



**AUSI**  
**Masters Swimming In Australia**  
**CLUB GUIDE**

**October 1984**

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## *CLUB GUIDE:*

### INTRODUCTION:

This guide has been updated on the original publication produced December 1980 because of an urgent need to help those of you who want to form and conduct AUSSI Adult Swimming Clubs.

Much of the information enclosed may seem elementary to those of you who have been associated with swimming clubs but please remember that many people associated with AUSSI are newcomers to swimming and do not have the advantage of your experience.

The original club guide was written by Gary Stutsel who at the time was Honorary National Secretary and he wrote he was indebted to the U.S. Masters Swimming Movement, Keith Walsham and Des McCormick of AUSSI N.S.W. and Glenys McDonald of AUSSI W.A. for providing him with so many of the basic ideas.

I, myself, am indebted to Carol Davis who helped me update this guide and Maureen Rose for the many hours of typing.

The contents have been examined by each of our Branch Secretaries and they are satisfied that most of the questions they are asked by newcomers have been answered but should you wish to have further information included or should you find some of the procedures difficult to follow please let your Branch Secretary know. They in turn will contact me.

AUSSI has been formed by volunteers and has grown through the hard work of many who have gone both unrecognised and unpaid. So do not be disheartened if at times you appear to labour unnoticed because you are a member of a big family of people all doing the same sort of thing for the satisfaction they get out of it.

*Brian Hind*  
Hon. National Secretary  
October, 1984

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## CLUB GUIDE:

### 1. WHAT IS AUSSI? HISTORY AND STRUCTURE:

AUSSI is short for the Australian Union of Senior Swimmers International also known as AUSSI Masters Swimming in Australia.

AUSSI is an Australian-wide association of adult swimmers, men and women, who swim regularly to keep fit and have fun.

AUSSI's motto is thus "Fitness and Fun".

AUSSI membership is open to all adults, male and female.

AUSSI's principal objective is to motivate individuals to improve their fitness (and therefore their general health) through regular swimming. To encourage regular swimming AUSSI has established and adopted a series of incentives which are outlined in Section 10 of the guide.

The selection of the right incentives is a very personal thing which will vary from person to person. Clubs and Club Officials have an obligation to prepare members both physically and mentally so that they can select and undertake their choice of incentives. Assistance and guidance in this field is available in the AUSSI Coaching Manual and from your Branch Fitness and Coaching Director.

The "FUN" part of AUSSI comes from meeting new people and making new friends. This is made possible through the holding of social events after some swim activities, after interclub Swim Meets and in conjunction with State and National Swim Meets. The accent is on relaxation and informality. However, acceptable standards of behaviour are demanded.

#### 1.1 HISTORY:

AUSSI was established in Sydney on the 22nd September, 1975. Four weeks later the New South Wales Branch was formed and since then Branches have been formed in each of the other states and the A.C.T.

At first membership was gained by joining your State Branch but this proved unwieldy and so clubs were formed to act between members and their State Branch. You now join a club which is affiliated with the State Branch and if you are 20 years or over the club registers you with the State Branch. The State Branch is affiliated with the National Body and will register you with the parent Body. New clubs are being formed in each state every month.

AUSSI is an Australian organisation but similar bodies exist in New Zealand and an increasing number of other countries. All of these have patterned their development on a formula developed in the United States of America in the early '70's.

The U.S. body is known as U.S. Masters Swimming.

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AUSSI is affiliated with the International Body - Masters Swimming International. However, it remains an independent and autonomous body. You do not have to be an amateur to join AUSSI.

### 1.2 STRUCTURE:

From the history of AUSSI you will have noted that AUSSI developed at three levels.

First: National  
then: Branch  
then: Club

Each level has its own responsibilities.

1.2.1 NATIONAL: co-ordinates interstate activities plus those common to all State Branches.

e.g. National Swim  
National Top Ten  
National Aerobics  
Education and Coaching Manuals and policy  
International events  
Rules

National policy and activities are formulated by Conferences of delegates of each of the State Branches and are administered by the National Executive Committee namely President, Hon. Secretary, Hon. Treasurer, Fitness Director and Public Relations Officer.

1.2.2 BRANCH: co-ordinates interstate activities and activities common to all of its affiliated clubs.

e.g. State Swims  
Promotions  
Development of New Clubs  
Implementation of National Policies

1.2.3 CLUB: is the VITAL LINK in the chain that can make or break the organisation.

It has a two-fold purpose:

- a) to act on behalf of AUSSI.
- b) to act on behalf of its members.

It is the first point of contact between new members and AUSSI. As such the impression it conveys will be the impression the member has of AUSSI. This places a big responsibility on clubs to carry out the guidelines, programmes and awards formulated at National and Branch levels.

It is the best place to make contact with the local community, the mass of potential members (there are a lot more of them than there are of us).

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Whilst press, T.V. and radio help spread awareness of AUSSI it is ultimately personal contact which attracts most new members and Club activities which hold them.

### 2. FORMING A CLUB:

Whilst a club can be formed by one or two people (and several have started in this way) it can only grow and survive if it becomes independent of individuals and submits to the discipline and control of:

- a) a Constitution;
- b) management by responsible, elected officers (and appointed assistants);
- c) a set of Rules;
- d) a set of objectives and a format designed to help achieve them (see Section 7).

It is most desirable to obtain the use of swimming facilities year round. Whilst some AUSSI clubs function only during the summer months they have difficulty in gathering momentum each year. Those that use year round facilities find it easier to maintain continuity and growth even when numbers drop off during the coldest months.

#### 2.1 STEPS TO TAKE IN FORMING A CLUB:

The idea of starting a club will come from either one or two or a small group of persons.

They should approach the following people and point out the advantages of forming an AUSSI club to them, that is the opportunity to become part of an Australia-wide association of adult swimmers and to take part in the activities outlined in Section 9 of this Guide:

- a) local pool operator;
- b) regular adult swimmers at the pool;
- c) local press and radio

and then

- a) fix the time and place to hold a public meeting to form an AUSSI club;
- b) advertise the meeting through local press and radio, notices at the pool, in shop windows and other suitable spots and by letter box drop. This will cost time and some money but it will be effort well expended.

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The meeting should adopt:

- a) a name for the club;
- b) a Constitution (see Section 4 of this Guide)

and

- c) elect office bearers.

The newly elected Secretary will then contact the State Branch seeking:

- a) affiliation of the club and
- b) registration of its members 20 years of age and older.

The State Branch Secretary will:

- a) add the club to its mailing list;
- b) notify the National Secretary of the club's formation and address and of details of its swim venue and times of swimming;
- c) issue the club with a copy of the AUSSI Coaching Manual plus offer whatever other assistance it can give during the first weeks of the club's operation.

Club Recorders might like to take advantage of examples of recording forms or cards for use at club level. These can be kept in an alphabetical file and made available for swimmers interested in their progress.

It is also an easy reference when Top Ten cards or Aerobic Swims need to be submitted.

### 3. THE CLUB OFFICIALS:

As you will see in Section 4 Model Club Constitution the club should have eight (8) elected officers. Their titles and general duties are listed below:

#### 3.1 PRESIDENT:

Is the leader (figure head) of the club. He or she is the guardian of the club's Constitution and the members' rights and as such should chair all meetings of the club.

