction of and responsible solely to the National Board of Management (GR10.1.1)
- The Convenor shall liaise with the General Manager and the Chairman of the National Swim Meets Committee regarding the planning for and conduct of the meet.
- Sub-committees should operate within their duty guidelines and co-opt expertise as and when required. Areas of responsibility are listed in separate sections of this guide. Further sub-committees can be formed or further members co-opted to the Organising Committee if appropriate. All members of the Organising Committee should have a complete copy of the National Championships Meet Guide, the MSA General Rules, the MSA Swimming Rules and the National Safety Policy and be conversant with their provisions.
- The Organising Committee should meet on a regular basis to ensure planning for the event is progressing according to schedule.
- Copies of Organising Committee minutes are to be forwarded to the GM for distribution to the NBM, the Chairman of the National Swim Meets Committee and the Host Branch of the next National Championships **within 21 days of a committee meeting**.
- The Committee shall obtain approval of the Association for the Program of Events and the Budget. The NBM shall approve venue, dates, functions, all promotional flyers, leaflets and newsletters produced, design of caps, medals, ribbons and other awards, use of the Association logo any subsequent alterations to the program and budget, online entry program to be used, information in Heat Program, protocol, any other items stated in the Guide and all other designated items requested by the NBM.

Approval is required simply to ensure that:

1. information included in material produced is correct and meets requirements;
2. the logo is used correctly; and others not involved in production of the item have the opportunity to pick up errors or omissions.

Note: The only logo to be used in relation to the National Championships is the Association logo, except where an event logo is approved for use on merchandise.

Duties of the Convenor

- Liaise with the National Board of Management on any matters relating to the National Championships.
- Act as chairman at committee meetings.
- Liaise with the convenor of each sub-committee to ensure that all areas of responsibility are covered.
- 20 months prior to the event, provide a report including draft budget & program of Events to NBM & GM for consideration before the Spring National general meeting 18 months prior to the event.
- Compile a promotional leaflet and submit it to the National Board of Management for approval by the NGM. The leaflet is to include date, venue, list of events and list of social functions.
- **At the National Championships one year prior**, seek the assistance of that organising committee to distribute the leaflet (see Marketing Sub-Committee).
- At the current National Championships, it is the responsibility of the host Organising Committee to provide adequate facilities and assistance for the following year's hosts to publicise their event.
- Ensure that all publicity and publications meet Association requirements (see Marketing Sub-Committee).
- Use a designated email address, approved by the National Office, for all matters connected with the swim meet.
- **Within 60 days of the conclusion of the meet** submit a written report and financial statement to the GM for the National Board of Management with copies to the Chairman of the National Swim Meets Committee and the Meet Committee Chairmen for the next two National Championships.
- Have financial statements audited by a suitably qualified person **when the host branch finances are audited** (GR10.1.7).

SECTION 2 - PROGRAM SUB-COMMITTEE

**(Program of Events, Entries, Recording and
Publishing of Results)**

Program Sub-committee

Entry Procedure

- Entries will be managed online, using a program approved by the National Board of Management. The preferred online entry program is Club Assistant.
- Entries should close **4 - 6 weeks prior to the Meet** to allow time to prepare the Program and for any unforeseen circumstances, eg, delays in printing etc.

Eligibility to Compete

- It is the responsibility of the individual submitting their entry to make sure they are financial members of MSA.
- After the close of entries, the National Office may confirm the membership status of entrants in compliance with Privacy Legislation in force at the time.

Other

- A registered member of a FINA members' organisation for masters' swimmers other than Masters Swimming Australia may swim at a National Championship. (GR11.6.2).
- **Immediately prior to the meet**, obtain an up to date copy of National and World Records from the National and FINA Websites.

Relay Events

- A club may enter as many teams in a relay event as the Meet Director allows, but only one specified team per age group is eligible for points and awards (GR11.9).
- Clubs shall provide the number of relay teams entered by the club and their age groups. On the day of the meet, clubs shall provide the names of competitors in each relay team. Changes in age groups from those originally nominated will not be permitted. .
- The swimmers nominated in a team must swim in the order listed on the team nomination form (SW10.13 M).
- At the discretion of the Meet Director, composite teams may be entered for relays, but they will not be eligible for medals or relay records.

Email addresses

- The Sub-Committee must use an email address, approved by the National Office, for all matters connected with the Championships.

Computer Program

- Use a swim meet software program approved by the National Board of Management.
- Organise access to equipment, appropriate software and personnel. Arrange a test run of the equipment and the software program.
- Following seeding of all events, including estimated time for any longer distance deck seeded events, provide all sub-committees with an estimate of the time required to conduct each event and the anticipated time allocation for each session. This information will be required for officials' rosters, timing of social functions, ambulance attendance times etc.
- After seeding, post a draft to the National Website for checking by clubs and individuals before sending to the printer.

Program of Events

- Compile a time line with deadlines for all required tasks, ie, draft Program of Events, website posting dates for entry form etc.
- Prepare a draft Program of Events to be endorsed by the Association at the National General Meeting approximately **18 months prior to the National Championships**. Criteria to be observed in compiling the program are contained in Appendix B. Submit the draft Program of Events to the GM **two months prior to this meeting**.
- Check with the National Office re national sponsorship for the program and any associated restrictions and deadlines.
- Check with the Marketing Sub-committee re placing advertising in the program, ensuring that major sponsors have first call of position.
- Set a lead-time for printing/photocopying of the program.
- Select a reliable printer/photocopy firm capable of completing the work within the time constraints.
- Obtain information to be included in the printed program and determine the layout to be used.

All material, programs and flyers are to be approved by the National Board of Management before being posted on the website, or forwarded to the printer, branches or clubs.

Information which must be included in the Program

- Opening Ceremony information.
 - State Premier's/Territory Chief Minister's message.
 - National President's message.
 - Branch President's message.
 - Major sponsor's message (if any) and list of sponsors.
 - Competitors' instructions, including marshalling and relay information, eg, changes to team members' names and **closing time of acceptance of these**.
 - Advice on whether 400m and 800m events may be swum with two swimmers per lane as per the provisions of SW 3.6.1M.
 - List of competing clubs and codes.
 - List of competitors by age group and gender, preferably with the events they have entered.
 - List of events.
 - Summary of each day's events including **estimated** start time of each event and **estimated** finish time of the day's program, lunch break if provided, coaching seminars, Members' Forum etc.
 - List of trophies, medals, awards etc and Presentation Function information.
 - Advertising.
 - Map of pool complex.
 - Open Water Swim details.
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- **Estimate of number of programs required.**
 - If the draft and final programs are posted on the National Championships website, give competitors the option of paying a small fee via the entry form if they require a printed program and produce the required number accordingly.
 - Sufficient for swim meet officials, promotion, VIPs and sponsors; and
 - One each to be forwarded to the National Office and Chairman of the National Swim Meets Committee.

