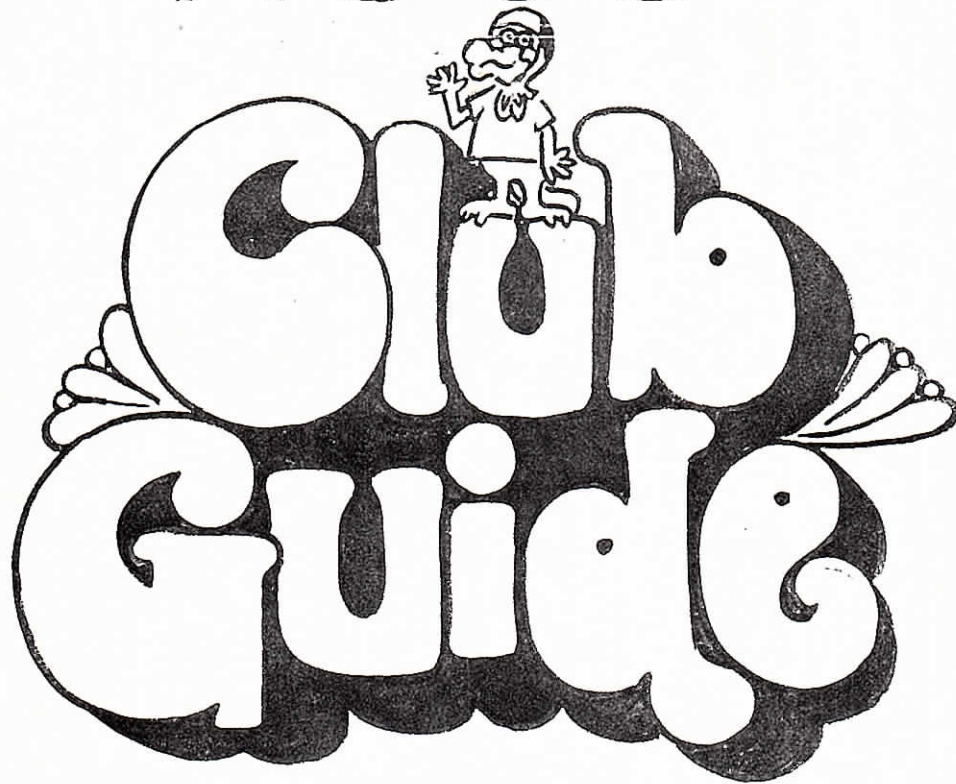


A U S S I



INTRODUCTION

In 1980 AUSSI was preparing a Coaches Manual and I suggested to the then National Secretary, Gary Stutsel that we also produce a Club Guide to assist those who wished to form an AUSSI club. Gary asked me to supply input into such a Guide and he obtained input also from the US Masters Swimming Movement, Keith Walsham and Des McCormick.

In 1984 the Guide was updated by Brian Hird and has remained in that form as an extremely useful document, not only for new clubs but for existing clubs as well.

Now, as a reprint is required, it is advantageous to review and update to meet the needs of our current members and clubs. I recommend its usage to you.

Glenys McDonald
Hon. National Secretary
April, 1988.



CLUB GUIDE CONTENTS

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CHAPTER ONE

WHAT IS AUSSI? ORGANISATIONAL STRUCTURE

AUSSI Masters Swimming is the Association in Australia responsible for Masters or "Adult" Swimming.

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

AUSSI's motto is "FITNESS AND FUN"

AUSSI'S membership is open to all adults, male and female over 20* years of age.

- * Swimmers 20-24 must realise they jeopardise their amateur swimming status if they join AUSSI before they turn 25 years of age.

AUSSI'S purpose is "to encourage adults, regardless of age or ability, to swim regularly in order to promote fitness and improve their general health". Because of this, AUSSI clubs cover a wide range of ages and a wide range of abilities. It is the clubs challenge and the Association's challenge to provide a range of incentives and goals for all types of adult swimmers.

The selection of the right incentives is a very personal thing which will vary from person to person. It is governed by a number of criteria - ability, encouragement, time available for training etc. Clubs and club officials have an obligation to prepare members both physically and mentally so that they can set achievable objectives. Assistance and guidance in this field is available in the AUSSI COACHING MANUAL and from your Branch Director of Fitness and Coaching.

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.