#### 3.2 VICE PRESIDENT:

Is the deputy of and assistant to the President. He or she should assist the President and act in his/her place if he/she should be absent.



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### 3.3 SECRETARY:

Is responsible for all the written records of the club. Will receive and answer mail, record minutes of meetings (excepting where a minutes secretary has been appointed), notify the Branch Secretary of the club's name and colours, its officers and any changes to them, forward club registrations with cheque to cover fee, report on club activities and forward Top 10 times and award claims (which should be prepared by the Recorder).

### 3.4 TREASURER:

Is responsible for collecting, recording and banking club monies and other duties outlined in the Constitution.

### 3.5 CAPTAIN:

Organises and supervises club swims which will include time trials, 5, 10, 15 minute swims, award swims, aerobic swims, relay and novelty events. Should also be responsible for selection of relay teams for interclub events.

### 3.6 RECORDER:

Is responsible for keeping an accurate record of all times swum in club time trials and for awards. Top 10 times are to be kept on cards and forwarded to the Branch or National Recorders each month as stipulated by the State Branch. The times of visiting members of AUSSI must also be dealt with in the same way.

### 3.7 FITNESS DIRECTOR/HEAD COACH:

Should have a sound knowledge of swimming and the value of aerobics. It is his/her duty (with the help of as many assistant coaches as can be trained) to guide new members in establishing a program which will work through basic aerobic fitness, the setting of goals and the selection of suitable incentives, to obtain a satisfactory level of fitness. When the person is ready for time trials the Fitness Director will advise them. He/she will also help with stroke correction, the laws of swimming and the techniques of starting, turning and finishing.

### 3.8 PUBLIC RELATIONS/PUBLICITY OFFICER:

Will promote AUSSI and the club's activities in the area from which the club hopes to gain members. Will keep Branch and National Publicity Officers up to date with photocopies of press items and reports of response to club promotions.

### 3.9 COMMITTEE:

The eight (8) people named above will form the Management Committee of the club but they may appoint other persons as needed to carry out specified tasks (e.g. Swim Meet Director for interclub swims).

CLUB GUIDE:4. MODEL CONSTITUTION FOR CLUBS:

- 4.1 a) NAME: The name of this club shall be .....  
hereinafter referred to as the Club.
- b) COLOURS: The Club colours shall be .....  
(note: cap colours must be registered with National  
Body for approval),
- 4.2 GENDER: Words of the masculine gender shall be taken as  
including the feminine gender.
- 4.3 OBJECTIVES: The objectives of the Club are to promote the  
objectives of AUSSI Masters Swimming in Australia,  
hereinafter referred to as AUSSI (see Section 7 Objectives  
and Obligations).
- 4.4 MEMBERSHIP: Any adult person may become a member of the  
Club provided stipulated membership fees have been paid.  
Membership fees shall be determined by the Annual General  
Meeting of the Club on the recommendation of the Club  
Committee. The financial year of the Club shall be from  
..... to .....
- 4.5 MEETINGS:
- a) ANNUAL GENERAL MEETING:
- (i) The Annual General Meeting of the Club shall be  
held in the month of ..... each year.
  - (ii) At least twenty one (21) days written notice  
of the Annual General Meeting shall be given  
to each financial member.
  - (iii) Eight (8) financial members present at any  
General Meeting shall constitute a quorum.
  - (iv) A secret ballot must be held on any question  
where it is demanded by a financial member.
  - (v) The business of the Annual General Meeting  
shall be:
    - to confirm the Minutes of the previous  
Annual General Meeting;
    - to receive the Annual Report and Financial  
Statement which shall have been properly  
audited;
    - to elect the Officers of the Club as listed  
in clauses 4.6 a) and 4.6 b).
    - general business.

CLUB GUIDE:b) SPECIAL GENERAL MEETINGS:

- (i) Special General Meetings shall be summoned by the Executive Committee or within twenty eight (28) days of the receipt of a written request made to the Executive Committee and signed by at least eight (8) financial members and setting forth the matter they propose to bring before the Meeting.
- (ii) At least twenty-one (21) days notice of the Special General Meeting shall be given to each financial member.
- (iii) No business other than that listed on the Notice paper shall be discussed.

4.6 ADMINISTRATION:

- a) The Club shall be administered by an Executive Committee consisting of the following eight (8) officers:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Club Captain
  - Recorder
  - Fitness Director/Head Coach
  - Public Relations Officer (Publicity)
- b) These officers together with an Auditor who is preferably not a member of the Club shall be elected at the Annual General Meeting.
- c) Any other officers required by the Club shall be appointed by the Executive Committee (e.g. a delegate/delegates to AUSSI State Branch meetings).

4.7 NOMINATION AND ELECTION OF OFFICERS:

- a) Nominations for office shall be called for twenty one (21) days prior to the Annual General Meeting.
- b) Only financial members may nominate for office or vote for candidates (excepting for Auditor see 4.6 b)).
- c) The Chairman of the Meeting shall appoint a Returning Officer and two (2) scrutineers from those present at the Meeting who are not nominating for any office.
- d) (i) The election of all officers shall be by secret ballot.
- (ii) All voting shall be determined by a simple majority of financial members present.

*CLUB GUIDE:*4.8 DUTIES OF OFFICERS:a) EXECUTIVE COMMITTEE:

- (i) The Executive Committee shall meet as often as is necessary.
- (ii) Four (4) members of the Executive including any two of the President, Secretary and Treasurer shall constitute a quorum at Executive Meetings.
- (iii) The Executive may as stated in clause 4.6 c) appoint individuals or sub-committees to carry out specified tasks.

b) THE PRESIDENT:

- (i) The President shall chair all meetings. In his/her absence the Vice President shall act as the President.
- (ii) In the event of a tied vote on any matter the Chairman shall have a casting vote.
- (iii) The Chairman shall rule on the constitutional validity of all proposals and actions.

c) THE VICE PRESIDENT:

- (i) The Vice President shall assist the President in discharging his/her duties.
- (ii) The Vice President shall act as if he/she was the President during the President's absence.
- (iii) If at a meeting both the President and the Vice President are absent the Executive shall appoint a Chairman for that meeting.

d) THE SECRETARY:

- (i) Shall be required to give Notice of all meetings to all financial members and to the Executive as specified in Clause 5.
- (ii) Shall be required to keep an accurate record of all meetings excepting where a Minutes Secretary has been appointed for this purpose.
- (iii) Shall receive and acknowledge receipt of all mail, referring to the Committee as necessary.
- (iv) Shall inform the State Branch Secretary of:
  - club activities;
  - changes in officers and shall forward as requested:

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- an annual club report and copy of Financial Statement;
- member registrations with covering cheque;
- times for Top 10;
- award claim forms;
- other information requested by State Branch or National Body.

(v) Shall prepare and submit a report of the Club's activities to the Annual General Meeting.

e) THE TREASURER:

- (i) Shall collect and account for all monies payable to the Club.
- (ii) Shall present accounts for payment to the Executive Committee for approval and once this has been given shall draw cheques for payment.
- (iii) Shall deposit all monies received by the Club in an approved account(s) with a bank or building society. Monies to be withdrawn from this account(s) shall require the signatures of two (2) members of the Executive Committee who have been properly authorised to sign (usually the President, Secretary and Treasurer are authorised to sign with any two of their three signatures being required).
- (iv) Shall present a Financial Statement together with an audited Balance Sheet (see Branch Secretary or Annual Reports for samples) and Statements of Income and Expenditure for the preceding year to the Annual General Meeting.

f) THE AUDITOR: who need not be a member of the Club -

Shall examine the accounts of the Club at least once each year and shall express his opinion as to the correctness of the Financial Statement and Balance Sheet and shall issue a written statement as to this opinion.

g) THE CAPTAIN:

- (i) Shall be responsible for organising and supervising Club Swims.
- (ii) Shall be responsible for the selection and entering of relay teams at interclub Swim Meets.