Recording of Results

In consultation with the National Board of Management, use an approved Swim Meet Management computer program that can interface with the AOE and the Results Portal. Processing of results falls into four main areas:

- recording of official times;
- verification of records;
- posting of results; and
- uploading results directly to the National Website through the Results Portal.

Recording of Official Times - see SW11.1, SW11.2, SW11.3 and SW13

- Ensure competent staff are available for computer input (overall accuracy depends on this).
- The Chief Recorder is responsible for checking results from the AOE printouts and, if appropriate, the times recorded by approved backup devices.
- The Recorder shall:
 - record all times swum at the meet and collate points scored by both individuals and teams (if the Meet Manager Program is used, it records this automatically, but the process should be checked);
 - obtain current World and National records;
 - seed relay entries and ensure that they are prominently displayed;
 - provide Marshal and Announcer with a list of relay heats;
 - compile a recorders' roster for the duration of the meet to ensure that those rostered are aware of their committed time. To ensure the smooth running of any recording system it is preferable to roster helpers who do not have to swim; however, it is recognised that this will not always be possible.

Verification of Records – see SW12.5M and SW12.6M

- National and World records must be checked using the approved Swim Meet Management computer program.

After the Chief Recorder has verified a potential record for confirmation by the MSA National Recorder, the information can be relayed to the Announcer.

Posting of Results

- As soon as possible after the completion of each event, results shall be posted on a notice board accessible to all competitors. The results posted should include the time of posting and the DQ code for any disqualifications (a list of the DQ codes should be displayed prominently on the notice board).
- An announcement should then be made that the results for an event have been posted on the notice board. Competitors will be given **30 minutes from the time of posting of the results** (time indicated on result sheet) **to lodge protests**.

If a protest is upheld then the results for that event shall be reposted on the notice board and shall be marked **“Amended Results”**.

Uploading Results directly to the National Website.

- At the completion of each day's events, the results are to be uploaded to the National Website through the Results Portal.

Protests

- The Referee shall decide all questions related to pool events (SW2.1.1M and SW2.1.2M).

Other disputes, raised by a responsible club official, which cannot be resolved amicably by the Referee or the Meet Director, shall be resolved by a Board of Appeal consisting of the National President, the Meet Director and the Referee or their deputies, none of whom shall be involved in the issue (GR11.25, GR11.26).

List of Trophies/Awards for the Presentation Function:

- **Founders' Trophy:** For top scoring club.
- **Runner Up Trophy:** For second highest scoring club
- **Visitors' Trophy:** For top scoring visiting club, ie, the club that is a member of a branch other than the host branch, excluding the winners of the Founders' or Runner up Trophy at this Meet.
- **Life Members' Trophy:** For Clubs with 5-20 members, awarded to the club with the highest number of points gained at the Meet divided by membership at end of previous year.
- **President's Trophy:** For Clubs with 21-50 members, awarded to the club with the highest number of points gained at the Meet divided by membership at end of previous year.
- **Age Group Relay Trophies (GR11.14.4)**
 - 72 – 119 years
 - 120 - 159 years
 - 160 – 199 years
 - 200 – 239 years
 - 240 – 279 years
 - 280 – 319 years
 - 320 – 359 years
 - then in forty-year increments as high as is necessary.

Mementoes are to be awarded to the winners of perpetual relay shields (GR11.15).

Perpetual trophies will be awarded to each winning club. Perpetual trophies will be retained in the National Office and the winners shall be presented with a replica or small plaque to retain as a memento of their win (GR 11.13).

- **Swimmers of the Meet Trophies** - Male and Female (see GR11.18 for composition of judging panel and selection criteria).

The trophies above are to be paid for and provided by the organiser.

The Association will pay for the following trophies but they will be provided by the organiser.

- **Vorgee Endurance 1000 Champion Club** trophy - Top Point Scoring Club for Endurance 1000.
- **Vorgee Endurance 1000 Award** - Top Point Scoring Club for Endurance 1000 based on number of club members
- **Coach of the Year Award** - advised by National Office.
- **Official of the Year Award** – advised by National Office.
- **Volunteer of the Year Award** – advised by National Office.
- **Masters Swimmer of the Year** – advised by the National Office
- **MSA Service awards** - advised by the National Office

Please ensure the information regarding trophy winners is ACCURATE.

The **wording for trophy inscriptions** will be provided by the National Office.

Medals

- The four members of each of the top three place getting teams in each relay age group shall be awarded prizes as follows (GR11.16)

Fastest time: gold medal
2nd fastest time: silver medal.
3rd fastest time: bronze medal.

- The top three place getters in each individual event in each individual age group shall be awarded prizes as follows (GR11.17):

Fastest time: gold medal
2nd fastest time: silver medal
3rd fastest time: bronze medal.

- The only logo to appear on medals shall be the Association logo.

Final results should include:

1. Male and Female Swimmers of the Meet.
 2. Winner of Founders' Trophy.
 3. Winner of Runner Up Trophy.
 4. Winner of Visitors' Trophy.
 5. Winner of Life Members' Trophy
 6. Winner of President's Trophy
 7. Winners of the Relay Age Group Trophies.
 8. List of World and National Records set or broken at the meet.
 9. List of Club Points in descending order.
 10. Results of each event by age group by gender.
- Individual trophy replicas not collected at the Presentation Function are to be sent to clubs or branches for distribution.

Final Check List for Program Sub-committee

- Check pool recording room has the required equipment - stationery, results board etc.
- Current listing of National and World Records.
- Programs for Recorders.
- Recorders' rosters if applicable.
- Final check of computer equipment.
- Finalise electronic timing arrangements and personnel.
- Grouping Clubs from previous financial year to determine the Clubs that are eligible for the President's & Life Members' Trophies.

SECTION 3 - FINANCE SUB-COMMITTEE

**(Budget, Awards, Information Centre,
Souvenirs)**

Finance Sub-Committee

Prepare a 'flow chart' with key areas of action, deadlines, etc.

National Championships Bank Account

Open a separate National Championships Account at least two years prior to the meet for receipt and expenditure of all National Championships monies.

- The ABN for the National Championships event is 82 531 674 608. You must use/quote this number when buying items or services and on any receipts you issue for money received.

Goods and Services Tax (GST)

The National Championships event is not registered for the GST as it is unlikely that income will ever reach or exceed \$150 000. Do not get involved with GST and Business Activity Statements. If you have any queries about GST contact the National Finance Director.