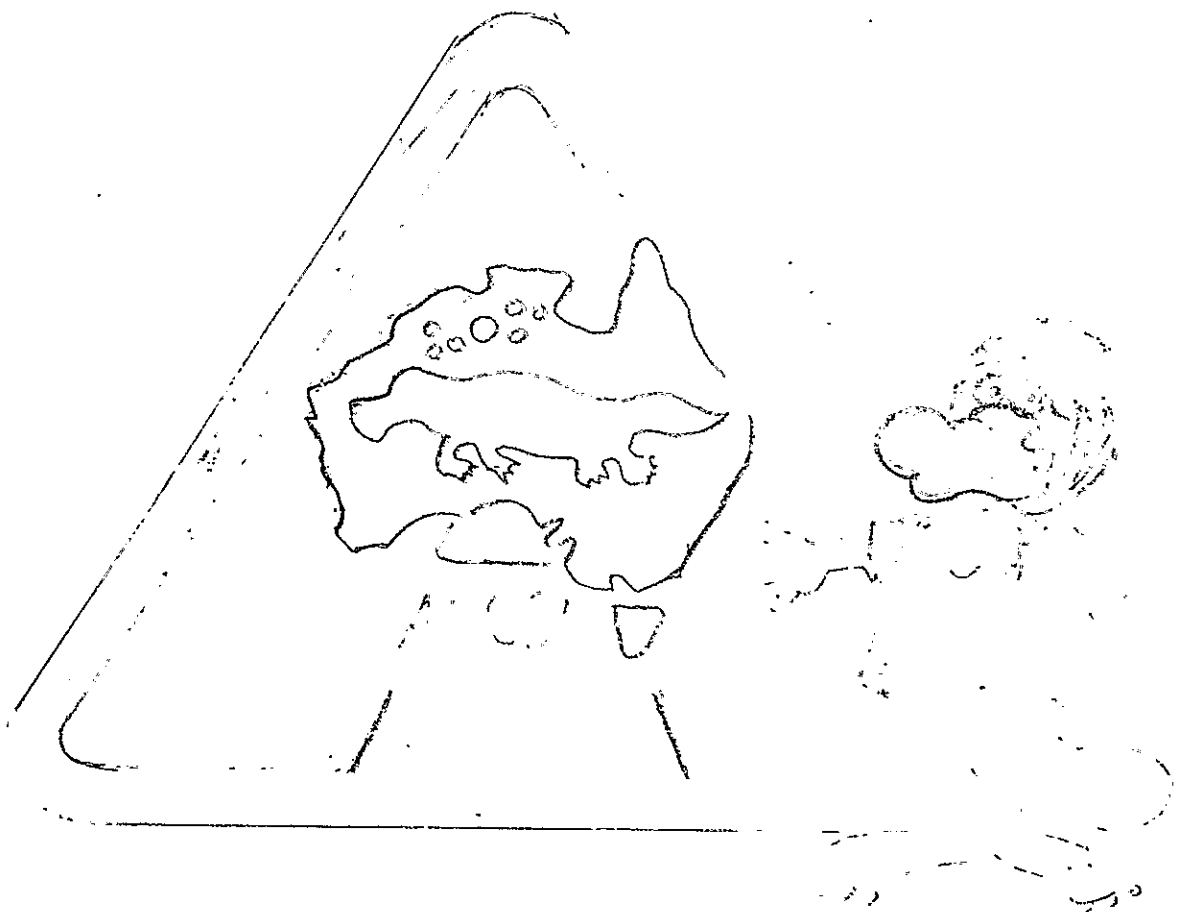
History of AUSSI

AUSSI was established in Sydney as the Australian Union of Senior Swimmers International on 22nd September 1975. (Name since changed to AUSSI Masters Swimming in Australia Inc). Four weeks later the New South Wales Branch was formed and since then Branches have been formed in each State, the Australian Capital Territory and The Northern Territory