CLUB GUIDE:h) THE RECORDER:

- (i) Shall be responsible for keeping an accurate record of all times recorded at club swims which are eligible for Top 10 Listing (see Rules) and for seeing they are prepared in the format stipulated by the National Recorder before passing them to the Secretary for forwarding to State Branch Recorder.
- (ii) Shall be responsible for the recording of all aerobic award swims and preparation of the stipulated forms (samples at back of this book) for forwarding by the Club Secretary to the State Branch Award Secretary.

i) THE FITNESS DIRECTOR/HEAD COACH:

- (i) Shall guide new members through a beginners or out of condition swimmer's program on to a program of aerobic conditioning till they are prepared for competition or award swimming.
- (ii) Shall supervise Club Coaches in passing on to the members a knowledge of the laws of swimming, stroke correction and competition techniques.

j) THE PUBLIC RELATIONS/PUBLICITY OFFICER:

- (i) Shall be responsible for promoting AUSSI and the Club within the area from which the Club hopes to gain new members.
- (ii) Shall keep the State Branch Publicity Officer and the Editor of "AUSSI Adult Swimming" up to date with photocopies of press items, black and white photos and results obtained as a result of promotions conducted by the Club.

4.9 CONDUCT:

The conduct of the Club's activities shall be in accordance with the Constitution and Rules of AUSSI. These Rules may be added to by the Club but none can be changed or deleted except by the National Body of AUSSI.

4.10 AMENDMENTS TO THIS CONSTITUTION:

This Constitution shall not be added to or amended excepting by an affirmative vote of two-thirds of the total financial members (at least 8 persons) present at a General Meeting which was called for this purpose.

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Any proposed amendment shall be notified in writing to all financial members at least twenty one (21) days before such meeting is to be held.

dated .....

signed .....(Chairman)

\*Note: It is essential that all Constitutions and Rules be dated so that where there are variations there is no doubt as to which copy is valid (after checking Minutes of Meeting held that date).

Where these documents or Minutes of Meetings are written in ink BLACK INK should be used as it does not fade with time.

\*A copy of the Club Constitution and of any subsequent amendments must be forwarded to the Branch Secretary.

## 5. APPLICATION FOR MEMBERSHIP OF CLUB:

To participate in AUSSI activities, swimmers must be registered with their State Branch of AUSSI.

The State Branch registers its members with the National Body.

Registration can only be affected through a club which is AFFILIATED with a State Branch of AUSSI.

Clubs must contact their State Branch Secretary as listed on the sheet enclosed at the front of this booklet for details of AFFILIATION.

### 5.1 AFFILIATION:

Involves payment of a yearly fee by clubs plus forwarding of following information to State Branch Secretary

- \* address of swim venue;
- \* times of swim sessions (e.g. Monday and Wednesday 7 - 8 p.m.);
- \* proposed club cap and costume colours (subject to confirmation by Branch Secretary to avoid unnecessary duplication);
- \* name, address and telephone number of Secretary.

Affiliation entitles club to receive all Branch bulletins and to register members.

### 5.2 REGISTRATION:

Club members aged 20 years or older may be registered with AUSSI State Branch at any time during the year.

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It is suggested that registrations be forwarded monthly.

The Club is supplied with pink registration forms for females and blue registration forms for males.

These are to be filled in in block printing or typing and forwarded with the fee stipulated by your State Branch to the Branch Secretary.

Adults 18 to 19 may wish to join your club. If they do so as social members they will not be eligible to compete in AUSSI swims as they cannot be registered with AUSSI. If they do swim in these events they risk losing their amateur status in all four water sports (that is, swimming, water polo, diving and synchronised swimming).

Clubs are advised to produce their own 'Application for Membership form' (see sample back of guide).

This type of form:

- a) affords some protection against litigation;
- b) informs swimmers of amateur status difficulties;
- c) provides club secretary with full information to place details on registration forms.

## 6. RULES OF AUSSI:

Refer to Rules of AUSSI Booklet.

This Booklet is available from your Branch Secretary on affiliation.

## 7. OBJECTIVES AND OBLIGATIONS:

AUSSI has incorporated four objectives in its Constitution. It is the obligation of all levels in AUSSI and each member to do their best to help attain these objectives.

### 7.1 The OBJECTIVES of AUSSI are:

1. To encourage adults, regardless of age or ability, to take up regular swimming so as to promote fitness and to improve their health.
2. To co-ordinate the activities of individuals, clubs and organisations so that they meet together for competition and social interaction at local and international levels.
3. To publish the results of these meetings so as to provide a stimulus to others to take part in AUSSI activities or to measure their own performances against those which are published.



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4. To provide assistance to research programmes aimed at finding the effects of exercise, specifically swimming, on health and the ageing process. Thereafter to publish the results of said research.

If you read these Objectives carefully you will realise that although clubs have an important role to play in Objectives 2, 3 and 4, the lead in these areas must be taken by National, Branch or in some cases regional bodies.

Clubs and club members can and must take the lead in

7.2 OBJECTIVE 1 "To encourage adults.....to swim..... for fitness".

This must be not only the number one objective of AUSSI but also of every club and every member. It is their prime OBLIGATION as members.

To achieve this your club will need to set further objectives. It is wise to set objectives which can be attained because once they are achieved you gain a sense of accomplishment and build club spirit and enthusiasm. It is easy to continually set new objectives - trying to achieve the impossible is heart breaking.

Your club will need to -

7.3 PROMOTE AUSSI and the club to attract new people (see steps to take in forming a club page 5).

7.4 RECOGNISE that there are different types of swimmers who will join the club.

7.5 PROGRAMME club activities to cater for the types of swimmers who join your club so as to maintain and build interest.

7.6 SOCIALISE at both club and interclub levels. At least once a month you should have a shorter programme and follow this with a relaxed eating/drinking and talking gathering (e.g. a poolside barbecue or picnic) so that the members can develop a real sense of belonging to the group.

## 8. TYPES OF SWIMMERS and their needs:

Although there can be overlapping of groups there are basically three types of new members:

8.1 LEARNERS - people with little or no knowledge of swimming techniques. They will need teaching and stroke correction.

8.2 FORMER SWIMMERS - people who swam at school or years ago. They may know how to swim but have not done any regular exercise for at least six months. They will need to be given an "aerobic programme" to work on until they achieve a basically acceptable fitness level, when they will then be ready to join group 3.

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8.3 FIT SWIMMERS - they will have already attained basic fitness and will be looking for greater challenges plus encouragement. They may still need teaching in stroke technique (especially if they have been runners who have been advised to take up swimming) but they will be ready to test themselves in the awards and racing programmes. They will need guidance with training programmes. They will need to be TOLD about the AWARDS available and shown how to go about earning them. They must be given the opportunities to participate in all the activities of AUSSI.