Budget

- Prepare a budget for the Meet as per sample (Appendix C) to be endorsed by the National General Meeting approximately **18 months prior to the meet**. Submit the draft Budget to the National Office **two months prior to this meeting**.
- Periodic updates of the budget should be forwarded to the National Office with minutes of meetings.
- Recommend entry fees to the National General Meeting (entry fees should cover major expenses, including entry to the pool if applicable).
- The Host Branch will pay a Sanctioning Fee to the Association 14 days before the commencement of the swim meet. This fee will be set by the Association. All surpluses (or deficits) on the swim meet will accrue to the Host Branch.
- The accommodation expenses of the National President (bed and breakfast) for the duration of the meet are an expense against the National Championships budget.
- Ensure that the cost of medals is covered.
- **The Host Branch, within 60 days of the conclusion of the meet**, shall submit a written report and financial statement to the National Board of Management (GR10.1.8). with copies to the Chairman of the National Swim Meets Committee and the Meet Committee Chairmen for the next two National Championships
- The Host Branch shall have financial statements audited by a suitably qualified person **when the host branch finances are audited** (GR10.1.7).

Notes:

1. Income from entry fees and income and expenses for the Presentation Function should be listed in the National Championships budget and financial statements.
2. Revenue from the sale of National Championships merchandise and souvenirs goes to the Host Branch and is not included in the National Championships budget.
3. Consult with the National Office regarding any additional insurance cover, eg, event cancellation, cash in hand, theft or damage to property (for equipment brought in and in transit) etc.
4. Included in the National Championships budget will be the costs associated with the Swim Meet itself, the Presentation Function and any National or Branch sponsorship specifically negotiated for the National Championships.
5. The Host Branch, with the approval of the National Board of Management, may conduct other social functions such as a Welcoming Function, Happy Hours etc.
6. These functions can be provided on a 'user pays' system. The Host Branch should not use them as fund raising enterprises.

Awards

Be responsible for the safe keeping of all awards, and ensure they are delivered to the Presentation Function venue.

Souvenirs

Prepare a roster for personnel to sell souvenirs/merchandise during the Meet.

Note: Ensure that sale of these items does not contravene any pool management policy.

Final Check List for Finance Committee

- Ensure that the National Championships bank deposit book, cheque book and receipt book are available at the pool.
- Where a cash float may be required ensure an adequate cash float is available.
- Ensure security for all monies pertaining to the National Championships during the Meet.
- Ensure awards are delivered to the venue of the Presentation Function in time for a display to be set up.
- Suggest saleable Host Branch souvenir items (Branch merchandise).
- Make application for a liquor licence if selling any alcohol and check that this does not contravene pool or licensing authority regulations.
- Ensure that souvenir items are delivered to the pool and that any souvenir stand is set up in a readily accessible position. Ensure adequate bench space for sales assistance.

Note: Souvenir stand can also be incorporated with the Information Desk or Area.

SECTION 4 - MARKETING SUB-COMMITTEE

**(Marketing, Sponsorship, Merchandising,
Publicity)**

Marketing Sub-Committee

Roles and Responsibilities

- Prepare and implement a marketing plan.
- Prepare a 'flow chart' covering all key areas and deadlines.
- The event shall be called the (YEAR) Masters Swimming Australia National Championships.
- This committee will need to market the product—the National Championships—and sell the concept to swimmers, advertisers and sponsors.
- **The only logo to be used in relation to the National Championships is the Association logo**, which must appear in the designated PMS colours or in black and white only.
- **All printed or electronic material related to the event must be submitted to the National Board of Management for approval.**
- Consider local Tourist Bureau or major sponsor assistance in the promotion of the Swim Meet.
- A promotion should be undertaken at the National Championships in the year prior to the planned Meet and an information leaflet or brochure included in the Welcome Pack at those Championships. The host Organising Committee is responsible for ensuring that facilities are available for promotion of the following year's Championships.
- The promotional leaflet must include all meet details: program of events; social functions and costs, entry costs; dates; close of entries; Host Branch contact name, address, email address and phone number and website address. Inclusion of helpful selections of accommodation near the pool or near social functions may encourage interstate swimmers to attend. Initial impressions are often very important. (Liaise with the other sub-committees re the details to be included.)
- The website for the National Championships is part of the National Website. Liaise with the National Office regarding its production.
- The National Office will notify the Swim Meet details direct to Branches and all clubs at least four months prior to the Meet (GR11.2).
- If permitted by the pool, encourage clubs to bring their club banners to the pool to provide additional colour; alternatively, advise clubs if pool management policy does not allow banners to be displayed.
- Determine number and sizes of National Championships Polo or T-Shirts etc to be pre-ordered—cross check orders received with entries (Branch merchandise).

Publicity

- Provide early advice to members through the National Newsletter, Branch Newsletters, the National Website and social media.
- Send advice to relevant overseas organisations.
- Provide media releases, professionally scripted if possible, to all media outlets at regular intervals prior to the meet, followed by personal contact where possible.
- Arrange radio coverage, talkback programs etc.
- Consider inviting coverage by TV stations (pool management may have a policy regarding this).
- Prepare media stories of interest on any interesting aspects of the meet - competitors, celebrities etc - and have these people briefed and prepared.
- Encourage those interviewed to mention Masters Swimming.
- Nominate a person to be responsible for providing the media with daily results and records from the meet.

- Nominate persons to be responsible for looking after any media during the meet. Do not hold up the Swim Meet Program for any publicity.
- Always list an official contact person in your media releases.
- Make media releases short, sharp, interesting and to the point. Always state—how, when, where and why.
- Consider the production of a daily newsheet to competitors throughout the meet. It should be used as a communication aid and can promote social functions.
- Arrange for the availability of a photocopier, a personal computer and a printer. Establish by which means results can be sent from the communications area - hard copy, fax or electronic – to the media.
- Keep a record of all media coverage and provide a copy to the National Office and Branch Secretaries and major sponsors as appropriate.
- Arrange for a photographer to be present at the pool during the Swim Meet and at the Presentation Function.

Sponsorship

- Identify possible targets and draft a proposal letter.
- Seek sponsorship 'in kind', provided this does not conflict with any National or Branch sponsorship. This includes expertise, equipment etc.
- Liaise with the GM to ascertain what nationally negotiated commitments are current and honour such obligations.
- Ensure there is no overlap of sponsorship interest, eg, two swimwear manufacturers on the program.
- Association policy does not allow sponsorship that promotes tobacco.
- Alcohol sponsorship must be in accordance with Association policy.
- A contract or agreement must be completed and signed by both parties to any major sponsorship arrangement, whether cash or in-kind, prior to the commencement of the event (see Appendix F).
- Seek sponsorship for naming rights for each event.
- Enquire as to eligibility for any government and local authority grants or assistance.
- Seek sales of advertising in the program.
- Consider approaching the Government Tourist Bureau for local and state/territory promotional material.
- Seek sponsorship for competitors' bags and handouts.