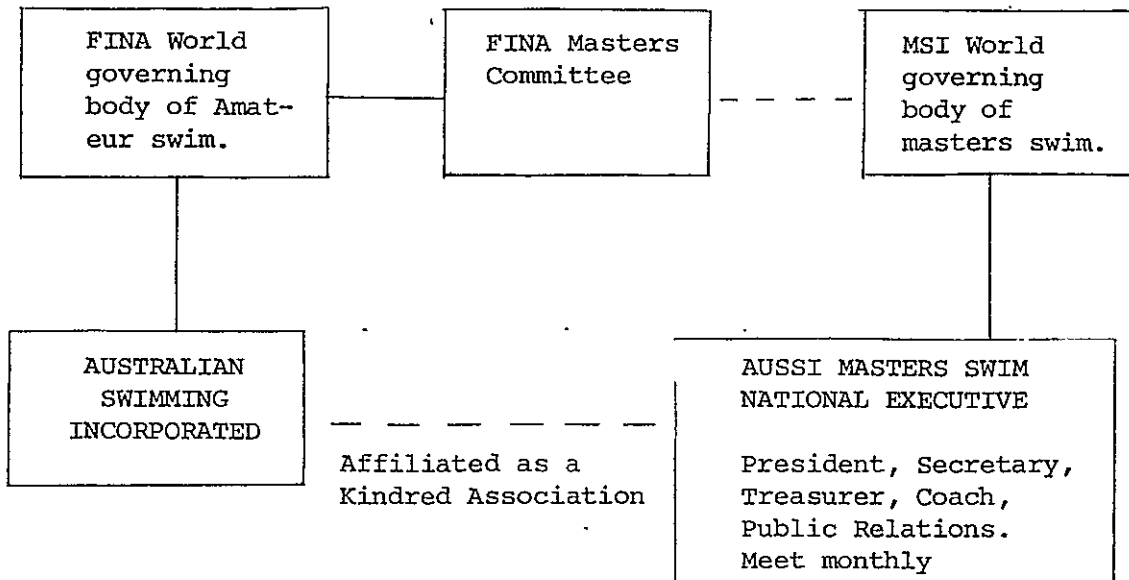
At first, membership was gained by direct affiliation with a Branch but with growth this was quickly amended to the current system. You now join a club which is affiliated with your particular Branch and the Branch is affiliated with AUSSI National. New clubs are being formed in every Branch each month.

AUSSI has a substantial commitment to the world wide Masters Swimming fraternity. Nationally, we are affiliated with Masters Swimming International and through our kindred association with Australian Swimming Inc., we are linked to FINA, the world governing body of amateur swimming.

AUSSI is an independent and autonomous body and we have set the 'bench mark' for many mature age sports.



NATIONAL STRUCTURE OF AUSSI MASTERS SWIMMING



CONTROLLING BODY OF AUSSI

National Council meet 2 x year
Consists of -
National Executive
2 Delegates per each State & Territory

Appointed Sub-Committees

COACHING

TECHNICAL

FINANCE
AUDITOR

COMPUTER

NATIONAL
SWIM

RECORDS
TOP TEN

AEROBICS

EIGHT BRANCHES

National AUSSI Responsibilities

- . To co-ordinate Branch activities/communication.
- . Liaise with Federal Government and National kindred associations.
- . International and National Masters Swimming Championships.
- . Policy and planning
- . Rules
- . National records
- . National Top Ten
- . Education
- . Coaching
- . Research
- . Resources
- . Promotion of awards and swimming incentives.
- . Masters Swimming International responsibilities.
- . Council meeting administration and finance.

National policy is formulated by the two council meetings each year attended by two delegates from each Branch. The National Executive, namely the President, Hon. Secretary, Hon. Treasurer, Director of Fitness & Coaching and Public Relations Officer administer those decisions and carry out the day to day activities of the Association.

Branch Structure of AUSSI

The structure of our Branches varies a little, dependent on their size, whether they receive Government grants for salaried personnel and the area they cover. Our Branches range in membership from 53 to 1,300

Basically however each Branch has :-

- . An Executive
- . A Council of Clubs
- . Sub-committees, similar in structure to the National Sub-committees listed.