Depending on which of the above groups your members come from, your club format will be arranged to include those activities that the members NEED and WANT.

Each Club must appoint a Fitness Director/Head Coach whose job it is to determine which group people fit into and to then advise the Club Captain as to what activities he/she should organise to cater for all the members.

Club Fitness Directors/Coaches may be professional swimming coaches who are willing and able to teach adults, in which case, the club may pay them a retainer or per head fee.

AUSSI will provide printed guides for attaining basic fitness -

Coaching Manuals to assist those who wish to become involved in teaching and coaching;

Coaching Seminars where ideas can be exchanged;

Regular articles in "AUSSI ADULT SWIMMING" magazine.

### 9. CLUB SWIM FORMATS:

As stated in Section 7 Objectives and Obligations, the Club Swim Format will vary depending on the types of swimmers in your club. Because, at any time, new members may join whose standards and needs are different to all the other members, the club should be ready for all situations.

To help you prepare for these situations we have prepared the AUSSI COACHING MANUAL which attempts to help you handle all the basic types of adult swimmers.

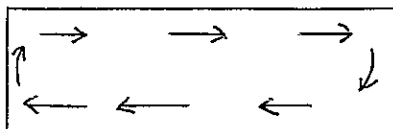
9.1 ALL SWIMMERS should "loosen-up" or "warm-up", that is, prepare themselves by stretching exercises in the water or on the poolside then advance through a longer swim to their other activities.

Preparation should take 10 to 20 minutes at the beginning of each session (that is stretching plus long swim) BUT because some swimmers are always late, a lane should be set aside for this preparation period right through the session.

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The reserved lane (and if necessary extra lanes) may also be used by swimmers doing distance work, whether it be training or award swims.

When there are more swimmers than there are lanes available, then it is best that members swim in circles, that is, all swimmers go up the pool on one side of their lane and come back down on the opposite side as in the diagram.



9.2 TESTING SWIMMERS for improvement involves the use of stop watch timed swims. Whilst these may be of a set time duration, for example, measuring the distance swum in 10 minutes, they usually take the form of scratch-started time trials over set race distances (see Rules of AUSSI).

Swimmers should be graded into heats of swimmers of similar ability so that no one need feel embarrassed.

You will note that there are 18 individual events. It is suggested that the Club Captain work out a programme to cover a full season (12 months). In doing this he/she should be guided by the AUSSI COACHING MANUAL and the Club Fitness Director/Coach as to when is the best time of the year to hold certain events. For example, October and early November would be ideal times to have 800m and 1500m swims as preparation for the One Hour Swim.

9.3 TEACHING SESSIONS may involve teaching new swimmers or maybe teaching old dogs new tricks. You will be amazed at how many freestylers cannot swim the other strokes. Be guided by the AUSSI COACHING MANUAL when teaching as methods which you may use for children can be quite unsuitable for adults, mainly due to their loss of flexibility.

Teaching sessions may be held in a separate pool; before or after race sessions, or even at a different time of the week (maybe another night). For teaching new swimmers the ideal situation is 3 to 5 sessions a week for a number of weeks.

9.4 FUN-TIME will include whatever water novelties you wish. Maybe it will be water polo but relays are always a special favourite. At least once a month a social session should be arranged. It is better to have a shorter (length of time, not necessarily distance) swim session and then have a barbecue or other form of supper. You will be surprised at the effort members will make to attend these sessions but be careful not to overdo it as most adults have other responsibilities.

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9.5 TRAINING Some clubs have found that their members prefer to make club night a training session. This may be of particular use in the winter when it is better to stay in the water rather than to get in and out. However, in the warmer months most members can be encouraged into swimming 3 or 4 times a week in their "own time" and therefore are looking for "teaching" and "testing" on club nights.

NOTE: Whilst swim sessions may be as regimented or as free as the members wish, most people respond better to a well organised and disciplined programme.

9.6 NEW MEMBERS especially if over 35 who have not been exercising regularly MUST be advised to consult their doctor before doing vigorous swimming, no matter how short the distance.

9.7 ALL MEMBERS are urged to make sure they have attained at least basic fitness levels before racing, especially if they are not able to take it easy in a race.

## 10. INCENTIVES:

Experience has shown that few people have a strong enough "will power" or motivation to exercise regularly by themselves. If for no other reason, AUSSI's existence is justified by its having brought people together to encourage one another. Incentives are available for all types of swimmers and their own personal goals, regardless of ability.

### 10.1 COACHING AND TRAINING ADVICE

The newer swimmer can be brought to a basic level of fitness and increased expertise in swimming strokes with the help of the club Fitness Director and Coaches.

### 10.2 AEROBIC SWIMMING AND AWARD BADGES

- (i) As an encouragement for all swimmers to improve their fitness and endurance, longer distance swimming in all strokes is encouraged. Pointscores for a National Aerobic Trophy and Award Badges are available for the following distances:

400m - All strokes and medley  
5 swims necessary, swum in different months of the year December 1st - November 30th to qualify.

800m - All strokes and medley  
5 swims necessary, swum in different months of the year December 1st - November 30th to qualify.

1500, 3000m, 5000m and 1 Hour Non Stop Swims.

To qualify for the 1500m award badge the swimmer's time must fulfil criteria as listed in the AUSSI Rules.

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Training for these longer distances is important and to do this, you will need to swim regularly. In doing so you will gradually improve your lung capacity (breathing); your muscle tone (particularly the heart) hence the term Aerobic. Also your circulation (get rid of cramps and chilblains) and your general health (your ability to work, relax and sleep) will improve dramatically.

Even top competitive swimmers can effectively use the Aerobic Trophy to keep them swimming (therefore exercising) through the winter months when there is no incentive to train hard for racing.

Only registered members of AUSSI are eligible to enter the Aerobic Trophy or apply for AUSSI badges. Refer to AUSSI Rules and the Aerobic Trophy Rules and Pointscore booklet for further details. These are available from your Branch Secretary on affiliation.

Submissions intended for Top Ten Times from these longer distance swims, must be submitted on race cards.

Badges are made of cloth and can be seen proudly displayed on the Track Suits of many AUSSI swimmers. They have the distance and stroke achieved; contact your Branch Secretary re cost.

- (ii) City Mutual Awards are available for all AUSSI members to attempt. However, these are at present administered by City Mutual and the A.S.U. They include badges for distances from 25m - 1 million metres.
- (iii) Postal events These include many overseas organised events and will be notified to Clubs from their Branch Secretary from time to time with entry and fee requirements.
- (iv) Swim Thrus Many AUSSI members participate in open events from 1.6klms and training for the Aerobic Trophy is beneficial for these.

Preparation for longer distance swimming needs to be approached carefully. See AUSSI COACHING MANUAL but as a general rule:

Start early in the season - April - concentrating on improving your stroke work and building up from the 400m swims to the 5000m swim by November. This type of preparation can be used to obtain the necessary stamina and technique before switching to faster and shorter work in the new year as preparation for your State and the National swims. It is most important to prepare your body to withstand the strain imposed by speed work.

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### 10.3 COMPETITION

AUSSI competition is available in the form of Interclub, State, National and World swims and State National and World Records.

Competition helps you improve yourself.

It enables you to measure yourself against your age group.