Approach to Sponsors

- A contract or agreement must be completed and signed by both parties to any sponsorship arrangement, whether cash or in-kind, prior to the commencement of the event. This must include all benefits that are to accrue to the sponsor and specify what the sponsor is providing, and when (see Appendix F).

Major sponsorship

- Responsibilities to the sponsor should be clearly outlined, defined and understood and be specified in the sponsorship contract.

Minor sponsorship

- Advertising in program—set a realistic price or include with event sponsorship.
- Advertising at the pool—banners, posters etc (check that this is acceptable to pool management).
- Loan of equipment—free advertising in program and exhibition of equipment.

Host Branch obligations to sponsors should include:

- acknowledgment in program and regular acknowledgment by the announcer;
- invitation for major sponsors to Presentation Function, where they are to be seated in a primary position, eg, with the National President, Branch President, General Manager etc;
- invitation to Opening Ceremony as VIPs;
- wearing of sponsors' polo or T-shirts (if applicable); and
- follow-up with thanks and copies of media coverage and the program.

The procedure for accepting any donations of additional National Championships trophies or awards, as set out in the National Trophy Policy in Appendix D, must be followed.

Final Check List for Marketing Sub-committee:

- Final follow up contact with all media.
- List of stories for the media.
- List of sponsors and responsibilities due to them
- Sponsorship agreements in place.
- Final arrangements for photographer to be present during pool events, Presentation Function and/or social events.
- Seek permission from the pool management for display of banners.
- Arrange sponsors' and other banners at poolside.
- Before the event commences, ensure that the public address system (usually hand-held microphone) to be used by speakers at the Opening Ceremony can be heard in the stands/pool surrounds. Often only the fixed pool PA system gives a satisfactory coverage of the entire pool area.
- Ensure media contact persons are available or rostered.
- Provide media with daily results.
- Produce and distribute a daily news sheet.

SECTION 5 - SOCIAL SUB-COMMITTEE

**(Hospitality, Social Functions,
Presentation Function)**

Social Sub-Committee

Prepare a time line covering all key tasks and deadlines.

Protocol

- See Appendix E for protocol for Sponsors, VIPs and Masters Swimming Australia Life Members.

Hospitality

- Liaise with the Marketing Sub-committee re competitors' bags. Items to include could be a program, maps, tourist information, swim meet news, give-aways etc.
- Provide refreshments for VIPs and swim meet officials as necessary and cool water near the pool deck for competitors. Ensure such catering does not contravene any pool management policy.
- If a canteen is situated on the pool premises, advise the manager of the canteen about the meet and request suitable refreshments and food for competitors.
- If the canteen does not wish to provide healthy food, consult with the pool management about alternative arrangements, eg, a private caterer.
- Make arrangements for the Opening Ceremony.
- Formally invite a person to open the Swim Meet - suggest the Premier/Chief Minister or the Minister for Sport. Ensure information is supplied to brief this person fully about masters' swimming.
- Finalise format for the Opening Ceremony with the NBM. The National President is to speak at the ceremony and welcome swimmers.
- Check that the public address system is in working order at the Opening Ceremony. (See the note on this under Marketing Sub-Committee.)
- Ensure that all VIPs, especially Government officials, are met at the pool entrance, that parking is available for them and that they are escorted to and from the pool. Arrange catering for VIPs.
- Arrange for the National Anthem to be played/performed if the Governor General, State Governor or Territory Administrator is present.

Social Functions

- The number of Social Functions is a Host Branch decision, but their nature should be approved by the NBM.
- Host Branches may arrange sponsorship of, or conduct fund-raising activities to provide any or all of these social functions free to competitors, or they might decide on a cost for service. Social functions are not meant to be Branch fund raising activities and they should not be seen as part of the marketing promotion of the meet.

Presentation Function

- A Presentation Function shall be held at the conclusion of the National Championships. This may take the form of a dinner or a simpler function held, eg, at the pool at the conclusion of the final day's events.
- All aspects of the Presentation Function need to be approved by the National Board of Management prior to the swim meet.
- Allocate discrete tasks to individual members of the sub-committee, eg, tickets, seating plan, presentations etc.
- Major sponsors (including National sponsors) and VIPs are to be seated in a primary position, eg, with the National President, Branch President, General Manager, Board Members etc;
- Select a venue that is appropriate to the location of the pool or accommodation.
- Gain from the caterers a last minute adjustment time for numbers if possible and sell some tickets during the swim meet. Do not advertise this service prior to close of entries.
- Choose a reliable caterer who has a reputation for efficient service and value for money.

- Have a seating plan available in the anteroom so that people can check their table numbers.
- Keep the “free list” for function guests to a minimum.
- The Sub-committee should be sensitive to the appropriateness of the level of benefits provided to volunteers and officials. If refreshments are provided at the pool for swimming officials and assistants it should not be necessary to have an extensive 'free' list to the more expensive Presentation Function.
- A Trophy Table should be set up to display the trophies and awards and a volunteer should be delegated to manage the trophies.
- Official tables will be required - see Appendix E for details.

Presentations

- Protocol needs to be followed in relation to presentation of various trophies. - see Appendix G.

Awards to be made at the Presentation Function (refer p 11)

Suggested Program of Speeches

- Brief opening by MC, acknowledgement of VIPs, Life Members present, major sponsors – general welcome and advice regarding venue, format of evening and serving of meals.
- Introduction of the National President to officially thank the Branch and the Organising Committee, comments on the swim and, presentation of Life Membership or other special awards if appropriate.
- Presentation of Founders' Trophy
- Presentation of Runner Up Trophy
- Presentation of Visitors' Trophy
- Presentation of Life Members' Trophy
- Presentation of President's Trophy
- Presentation of Vorgee Endurance 1000 Champions Club Trophy
- Presentation of Vorgee Endurance 1000 Award
- Presentation of Coach of the Year Award
- Presentation of Official of the Year Award
- Presentation of Relay Trophies
- Presentation of Vorgee Swimmers of the Meet
- Closing speech by Branch President thanking workers and making MSA presentations.
- Major sponsors could be asked to present a trophy (eg, Swimmer of the Meet) and asked to speak briefly.
- An appropriate time estimate should be given to the Master of Ceremonies, including a list of who is to make speeches and presentations. He/she should be instructed to cut short any unnecessary prologues. (Consider a Master of Ceremonies from within the Association, as outside MCs often have little knowledge of our aims or requirements and personnel.)
- Keep a record of those persons accepting trophies on behalf of another person.