Branch Responsibilities

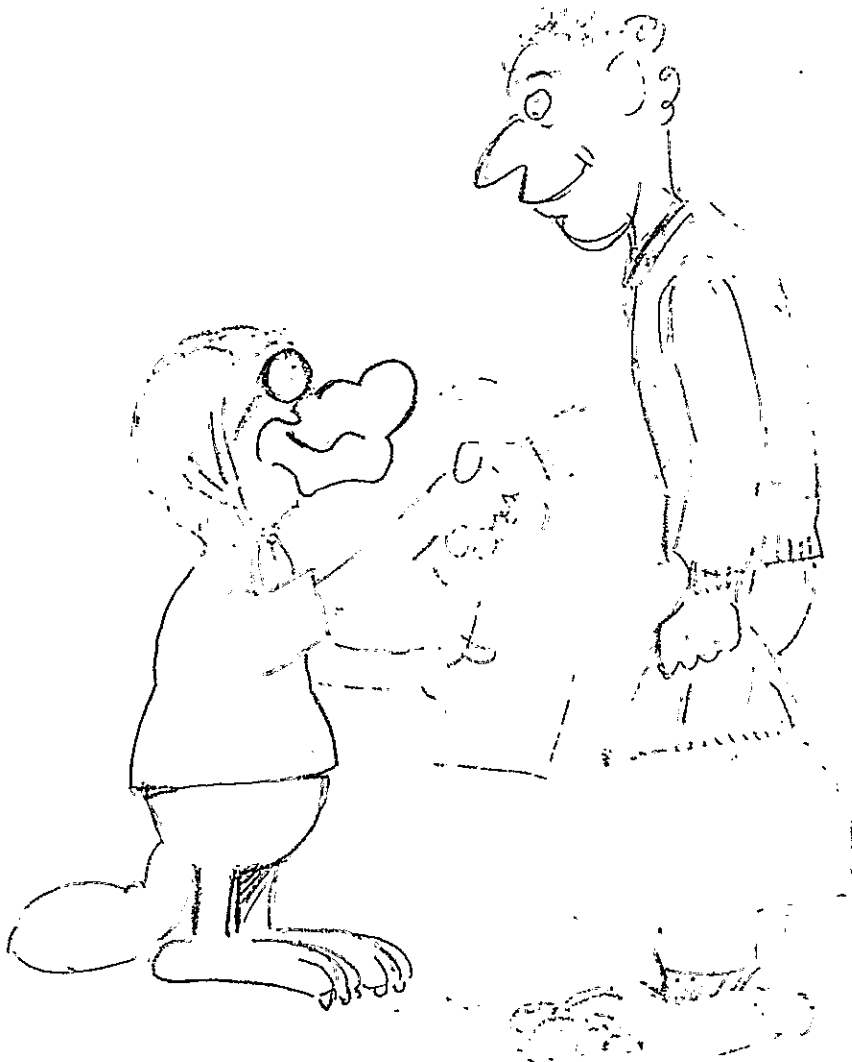
- . To co-ordinate the activities of clubs/communication.
- . Liaise with State Government and State kindred associations.
- . State swim meets
- . Interclub swim meets
- . Branch policy and planning
- . Branch records (if desired)
- . Branch Top Ten (if desired)
- . Education
- . Coaching
- . Research (if desired)
- . Resources
- . National Council responsibilities
- . Branch meeting commitment
- . Promotion of awards and incentives
- . Development and nurture of new clubs
- . Implementation of National rules and policies.

A club's point of contact is always their Branch. Only in rare circumstances would clubs need to contact National AUSSI directly.

The Club

The club is the most important link in AUSSI. It is the point which will make or break our Association. It is the first point of contact for new members to AUSSI and as such, the impression it conveys will be the impression members have of AUSSI. This places a large responsibility on clubs to carry out the aim of the Association, to keep the balance between the social/recreational or new swimmer and the more competitive elements within the club, and to carry out the guidelines, programmes and awards formulated at National and Branch levels.

Club responsibilities will be outlined in detail in later chapters.



CHAPTER TWO

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 and planning by responsibly elected officers.
- c) A set of AUSSI Rules.
- d) A set of objectives and a format designed to help achieve them.

First Steps

The idea of starting a club often comes from an individual or small group of people. Enthusiasm is the key ingredient required by persons wishing to tackle the project of forming a new AUSSI club.

1. First contact your Branch Secretary and make an appointment to chat about AUSSI and the clubs within your Branch. Take home all correspondence and promotional material you can fit into your car.
2. Lock yourself in a comfortable room with a glass of wine/ water and R E A D.
3. Follow up with your Branch Secretary any further questions you might have, particularly the location of AUSSI clubs closest to you and whether your pool will support a comfortable membership. Find out your Branch affiliation and registration fee structure.
4. If at all possible, visit one or two AUSSI clubs and see how they operate. Take particular note of their :
 - . club handouts
 - . membership procedure
 - . programme
 - . recording methods etc.
5. Make an appointment to talk to your pool manager. Seek the best possible deal for pool space for your club. This will vary between public and private pools, but aim for -
 - . club time - access to 4 lanes or more for 1½ hours for your main club night/day.
 - . Training times once or twice a week.