10.3.1 Self Improvement is encouraged by grading all competitors, regardless of sex or age into heats on their nominated times. This way all swimmers in a heat will be of similar ability and thus each will be pushing the swimmer next to him/her on, hopefully resulting in improved performances for all (note, we all have our bad days). Help this system work. Nominate your correct time. It might look good to finish first in a heat but when you have put down a slow time you are only fooling yourself.

10.3.2 Age group measurement is achieved by all results being sorted first into male and female and then into age groups. This is done at most interclub Swim Meets, at State Meets and the National Swim.

The best ten times for each age group in each event in Australia are published each year as the NATIONAL TOP TEN.

Provided certain conditions are met (e.g. standard of timing, 50m pool) the five best times for each age group in each event in the world are published as the World Top Five.

### 10.3.3 LEVELS OF COMPETITION

There is a place for everyone no matter what your standard.

Club consists of club members and visitors from other AUSSI clubs.

Interclub may be a dual meet involving swimmers from two clubs or could involve any number of clubs.

The host club is obligated to record and forward times for Top Ten listing for all competitors who qualify.

State Branches conduct annual swims which are designed to stimulate interclub rivalry.

National Swim is conducted in a different State or Territory each year and serves many purposes:

It rewards the strongest clubs overall and in specific age groups;

It recognises the best all round individuals in all age groups;

It brings together swimmers of all abilities and gives them the opportunity to make new friends;

It is held each Autumn.

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International trips are usually arranged once every two or three years to coincide with swim meets such as the U.S. Masters National Swims.

Any registered member of AUSSI may swim in the above events provided all entries and fees are submitted as required. At this time there are no qualifying times restricting entries.

10.4 NATIONAL TOP TEN.

An Australian listing of TOP TEN TIMES in all distances and strokes is produced annually.

It is intended to act as a guide to swimmers so they can measure their own performances against those of swimmers in their age group.

It is particularly useful if you live in an isolated area or cannot afford either the time or expense of travelling to compete against your peers.

Rules of AUSSI must be compiled with before times will be accepted.

Times are to be submitted on entry cards which are available to your club. Cards are coloured pink for females; blue for males; yellow for all relays.

Example of how a card should be filled in before it can be accepted. Details must be typed or in ink in clear block letters:

A.U.S.S.I. ADULT SWIMMING											
Swim Meet <u>Marshall</u> enters heat and lane numbers		Heat 3		Lane 4		Nominated Time 58					
		Event No. 8		Distance 50M		Style BACK					
		Surname BROWN				First Name PETER					
		Age 37		Club Name SYDNEY CITY							
		Pool Length 50M				Date of Meet 14.3.84					
Computer input should be entered by State Recorder										Times Recorded	
A.U.S.S.I. Number										58	91
4	2	0	1	0	0	1	58	92			
							58	96			
age, computer event number (not same as event number above)		Age		Event		P		Official Time			
P-pool length		3	7					5	8	9	2
computer number											

Swimmer or club  
to fill in these  
details  
nominated time  
(heats seeded on this)  
event no. on programme  
distance and style  
both names in correct  
order  
age club  
pool length  
date of swim  
AUSSI number for  
current year on left  
of card  
Time keepers enter  
times recorded, up  
to maximum of three  
Recorders enter  
official time

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Sorting and recording these cards is the most tedious job in AUSSI. It is essential that they be filled in clearly and correctly.

EXPLANATION OF AUSSI REGISTRATION NUMBER (4201001)

```

4      last numeral of the year (1984)
2      code for State (Branch)
01     club number
001    member's number (females from 001 to 499)
        (males from 501 to 999)

```

Note: If the Branch wishes, the first digit need only be the one change in a member's number throughout his/her AUSSI membership.

STROKE ABBREVIATIONS which may be used on cards are:

FREE for freestyle      BREAST for breaststroke      BACK for backstroke  
FLY for butterfly      I.M for individual medley

## 10.5 AEROBICS

Refer to Aerobic Trophy Rules and Point Scores Booklet. This Booklet is available from your Branch Secretary on affiliation.

11. SWIM MEET PROCEDURES:

Your members will want to enter competition swims and sooner or later the club will want to conduct their own Swim Meet.

Save yourself headaches and problems. Study this section carefully and pass on relevant information to your members.

(Note: Master sheets, listing all competitors, are only used when it is necessary to know individual point scores. When competition is purely inter-club it will only be necessary to tabulate club points).

11.1 TO CONDUCT A SWIM MEET

11.1.1 Find a suitable pool preferably indoors and heated so that the weather will not interfere with attendance at or conduct of the Meet.

11.1.2 Check pool equipment - you will need

lane ropes  
false start rope  
backstroke flags for each end of pool

These should all be at the pool but don't take it for granted.

You will also need timing equipment. This may be electronic but most likely you will require hand operated watches (preferably digital which are easier to read) preferably three per lane plus one or two spares.



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A public address system (usually installed at pool). If not available, obtain use of a hand held loud hailer.

Starting equipment - either electronic bleep equipped with red light signal or a starting pistol and ammunition.

Notice boards to list competitors in each event and to post results.

11.1.3 Fix a tentative date for the hire of the pool and then check with your Branch or Regional Secretary that the date does not clash with other planned activities.

11.1.4 When the date has been confirmed by the Branch Secretary, draw up a programme of 3 to 4 hours duration (if a large number of entrants is expected it is better to restrict the number of events they can enter rather than to have less than the optimum 6 individual and one relay event).

11.1.5 Set fees for entries and supper. Fix a date for receipt of entries and fees and prepare a notice giving all the relevant details; i.e. date, venue, address, time of starting, list of events, any restrictions on number of events that can be entered, entry fees, supper arrangements and fees, date that entries must be received by and address of person they are to be sent to. Select and appoint officials.

11.1.6 Send copies of this notice to State Branch Secretary, all clubs you intend to invite and local media (all about 4 weeks prior to event).

11.1.7 If you anticipate that there will not be a great number of entries then you should also extend an invitation to local adults or clubs which are not registered with AUSSI. Naturally their times cannot be accepted for AUSSI Top Ten but it will be good publicity for the club.

#### 11.1.8 RECEIPT OF ENTRIES AND PREPARATION FOR MEET

The following procedure can be altered to suit your needs but it has been found to be the most accurate method to date when individual points are needed.

Step (i) Receive entry cards It is essential that each individual's cards will have been banded together so that if he/she has entered six events you will receive a little bundle of 6 cards for say Bill Smith in order of events from 1 to 6. If this has not been done, smile or grimace and do it yourself.

Step (ii) Check entries to ensure that all details have been completed (see sample p. 21). Where there is a Club Master Sheet (as required for National Swim) check events entered against events marked on Master Sheet.

Step (iii) Check fees paid to ensure they tally with entries received.

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Step (iv) Sort banded cards (do not remove bands as yet) into male and female groups and then into 5 year age groups.

It is best to use divided boxes for this purpose.

Then sort each age group into alphabetical order within its division.

Step (v) Write up Swim Meet or Meet Master Sheets

- Start with women aged 20-24 and list all competitors in this age group in alphabetical order, then proceed through the age groups to the oldest woman.
- Next, write up the men in the same way.
- When a competitor has not entered an event, place an X under that event and under the pointscore column for the event on the line for the competitor.

Step (vi) Event sorting When Master Sheets are completed, remove bands from all entries and then sort them into bundles for each event, with the slowest time on the top of the bundle and the fastest on the bottom.