Final Check List for Social Sub-Committee:

- Competitors' bags, programs and pool passes etc delivered to the Registration venue.
- Confirmation with caterers re numbers.
- Recheck on VIP seating, public address system etc.
- Confirmation of the swim meet catering and volunteers (including VIP and Opening Ceremony hospitality).
- Final check on requirements of person opening the meet.
- Deliver medals for individual events to pool—engraver may be set up on site.
- Deliver all awards to the Presentation Function venue.
- Take seating arrangement lists etc to Presentation Function venue.
- Liaise with Function organisation re final numbers, table set up, arrival procedure etc.
- Ensure Function MC has all information (lists etc) to conduct the activities.
- Provide advance notice to speakers or presenters.
- Finalise arrangements for entertainment (band etc).

SECTION 6 - TECHNICAL SUB-COMMITTEE

(Technical Officials and Technical Equipment)

Technical Sub-Committee

- Prepare a time line for key tasks.

Technical Officials

- Refer to Rule SW1 and SW 2 re Officials.
- Appoint a Meet Referee for the National Championships, who is an accredited Masters official, to lead the technical officials' team and liaise with the Convenor of the Technical Sub-Committee.
- The recommended officials needed at any one time are listed in Rule SW 1.2M

The officials can include accredited Swimming Australia officials and trained volunteers. If officials other than Association officials are used, it is essential that they be briefed fully on MSA Rules and rule interpretations and given a printout of these Rules.

- Draw up rosters for each day of the meet and ensure each person named has a copy of the rosters well in advance of the meet. Backup and relief officials should also be listed.
- If necessary, the Host Branch should organise a Technical Officials' Course to be conducted several months prior to the meet to ensure sufficient locally qualified officials are available.
- The Recorders are not a responsibility of this committee; however, close liaison will be necessary with them re marshalling and timekeeping procedures.
- Manual times may be required as back up for electronic timing unless there is another form of back up available.
- If stop watches are to be used, ensure there are enough and check and service them prior to the swim meet.
- Appoint an Equipment Steward to be responsible for all equipment to be available daily at the pool. Ensure that all borrowed equipment is clearly marked.
- A Volunteer Coordinator should compile rosters and allocate lanes to Host Branch clubs and other Branches for timekeeping duties throughout the meet.
- Branches with smaller numbers of swimmers may need assistance from other Branches or local swimming clubs to cover timekeeping in a lane.
- Procedures for timing in events where there are two swimmers per lane should be determined well in advance.

Liaison with Pool Management

A member of this committee should be appointed to liaise with pool management regarding:

- Electronic timing and starting equipment and requirements for same; organisation of marshalling area.
- Lane ropes.
- Backstroke flags
- False start rope.
- Lane numbers.
- Additional lighting, shade cloth (if outdoor pool).
- Additional seating if required.
- Ropes, signs or barricades for spectator area.
- Setting up booths or tables for raffles, info, medals etc.
- Public address system.
- Sponsors' signage—locations, affixing, dismantling.

Warm-up Swim-down Facilities (See GR 7 & GR 12.3)

- A separate warm-up/swim down facility must be made available for a period commencing **not less than 30 minutes prior to each session**.
- Competent persons must supervise all facilities for warm-up/swim down and all procedures set out in the National Safety Policy regarding warm up/swim down facilities and procedures must be adhered to.
- Appropriate signage in accordance with the National Safety Policy should be displayed on each lane.

Recording of Split Times

- Timekeepers should be informed that they are not required to accede to requests from swimmers to record split times for e1000 swims. Under the rules of the Endurance 1000 Program, only the finishing time is required for e1000 swims done at swim meets. Clubs can obtain n swimmers' times from the Official Results.

Conduct of Distance Events

- In 400m and 800m events, swimmers may be seeded two per lane under the provisions of SW3.6 and SW 3.6.1M.
- Where swimmers are to be seeded two per lane, this information should be included in entry information.
- In 400m and 800m events "rolling starts" are not to be used.

Additional Notes

- Marshals should take into account the age of swimmers, disabilities etc.
- A marshalling board showing the Event and Heat currently in progress should be clearly visible to competitors around the pool.
- Check pool public address system and arrange for hire of additional equipment if necessary.
- Arrange for hire of 2-way radios or mobile phones for marshals if required.
- Arrange for officials' uniform, ie, distinctive shirt. (Alternatively, request officials to wear FINA standard dress of blue shirt and black shorts/trousers – often the best alternative as the distinctive shirt may need to be washed every night.)
- Starting equipment— preferably with a visual signal (eg, an electronic flash) in addition to an auditory signal (SW4.1M).
- Provide audio equipment as required.

Final Check List for Technical Committee:

- Confirm all requirements with pool management.
- Run through final rosters of officials and assistants.
- Briefing of all officials at the pool prior to start of the Swim Meet.

Check list for Equipment Steward:

- Stationery and clip boards as applicable for meet officials.
- Stop watches, starting equipment and backups.
- 2-way radios or mobile phones.
- Marshalling board and equipment.
- Warm-up signage.
- Public address equipment.
- Current copy of the Rules to be available for all referees and officials – download from the National Website to ensure that the rules provided are current.

SECTION 7 - SAFETY SUB-COMMITTEE

**(Safety Requirements, Equipment,
Personnel)**

Safety Sub-Committee

National Championships

- Adhere to the requirements of the National Safety Policy with regard to the National Championships - Category 4 - Minimum Medical Standards for National Competition.
- Inspect the venues for the pool swim and social events to ensure that there are no hazards that may cause an injury.
- Inspect the venue regularly for hazards such as slippery floors or damaged mats that may occur during the event.
- Ensure that the warm-up/swim-down pool is adequately supervised at all times and lanes marked as per the National Safety Policy.
- Ensure that Injury Report Forms are available for any incident that is reported.

Open Water Swim

- Adhere to the requirements of the National Safety Policy and Guidelines with regard to Open Water Swims - Category 5 - Minimum Medical Standards for Open Water Swims.
- Inspect the venue for the open water swim to ensure that there are no hazards that might cause an injury.
- Ensure all Open Water Rules that impact on safety are adhered to.
- Be satisfied that the water temperature meets the acceptable limit.
- Ensure that Injury Report Forms are available for any incident that is reported.

APPENDIX A - DUTIES OF KEY OFFICIALS (See also SW 2)

MEET DIRECTOR

General (SW1.1)

- Supervise all organisational aspects of preparation for the meet, its conduct and follow-up.
- Ensure that decisions of the controlling body that do not come within the jurisdiction of the Referee are implemented, ie, ensuring that the conditions of the sanction to conduct the meet have been met.
- Uphold the provisions of the National Safety Policy.

Before the Meet

- Ensure suitably qualified personnel are selected for the various roles under the control of the Meet Director.
- Ensure the number of personnel for these roles is sufficient, especially when allowance is made for rest and refreshment breaks.
- Ensure adequate facilities are provided for officials and competitors.
- Attend all meetings associated with the conduct of the meet.
- Assist in the set-up of the venue immediately prior to the meet to ensure familiarity with personnel and any emergent issues.

During the Meet

- Oversight of the operational aspects of the meet (ie, ensure the meet runs smoothly);
- Channel complaints/queries to the relevant section or person (Information Desk should be the first contact point available to competitors).
- Be the initial contact person and liaison person for all protests associated with referee decisions (GR 6.15.2).
- Where official protests are received and they cannot be easily resolved, convene a meeting of the Board of Appeal (GR11.25, GR11.26). The outcome from that meeting is to be relayed to the competitor by the Meet Director. (It should be noted that the Referee shall decide all protests related to pool events (SW2.1M).)
- Where relay swims are included in the meet and entries close on the day of the meet, ensure that adequate time is given both for submission of entries by the competitors and recording of entries by the Meet Recorder.
- Where possible identify problems on the pool deck before they become a real issue (eg, safety hazards, incorrect use of warm up pool).
- Maintain close liaison with all official personnel.
- Approve any public announcements that may affect the meet.
- Be available at all times (or appoint a qualified person while not on duty).

After the Meet

- Ensure the area and equipment used is left in a clean and tidy condition.
- Ensure all post meet processing is completed in a timely manner.
- Ensure a written report is submitted to the Chairman of the Organising Committee on the activities of the Meet Director.
- Attend any debrief sessions as requested by the Chairman of the Organising Committee.

REFEREE

General

The Referee has overriding control of the conduct of the competition during the meet. (See SW2.1M for a full definition of the role.)

Before the Meet the appointed Meet Referee shall:

- In conjunction with the Convenor of the Technical Sub-Committee, appoint a suitable number of Technical Officials (incorporating Referees, Judges of Stroke, Inspectors of Turns, Starters, Marshals, Clerks of Course, Check Starters and Chief Timekeepers).
- Attend all meetings associated with the conduct of the meet as requested by the Meet Director
- Liaise with the Meet Director to ensure suitable access is available to referee the meet safely and efficiently.
- Liaise with the Convenor of the Technical Sub-Committee prior to the first day of the meet to ensure all necessary equipment is available.

During the Meet the appointed Meet Referee shall:

- Run daily briefing / debriefing sessions for the Technical Officials team.
- Where a formal protest is lodged the appointed Meet Referee must be consulted by the Board of Appeal (GR 11.25, GR11.26). Where the protest is directly related to a competition swim the Referee's decision is final (SW 2.1M).

After the Meet the appointed Meet Referee shall:

- Submit a written report to the Convenor of the Technical Sub-Committee on the activities of the Technical Officials team. (This report could incorporate Referees, Judges of Stroke, Inspectors of Turns, Starters, Marshals, Clerks of Course, Check Starters and Chief Timekeepers).
- Attend any debrief sessions as requested by Convenor of the Technical Sub-Committee.

CHIEF RECORDER

Before the Meet

- Attend all meetings associated with the conduct of the meet as requested by the Meet Director.
- Retain the original individual entry information in a format suitable for ready reference.
- Ensure all equipment to be used for the event is fit for purpose.
- Ensure there is a level of redundancy for all electronic information and equipment.
- Obtain the latest listings of State, National and World Records.
- Ensure the area allocated for recording of data on the day/s of the event is suitable and secure.

During the Meet

- Record the individual results for each event in a timely manner.
- Responsible for the production and display on a results board of all swim results. The display of results shall include:
 - A posting of results marked PRELIMINARY. The time of posting is to be written on the results sheet.
 - The Announcer is to be made aware of the posting of Results.
 - Any protest or query on the results is to be made within thirty (30) minutes of posting.
 - Results to be marked as FINAL after both the 30 minute time period has elapsed and all protests or queries are resolved.
 - Where the swim meet is conducted over a number of days, provide an electronic copy of daily results to both Meet Director and Marketing Manager.
- In conjunction with the Meet Director, amend entries where necessary to ensure competitors' times are recorded as accurately as possible. Any changes that affect competitors' times and their placing in an event are to be made with the prior approval of the Meet Director.
- Identify all completed swims suitable for potential records.
- Where relay swims are included and entries are accepted on the day/s of the meet, then suitable time shall be allocated for submission of entries by Clubs.
- Maintain a back-up copy of electronic data at all times.
- Ensure a second back-up copy of all electronic data is stored off-site during multiple day events.
- Ensure all personnel involved in recording are aware of their roles and responsibilities.
- Be available at all times (or appoint a qualified person while not on duty).

After the Meet

- Ensure a copy of all electronic data is secure and submitted to the Meet Director.
- Ensure all equipment is returned to its owners.
- Ensure the Recording Area is left in a clean and tidy condition.
- Ensure a written report is submitted to the Convenor of the Program Sub-Committee.
- Attend any de-brief sessions as requested by the Convenor of the Program Sub-Committee.

CHIEF TIMEKEEPER

Before the Meet

- In conjunction with the Referee appoint an Assistant (if required).
- Attend all meetings associated with the conduct of the meet as requested by the Meet Director.

During the Meet

- Carry out the role in accordance with current rules, regulations and procedures.
- Comply with all reasonable requests from the Meet Director or Referee.

Where competition extends over a number of days that the timekeeping area be supplied each day with programs, sharpened pencils and adequate numbers of stop watches and chairs in a shaded area.

After the Meet

- Ensure all equipment is returned to its owners.
- Ensure the area and equipment used is left in a clean and tidy condition.
- Ensure a written report is submitted to the Convenor of the Technical Sub-Committee on the activities of the Chief Timekeeper (this may be included as part of the report prepared by the Referee).
- Attend any de-brief sessions as requested by the Convenor of the Technical Sub-Committee.

APPENDIX B - NATIONAL CHAMPIONSHIPS PROGRAMS AND CRITERIA

Recommended optional programs for the National Championships

50m Programs

Masters Swimming Australia National Championship Program Options - 50m							
Option 1				Option 2			
Day 1	Day 2	Day 3	Day 4	Day 1	Day 2	Day 3	Day 4
200m fly	400 IM	100 back	200 IM	800 Free	400 IM	400 Free	100 Fly
50m breast	100 Free	50 fly	50 free	Womens Med	100 Free	Womens Free	200 IM
Mixed free	200 back	400 free	100 breast	Mens Med	Mixed free	Mens Free	Mixed Med
50 back	100 fly	200 breast	200 free	200 Breast	200 Back	100 Breast	50 Breast
800 free	Mixed Med	Womens Med	Womens Free	100 Back	50 Free	200 Fly	200 Free
		Mens Med	Mens Free	50 Fly		50 Back	
<i>*200Fly could be swapped with 800Free</i>							
Option 3				Option 4			
Day 1	Day 2	Day 3	Day 4	Day 1	Day 2	Day 3	Day 4
50 back	100 fly	200 breast	800 free	400 Free	400 IM	800 Free	200 IM
100 free	50 breast	50 free	100 breast	50 Back	50 Fly	50 Breast	50 Free
200 fly	200 free	400IM	50 fly	100 Free	100 Breast	100 Fly	100 Back
Mixed free	200 IM	100 back	200 back	200 Fly	200 Free	200 Back	200 Breast
400 free	Womens Med	Womens Free	Mixed Med	Womens Med	Mixed Med	Mixed free	Womens Free
	Mens Med	Mens Free		Mens Med			Mens Free