Do this with the ages and sexes mixed together so that you may have a male 55 years, a female 26, male 29 etc.

Any cards without a nominated time (an inexcusable practice) will be swum as the slowest competitors. Individuals should be capable of making an educated guess as to their times but if not the club he/she is a member of should arrange a time trial.

Step (vii) Prepare list of competitors in each event by copying from the bundles of cards in Step (vi) and numbering the slowest swimmer 1 and then so on until the fastest swimmer is the last number. This list should be displayed in a prominent position near the poolside.

#### 11.1.9 AT THE SWIM MEET (see Officials following)

A. Display the lists of competitors in each event so that swimmers will know when to report, e.g. if the swimmer's number in event 1 is 42, then the swimmer will report to the Marshall when the Announcer calls for swimmers including number 42, say, "will all swimmers in event 1 numbers 30 to 60 please report to the Marshall?"

B. Check that the Marshall has been given all the cards for each event bundled or separated into divisions for each event so that he/she can easily put his/her hands on all the cards for the event and they will be in order from slowest to fastest.

#### 11.1.10 OFFICIALS REQUIRED

A. MEET DIRECTOR - to supervise the following and conduct the Swim Meet.

B. A GATE STEWARD: Who will collect any pool entry fees or tickets (if required) and direct people to check points, dressing sheds, etc. This should be a happy smiling person as

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they are the first point of contact at the Meet.

C. AN ANNOUNCER: Who (using a public address system) will welcome everyone to the Meet and create an atmosphere of friendly efficiency. He/she should have information regarding coming Meets and other events whether social or educational plus notes on any outstanding or interesting swimmers.

He/she will make announcements on these matters during races and should be advised immediately by the Recorders of any records which are broken during the Meet so that these can also be announced. When advised to, he/she will call for competitors in Event 1, numbers 1 to say 30 and will continue to do this throughout the programme as advised. Competitors will be told to report to the Marshall.

D. THE MARSHALL: Will have the entry cards for each event in separate single event bundles, graded from slowest to fastest. He/she will call the swimmers in order as their card appears (placing the cards of any swimmer who does not answer into a separate box for this purpose).

When he/she has the number of swimmers that corresponds to the number of lanes being used, e.g. 8 lanes then 8 swimmers, he/she will number their cards Heat 1 and put a different lane number for each of them in the space provided on the card (that is from 1 to 8).

The next swimmer called will then become Heat 2 lane 1.

At the Meet Director's discretion the cards of swimmers who are late to report may be taken from the discard box and placed into heats.

To continue with this system to the last swimmer, it is likely that you would finish with a last heat with less than a full complement of swimmers. To avoid this the number of swimmers in the 2nd and 3rd last heats should be evened such that there are enough swimmers left to fill all lanes in the fastest heat.

To make this easier it is best to have rows of stools or chairs so that swimmers can be placed in rows as their heats are called. This way a quick check can be made of the number of swimmers in a heat. When called, swimmers will be handed their cards and told to give them to the time keeper behind their particular block when their heat is called up.

E. CHIEF TIME KEEPER: Who is responsible for instructing and supervising time keepers.

He/she will check watches before the first heat to ensure that batteries are okay and that the time keepers are familiar with their operation.

He/she will advise the STARTER when the time keepers are ready and ensure they do not delay longer than is essential.

He/she will operate a spare watch in case of failure of time keepers watch and will run spot checks on time keepers to ensure they are using their watches correctly.

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F. TIME KEEPERS: For major Swim Meets there will be 2 or 3 on each lane even when electronic timing is used as this has been known to fail.

They shall all have been instructed in the correct methods of starting, stopping and reading their watches.

They shall also act as lap counters to ensure that the correct number of laps are swum in each event.

They will take the swimmer's card when he/she hands it to them and check that it is for the correct heat and lane.

When the swimmer in their lane has finished the race they will enter the times recorded in the section for times on the bottom of the card. They will not enter the official time as this is the responsibility of the RECORDERS.

The cards will be collected from them by the

G. RECORDERS' RUNNER: Who will take the cards from all time keepers after each race and place them into THE SPECIAL BOX provided in the RECORDING ROOM by the RECORDERS.

Other poolside officials will be

H. THE STARTER: When advised by the CHIEF TIME KEEPER that all the time keepers are ready, the following series of commands will prevail. If there is to be any variation to this the competitors MUST BE ADVISED OF THE PROCEDURE BEFORE THEIR RACE:

- i) The Referee will give a long blast of his/her whistle (or the commands "On your blocks" or "In the water please") on which the swimmers will climb to their blocks, stand near the pool edge or enter water and grip the backstroke bars or pool edge as the case may be.
- ii) The Starter then takes charge and with a verbal instruction "Take your marks" on which the swimmer will IMMEDIATELY go into their starting position and then remain steady till the signal to start, which will be
- iii) The firing of a gun on which the swimmers will start or the sounding of an electronic "Bleep" signal on which the swimmers will start.

With the firing of the gun there will be a discharge of smoke which the time keepers will use as a visual signal to start their watches.

Should any swimmer start before the signal to do so, the STARTER shall repeat the signal and the

I. FALSE ROPE STEWARDS (2) will drop the false start rope from a position above the pool which is out of the swimmers' reach so that it falls across the water surface in front of the swimmers. Note: the false start rope needs to be far enough out from the start so that a breaststroke swimmer cannot swim under it even

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with a very long underwater stroke.

J. COMPLETION OF SWIM: Swimmers should remain in the water until the REFEREE gives two short blasts of his/her whistle then leave the water from the closest side of pool. In the case of completing a leg of a relay swimmers should make sure that the lanes are clear before leaving the pool as quickly as possible.

K. REFEREE AND ASSISTANTS: will ensure that the Rules of Swimming as set down by AUSSI are adhered to. They will also watch turns and finishes.

Relay events will require extra assistants to ensure that no swimmer starts before the person swimming to him/her has touched. Should it be necessary to disqualify a swimmer or relay team the REFEREE should make a written note of the heat number and lane number and the reason for disqualification so that the swimmer can be advised.

L. MANUAL RECORDING

(i) The RECORDERS shall place a SPECIAL BOX (say plastic ice-cream container) for the receipt of all cards from their runner. This is a must so that no cards can be misplaced as once happened with a whole heat at a National Swim.

(ii) Cards are removed from the box and if

- (a) two times are marked on the card by the time keepers then the slower time is written in the "official time" box on the card;
- (b) three times are marked on the card by the time keepers then the middle of the three times becomes the "official time";
- (c) where there is only one time then it is the "official time".

(iii) Official times are entered on the Swim Meet Master Sheets.

(iv) When all times for an age group have been entered for an event then the points for that event are allocated.

- (a) identify fastest time and allocate 4 points;
- (b) second fastest time will receive 3 points;
- (c) third fastest time will receive 2 points;
- (d) all others to finish without disqualification will receive 1 point.

Note: Relays are awarded double points, i.e. 8, 6, 4 and 2. If two swimmers have the same time then their respective points are added and divided by two e.g. equal first is 4 plus 3 = 7 divided by 2 = 3½ points each.

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(v) At completion of individual events each swimmer's total points are calculated and the highest, 2nd highest and 3rd highest pointscorer in each age group is identified. They may be awarded a small medallion or certificate as recognition of their efforts.