25m SC Program

Day 1	Day 2	Day 3	Day 4
100 backstroke	200 Free	50 Back	100 fly
25 Fly	400 IM	100 Breast	200 Back
400 Free	25 Free	Mix Free relay	25 Breast
25 Backstroke	50 Breast	800 Free	100 Free
200 Breast	50 Fly	100 IM	200 IM
50 Free	W&M Free relay	200 Fly	W&M medley relay
Mixed medley relay			

The following criteria should be used as a guide when developing the National Championships Meet Program. Hosts propose to the NBM the order of days (program length usually four days) and the order of events on each day.

- The same program format for consecutive National Championships may be recommended by the hosts.
- 800m freestyle, 400m freestyle, 400m IM and 200m IM should be on different days.
- 400m IM, 100m butterfly and 200m butterfly should be on different days.
- Where possible, avoid back-to-back form strokes of 200m distances.
- Have 50m, 100m and 200m of different strokes every day - do not offer the same stroke twice per day except freestyle.
- Competition form strokes should not be permitted in events listed as 400m and 800m freestyle.
- If possible, 400m and 800m events should have one swimmer per lane. Where time constraints or large competitor numbers require it, 400m and 800m events may have two swimmers per lane, in which case the events should be deck seeded.

Note 1: Where a 400m or 800m event is swum two swimmers per lane, the two outside lanes should not be used.

Note 2: In any events that are swum with two swimmers per lane, the men's and women's events must be conducted as two separate events (SW 3.6.1 M and GR 6.16).

- Hold one relay per day from single sex freestyle and medley, mixed freestyle and medley.
- Relays can sit anywhere on the daily program.
- A separate day can be allocated for relays.
- Hosts have the option of doubling up relays for long days.

APPENDIX C - SAMPLE BUDGET

(Note: Excel file complete with formulas is available electronically from the National Office.)

Number of Entries	<#>	300	350	400	425	450	500
OPERATING INCOME							
Individual Entries @ \$							
Relay Entries @ \$							
Presentation Function @ \$							
Total Operating Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENDITURE							
National MC Expenses							
PR & Advertising							
Pool Hire \$ x hours							
Trophies/Medals							
Radios/Mobile Phones							
Printing: flyer, program, results							
Postage							
Stationery							
Committee Expenses							
Medical Costs							
x Officials x days							
Officials' Refreshments							
Complimentary Refreshments							
Officials Shirts							
Presentation Function							
Gifts							
Total Operating Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorship - Cash							
Sponsorship - In Kind							
Sponsorship - Gifts							
Grants							
Total Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorship Servicing Costs							
TOTAL SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

APPENDIX D - NATIONAL TROPHY POLICY

Any proposal for a National Trophy, ie, one that is open for competition to any Club or individual from within the Association, should be submitted first to the National Board of Management. If accepted, it should then be put to the Branches for endorsement. (Note - the proposer of a trophy should be alerted to the time factor involved in gaining such acceptance.)

National trophies may be for a one-off special occasion or perpetual, preferably awarded on an annual basis.

Full documentation should support the reason for introducing such a trophy and state how it is to be awarded, ie, the selection process. It is desirable that an escape clause is provided so that a perpetual trophy need not be presented each time, eg, in the event of no suitable candidate being available.

The proposer of a perpetual trophy should specify whether there is to be replica or a commemorative plaque presented to each recipient of the trophy and, if there is to be such a token, it should be specified who is to provide it.

Only under exceptional circumstances should a trophy perpetuate an individual's name. A previous Life Member, subsequently deceased, who continued to contribute significantly after the Life Membership acknowledgment was made, is an example of the kind of person whose name could be given consideration for perpetuation.

Large corporate sponsorships should be given favourable consideration for the Corporation being named on the trophy. Such sponsorship will, of course, be significantly greater than the value of the trophy.

The purpose of proposing a National Trophy should be clearly defined and be to satisfy a need. An offer by a sponsor or an individual of money for a trophy is not reason enough to introduce a new trophy. The financial support should be a very minor consideration in determining whether to institute a new trophy.

Movement of Perpetual Trophies

- All Perpetual Trophies are on display permanently in the National Office.
- Mementos are presented to the winners of all Perpetual Trophies and may be retained by them.
- The Host Branch is responsible for providing the mementos. The General Manager will advise the Host Branch regarding the inscriptions that are required on the mementos.

Note:

1. **In 2012 the National Board of Management decided not to continue inscribing the Perpetual Trophies annually. Instead, a virtual trophy cabinet is on the Masters Swimming Australia website, with a full list of recipients and a background on the trophies themselves.**

The National Office will update the winner's names after each National Championships.

2. **In 2013, the Association agreed to introduce two new trophies at the 2014 National Championships to reward performance & participation by smaller clubs.**

Life Members' Trophy - For Clubs with 5-20 members. Number of points gained at the Meet divided by membership at end of previous year.

President's Trophy - For Clubs with 21-50 members. Number of points gained at the Meet divided by membership at end of previous year

1. **In August 2014 the National Heart Foundation Trophy was removed from the list of trophies to be presented at the National Championship Presentation function.**
2. **In October 2014 the General Meeting added the exclusion to GR 11.14.3 Visitors Trophy: for top scoring visiting club, ie. the club which is a member of a branch other than the host Branch, excluding the winners of the Founders' or Runners Up Trophy at this Meet.**

APPENDIX E - PROTOCOL – SPONSORS AND VIPS

Major Sponsors

- A representative from the sponsor organisation is to be invited personally (by letter from the GM if a national sponsor, or from the Branch if a Branch or Championship sponsor) to the Opening Ceremony and Presentation Function, depending on the conditions of the sponsorship—obtain person's correct name and title to ensure that the letter is correctly addressed—include RSVP.
- Entry tickets to the Presentation Function for National sponsors are to be paid for by the National Office; Branch sponsors are to be paid for by the Branch Committee; National Championships major sponsors are to be included in the National Championships budget.