#### M. IF CLUB POINTSCORE

(i) Each individual's points are transferred to their name on the Club Pointscore Sheet (as per sample).

(ii) All individual points plus relay points are totalled to give total points scored by club.

(iii) If there is also a pointscore giving weaker clubs a handicap start, then this handicap is added to the total points scored to give the Handicap Pointscore Total.

#### N. RESULTS

(i) Results are copied (easier to do with a photocopier) and a copy displayed for competitors' perusal.

(ii) Copies are supplied to each competing Club.

#### O. TOP TEN

As the swim cards are used to determine the Top Ten all cards should be forwarded to the Branch Recorder or Branch Secretary immediately.

After the Branch Recorder has finished with them he/she will then forward them onto the National Recorder.

### 12. GUIDELINES RE FORMATION OF NEW CLUBS:

IN AREAS CLOSE TO EXISTING CLUBS - prepared by Paul Wyatt  
(approved by National Committee 22/11/79)

#### 12.1 RATIONALE

The ideals of AUSSI include the promotion of swimming for adults at all levels. More clubs can give all members of AUSSI more opportunities to continue their swimming and their interest in swimming by virtue of a greater number of venues to attend and the opportunities to contact a greater number of others mutually involved in swimming.

However, without following certain guidelines, the formation of a new club could unintentionally cause friction between the new club and existing nearby club(s), by

- holding its swim night(s) on the same night(s) as the existing club;
- as a consequence of this attracting some of the members of the existing club which could be disastrous if it is only small;

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- conducting membership drives, etc. without conferring with the existing club(s) and gaining members who could have been members of the existing club(s).

Such moves can only detract from the ideals of AUSSI.

12.2 RECOMMENDATIONS TO BRANCH COMMITTEES

- (a) The founders of proposed new clubs be obliged to submit details of swim session times (of day), venue and proposed format to their State Branch of AUSSI.
- (b) State Branch to then notify existing clubs of proposed new club in their vicinity and of details as supplied.
- (c) A meeting be arranged between founders of the proposed new club and the existing club to discuss the above Rationale so that mutually acceptable arrangements can be made.

# CLUB POINTSCORE TALLY SHEET

CLUB NAME AND ABBREVIATION

BRANCH

POINTS

POSITION

[illegible]

"COMPLIMENTS OF GESTETNER PTY. LTD."



PLEASE ENTER SWIMMERS IN ALPHABETICAL ORDER WITHIN ASCENDING AGE GROUPS  
STARTING FROM 25-29 AND FINISHING WITH SWIMMERS IN OLDEST AGE GROUP

FEMALE TOTAL \_\_\_\_\_  
MALE TOTAL \_\_\_\_\_  
RELAYS TOTAL \_\_\_\_\_  
COMBINED TOTAL \_\_\_\_\_

[illegible]

"COMPLIMENTS OF GESTETNER PTY. LTD."

[illegible]

# **AUSSI SWIM AWARDS - 400 METRES**

1. Only one swimmer per form.

2. This form may be used for State Aerobic Award Trophy and/or National Award Badge Attempts.

3. If a National Award Badge is required, the appropriate fee must accompany this form.

Swim Style

Surname	First Names	Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
Club	Registration No.	<input type="checkbox"/> State Aerobic Award Trophy Attempt <input type="checkbox"/> National Award Badge Attempt.	

SWIM RECORDS - It is advisable to record times for each 100 metres to check against error

Swim No.	1	2	3	4	5
Venue					
100 mtrs					
200 mtrs					
300 mtrs					
400 mtrs					
First Timekeeper					
Second Timekeeper					
DATE					

## **STATE AEROBIC AWARD CLUB TROPHY**

Average Time for 5 Swims	Swim Style	Age Group	Points	Club Recorder	Checked - State Recorder
--------------------------	------------	-----------	--------	---------------	--------------------------

## **NATIONAL AWARD BADGE**

Recorded in Official Register (State Officer)	Badge Fee Received (State Treasurer)	Receipt No.	Date Badge Issued
--	---	-------------	-------------------

( National Office to cut off here to return advice below to Club )

Club Recorder to enter details below

Name of Swimmer

National Award Badge for 400 metres

- ☐ Has been issued  
☐ Has Not been issued

Name & Address  
of  
Club Recorder

National Recorder

POINTS

Date



# **AUSSI SWIM AWARDS - 800 METRES**

1. One swimmer per form
2. This form may be used for State Aerobic Award Club Trophy and/or National Award Badge attempts.
3. If a National Award Badge is required, the appropriate fee must accompany this form.

Attempt No.	Award Year
-------------	------------

Swim Style

Surname	First Names	Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
---------	-------------	---------------	--

Club	Registration No.	<input type="checkbox"/> State Aerobic Award Club Trophy attempt <input type="checkbox"/> National Award Badge attempt
------	------------------	---

**SWIM RECORDS - It is advisable to record times for each 100 metres to check against error**

Swim No.	1	2	3	4	5
Venue					
Date					
100 mtrs					
200 mtrs					
300 mtrs					
400 mtrs					
500 mtrs					
600 mtrs					
700 mtrs					
800 mtrs					
Timed by					

## **State Aerobic Award Club Trophy**

Average Time for 5 Swims	Swim Style	Age Group	Points	Club Recorder	Checked- State Recorder
--------------------------	------------	-----------	--------	---------------	-------------------------

## **National Award Badge**

Recorded in Official Register (State Officer)	Badge Fee Received (State Treasurer)	Receipt No	Date Badge Issued
--	---	------------	-------------------

(National Office to cut here to return advice below to Club)

Club Recorder to enter details below

Name of Swimmer

Name & Address  
of  
Club Recorder

**National Award Badge for 800 metres**

- ☐ Has been issued.  
☐ Has NOT been issued.

National Recorder

POINTS

Date



# **AUSSI SWIM AWARDS - 1500 METRES**

1. One swimmer per form.
2. This form may be used for State Aerobic Award Club Trophy and/or National Award Badge attempts.
3. If a National Award Badge is required, the appropriate fee must accompany this form.
4. It is advisable to record times for each 100 metres to check against error.
5. See Rule 13 for conditions of 1500 metre swim for National Award Badge.

Attempt No.	Award Year
Date	

Surname		First names		Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Club		Registration No.		<input type="checkbox"/> State Aerobic Award Club Trophy attempt <input type="checkbox"/> National Award Badge attempt.			
Swimmer's Target (Optional)				Recorded Lap Times as Swum			
Swim Style		Best 50m Time		Venue		Pool Length	
100m	min sec	800m	min sec	100m	min sec	800m	min sec
200m	min sec	900m	min sec	200m	min sec	900m	min sec
300m	min sec	1000m	min sec	300m	min sec	1000m	min sec
400m	min sec	1100m	min sec	400m	min sec	1100m	min sec
500m	min sec	1200m	min sec	500m	min sec	1200m	min sec
600m	min sec	1300m	min sec	600m	min sec	1300m	min sec
700m	min sec	1400m	min sec	700m	min sec	1400m	min sec
Target for 1500 m - mins secs				Actual time for 1500 m - mins secs			
Actual Swim Time		1st Timekeeper		2nd Timekeeper			
Certified Correct By :-							
I verify that this swimmer's (time to tenths of sec) fastest time for 50 metres this season is :-		Swim Style		Signature		Official Club Title	
State Aerobic Award Club Trophy							
Swim Style	Age Group	Points	Club Recorder	Checked - State Recorder			
National Award Badge							
Recorded in Official Register		Badge Fee Received		Receipt No.		Date Badge Issued	
(State Officer)		(State Treasurer)					

(National Officer to cut here to return advice below to Club)

Club Recorder to enter details below

Name of Swimmer

National Award Badge for 1500 metres

- ☐ Has been issued  
☐ Has NOT been issued

Name & Address  
of  
Club Recorder

National Recorder      POINTS      Date

# AUSSI SWIM AWARDS - 3000 METRES

1. One swimmer per form
2. This form may be used State Aerobic Award Club Trophy and/or National Award Badge attempts.
3. If a National Award Badge is required, the appropriate fee must accompany this form.
4. There is no time limit for the 3000 metre National Award Badge but it must be done by continuous swimming.
5. Timing at least every 100 metres checks against error whilst providing information for the swimmer.

Attempt No.	Award Year
Date	

Surname				First names				Date of Birth				<input type="checkbox"/> Male <input type="checkbox"/> Female	
Club				Registration No.				<input type="checkbox"/> State Aerobic Award Club Trophy attempt. <input type="checkbox"/> National Award Badge attempt				Venue & Pool Length	
100m	hr	min	sec	1100m	hr	min	sec	2100m	hr	min	sec		
200m	hr	min	sec	1200m	hr	min	sec	2200m	hr	min	sec		
300m	hr	min	sec	1300m	hr	min	sec	2300m	hr	min	sec		
400m	hr	min	sec	1400m	hr	min	sec	2400m	hr	min	sec		
500m	hr	min	sec	1500m	hr	min	sec	2500m	hr	min	sec		
600m	hr	min	sec	1600m	hr	min	sec	2600m	hr	min	sec		
700m	hr	min	sec	1700m	hr	min	sec	2700m	hr	min	sec		
800m	hr	min	sec	1800m	hr	min	sec	2800m	hr	min	sec		
900m	hr	min	sec	1900m	hr	min	sec	2900m	hr	min	sec		
1000m	hr	min	sec	2000m	hr	min	sec	3000m	hr	min	sec		
Swim time certified correct				1st Timekeeper				2nd Timekeeper					
State Aerobic Award Club Trophy													
Swim Style				Age group		Points		Club Recorder		Checked- State Recorder			
National Award Badge													
Recorded in Official Register				Badge Fee Received				Receipt No.		Date Badge Issued			
(State Officer)				(State Treasurer)									

(National Office to cut here to return advice to Club)

Club Recorder to enter details below

Name of Swimmer

National Award Badge for 3000 metres

- ☐ Has been issued  
☐ Has NOT been issued.

Name & Address  
of  
Club Recorder

National Recorder

POINTS

Date



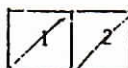
# AUSSI SWIM AWARDS - ONE HOUR SWIM

1. One swimmer per form.
2. The objective of this swim is to cover as much distance as possible in exactly one hour.
3. Distance credited is to be the nearest 25 metres completed within the one hour.
4. This swim does not necessarily qualify the swimmer for entry in the U.S. Masters Award unless the special conditions for that award are met and the correct entry form is used and appropriate fee is paid.

Attempt No	Award Year
Date	

Surname	First Names	Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
Club	Registration No	<input type="checkbox"/> State Aerobic Award Club Trophy attempt. <input type="checkbox"/> National Award Badge attempt.	Venue and Pool Length

CHECK TABLE Each square to be marked



on completion of each lap of the pool.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69
	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92
93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115
116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138
139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161
162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184
185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207
208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230

No of Completed Laps		Length per Lap		Total Distance Swum.	
Distance Certified Correct		1st Timekeeper		2nd Timekeeper	
State Aerobic Award Club Trophy	Swim Style	Age Group	Points	Club Recorder	Checked - State Recorder

(National Office to cut here to return advice to Club)

Club Recorder to enter details below

Name of Swimmer
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Name & Address  
of  
Club Recorder

National Award Badge for 5000 metres

- ☐ Has been issued  
☐ Has NOT been issued

POINTS

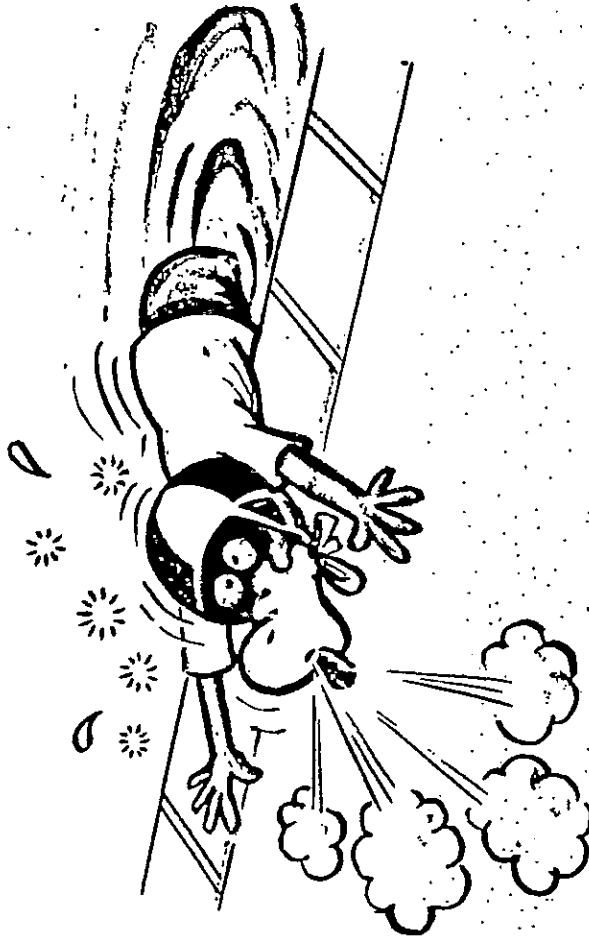
National Recorder	Date
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Name: \_\_\_\_\_

# AEROBIC TROPHY SWIMS

## Personal Record Sheet



Record time taken for each swim as completed.

Complete as many swims as possible and add variety to your training while gaining points for your club towards the Aerobic Trophy.

BORN

REF No.

## BEST TIMES

[illegible]

NAME:			STYLE:			20	25	30	35	40	45	50	M
REG N°:			BIRTH-DATE			55	60	65	70	75	80	F	
DATE	DIST	TIME	DATE	DIST	TIME	FASTEST TIMES							
50	400	3000											
100	800	5 min											
200	1500												

# APPLICATION FOR MEMBERSHIP

To help our members to gain physical fitness we have adopted an AEROBICS FITNESS PROGRAMME which is based on the programme that is recommended by the National Heart Foundation of Australia.

In line with the Heart Foundation's recommendations, AUSSI advises you to have a medical check up first as AUSSI (name of club) accepts no liability for illness and injury sustained while a member of the club.

Please Note: If you become a member of AUSSI you may forfeit your amateur swimming status.

NAME .....

ADDRESS .....

DATE OF BIRTH .....

HOME PHONE . . . . . WORK PHONE . . . . .

I have read and understood the above and agree to abide by the club rules.

Signed: ..... Date: .....