Minor Sponsors

- To be invited personally to Opening Ceremony, providing sponsorship is considered significant enough and official seating is not becoming too crowded - for decision by Organising Committee

VIPs

- The National President, if in attendance, will be head of the welcoming party and give the welcoming address.
- Sports ministers, other politicians — to be invited personally by letter to Opening Ceremony. If appropriate, they could also be invited to the Presentation Function or to the Presentation Function only—for decision by the Organising Committee.

Opening Ceremony

- Organise free pool admission for VIPs.
- If possible, arrange VIP car parking close to pool entrance.
- Provide sufficient seating in VIP/Officials area.
- Provide appropriate persons to meet, seat and introduce all people in the VIP area. These 'chaperones' should stay until official opening starts—to answer any questions, promote Masters Swimming and keep the conversation going generally
- Serve refreshments—choice of hot and cold drinks and snacks. Suitable finger food should be provided.
- Introduction of all VIPs and sponsors at start of opening ceremony—introduce in order of importance with VIPs first.
- Recognition of sponsors' contribution to National Championships and of their products as part of the introduction.

Suggested program of speeches

- Introduction of proceedings by MC and introduction of all official party.
- Introduction of National President to welcome swimmers.
- Introduction of Minister for Sport or such to officially open the meet.
- Introduction of Branch President to wind up ceremony.
- Conclusion.

Presentation Function

- Organise complimentary tickets for major sponsors and VIPs accepting invitation—tickets to be budgeted for.
- If possible, organise VIP parking at venue.

- Seating at official table(s)—provide appropriate persons to meet, seat and introduce all persons at the official table(s). It is preferable to fill all seats at the official tables.
- Official table(s) to be served food first—or serve themselves from the buffet first.
- Introduction by Master of Ceremonies at appropriate time with recognition of VIP/sponsors' contribution and products.
- VIPs could also be involved in the presentation process if appropriate.
- Main VIP/major sponsor to be given the opportunity to speak —set limit at two minutes.
- If Branch Delegates are at the function, arrange for them to present relay trophies etc from their branches.

Life Members of Masters Swimming Australia

- Personal invitations are sent by the GM for Life Members to attend Annual General Meeting, Opening Ceremony and National Championships—fares and accommodation etc are at the person's own expense.
- Free pool entry for Life Members on all days of the meet.
- Introduction of those Life Members present at opening ceremony.
- Seating—including partner—at an official table at the Presentation Function.
- Introduction by the National President of any new Life Members with précis of their contribution to the Association and presentation of award plaque.
- Possible presentation of awards by Life Members if appropriate.

APPENDIX F - SPONSORSHIP AGREEMENT

Branches are encouraged to seek legal advice on any sponsorship agreement prior to it being signed. An agreement in law is a contract, and can be oral, but it is strongly recommended that all contracts be in writing.

For a contract to be legal, it must comply with the following:

1. There must be two or more parties to a contract.

Contracts should not be made between individuals, but between legal entities. The contract should be drawn up to reflect that is an agreement between, eg, Masters Swimming NSW Inc and Joe Blow Pty Ltd.

2. There must be an offer and an acceptance.

The contract must state what both parties are offering (services, goods, money, naming rights etc) and that both parties accept the respective offers.

3. There must be a consideration.

The consideration must be specified. For example, if Joe Blow Pty Ltd is paying \$10 000 for naming rights for an event that must be specified. If Jane Doe Pty Ltd is offering free accommodation for three people for two nights at Jane Doe Hotel, then that must be specified.

4. There must be an intention for the parties to be legally bound by the terms of the contract.

Although this can be determined by the circumstances of a contract, a short statement that the parties agree to be legally bound has been included in the draft.

5. The terms of the contract must be legal.

The law cannot enforce an agreement if one of the terms is illegal, and it becomes void.

6. The signatories of the contract must be legally authorised to sign it.

The person signing the contract must be legally empowered to sign on behalf of his organisation, may not be a minor, or must not be in any way incapacitated. The common law in this respect has been altered in certain respects by laws that relate to particular types of contracts in each State or Territory.

If one of the above conditions is not met, then the contract is void. There are other important clauses that contracts should also contain (although their omission does not make the contract void). Where the name "Association" is used, that would be replaced by the legal name of the Host Branch.

7. Masters Swimming Australia can provide a sample contract template if required.

APPENDIX G - TIME LINE OF ACTION REQUIRED

PRIOR TO CHAMPIONSHIPS	ACTION
2 years	Appoint the meet committee
20 months (or earlier if appropriate)	Book pool and ensure that it has a current survey certificate. Draft budget and draft program of events to be with GM for inclusion in NBM and NGM papers.
18 months	Draft budget to NBM and National General Meeting for approval.
18 months	Draft program of events to NBM and General Meeting for approval.
18 months (or earlier if appropriate)	Host Branch to sign contract with National Office.
13 months	Promotional leaflet approved by National Board of Management.
12 months	Promotional leaflet distributed at National Championships.
6 months	Information in Heat Program to NBM and National General Meeting for approval.
6 months	National Office to assist with club promotion
4 months	Advise clubs of entry process via National Website and social media
AFTER CHAMPIONSHIPS	
Within 60 days	Report and Financial Statement submitted to General Manager.
Within 12 months	Financial Statement audited with Host Branch financial records.
OTHER ITEMS	
Within 21 days of each Organising Committee meeting	Copies of minutes to National Board of Management, the GM, Chairman of the National Swim Meets Committee, Chairman of the Organising Committee and Host Branch of next two National Championships.
Areas for approval	Venue, dates, functions, all promotional flyers, leaflets and Newsletters produced, design of caps, medal and other awards, use of the Association logo, Program of Events, Budget and subsequent alterations to Budget, Entry Form and Summary Sheets, information in Heat Program, protocol, and any other items stated in the Guide and all other designated items requested by the National Board of Management (Note GR 9.4 and GR 10.1.3)

Revisions:

Version / Date	Changes
March 2014	Addition of Life Members' & Presidents' Trophy
September 2014	Removal of all references to National Heart Foundation Trophy
July 2015	<p>P.6 & 16 added the responsibilities of the current hosts to assist publicising the Championships for the following year.</p> <p>P.9 Use a swim meet software program as approved by the NBM</p> <p>P.10 If the draft and final programs are posted on the National Championships website, give competitors the option of paying a small fee via the entry form if they require a printed program and produce the required number accordingly.</p>
May 2017	<p>"Meet" removed from "Meet Referee"</p> <p>Sample sponsorship agreement removed</p> <p>Manual entry procedures removed</p> <p>"Club Assistant" added as the Entry software</p> <p>Ribbons and certificates removed</p> <p>5 Program options added - 4 x LC 1 x SC</p> <p>Deleted Branch Relay</p> <p>Volunteer of the Year trophy added</p> <p>Event Referee wording deleted</p> <p>Referee wording edited</p>

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