- . Negotiate costs
Some clubs have exclusive use of facilities for a simple pool entry per member. Others have a couple of lanes for a short period and are required to pay pool hire fees.
 - . Seek permission to place AUSSI posters at the pool. Enclose them behind glass if possible or get them laminated.
 - . Ask if a form can be left at the pool entry for interested swimmers to sign an expression of interest and leave their contact.
 - . Talk to regular adult swimmers at the pool.
 - .. Liaise with any amateur swimming club, winter swimming club or servicemen's club at your pool. Who knows, they might like AUSSI'S Fitness & Fun.
6. Set a date, venue and time for a public meeting to form an AUSSI club, ideally following a swim and sample of an AUSSI club night programme.
- Invite a member of your Branch Executive to speak at the meeting and if possible try to have available a TV and video so the Branch copy of the AUSSI promotional VHS video can be shown.
7. Advertise the meeting through local press and radio, notices at the pool, in shop windows, letter box drop, word of mouth etc.
8. The public meeting can follow one of two formats.
- 8.1 a) Inform the members present on the purpose and benefits of AUSSI.
- b) Select a steering committee of 3-5 persons to:-
put forward a Constitution
select a name for the club, logo etc.
make recommendation on club fees
plan and run the weekly club activities for a period of 4 weeks when a General Meeting will be held to adopt the Constitution, name and fee structure and elect office bearers.
- c) Set the date for the General Meeting.

This format is probably preferred because it gives the members of the public who are new to AUSSI the opportunity to discover what AUSSI is about and to decide if they would like to become members of the club committee.

8.2 If the person starting up the new club is sufficiently comfortable, the public meeting could immediately adopt a name, logo, constitution, set fees and elect office bearers.

9. Once your club has its name and logo, passed the constitution and elected office bearers, you will need to collect fees from members, notify your Branch Secretary for the appropriate forms to -

- a) affiliate your club
- b) register ALL your members over 20 years of age

Fees vary a little from Branch to Branch and club to club, dependent on what financial commitments and services each provide. The National portion of the fees is uniform for all Branches and covers the administration of the Association and includes a public liability coverage of two million dollars and a personal accident coverage for members 75 years and under.

An example of the Western Australian Branch club fee structure is:-

- a) Club affiliation - \$10
- b) Club fees (most common - \$25)
(many clubs have reduced rates for couples, pensioners etc.)

Breakdown

Club	\$ 7.00
Branch	\$ 8.00
National	<u>\$10.00</u>
	<u>\$25.00</u>

10. The financial year for affiliation and registration has recently be altered to October 1st, to September 30th the following year. **PROOF OF AGE IS REQUIRED TO BE SIGHTED ON JOINING.** This can be in the form of a certified copy of birth certificate, passport etc. Pro rate fees are usually set for new members joining for the last three months of the season - enquire at your Branch for the rate.

Once the Branch has received your club affiliation and registration of members, your Branch Secretary should:-

- a) add the club to the mailing list
- b) notify the National Secretary of the club's formation, address and details, including logo for registration, swim venue and times of meetings.

- c) Seek placement of club on National register for mailing and insurance. Seek club code.
- d) Issue club with copies of :
 - . AUSSI Coaching Manual
 - . AUSSI Rules Handbook
 - . Aerobic Trophy Rules & pointscore booklet.
 - . Basic Conditioning booklets.
 - . and appropriate forms and swim meet cards.

11. Devise your club format.

How best can you fulfill the purpose of AUSSI ie. "to encourage adults, regardless of age or ability, to swim regularly in order to promote fitness and improve their general health"?

The AUSSI purpose can best be marketed as the following package.

- a) Stroke correction and coaching
- b) Training advice and fitness education
- c) Competition
- d) Social interaction

Devise your 'club night' and/or 'training nights' to fulfil the needs of swimmers seeking any one of a), b) c) & d) or all 4.

Take advantage of samples of club membership forms, medical forms and recording forms or cards, which are all used at club level, and adapt these to your needs.

CHAPTER THREE

MANAGEMENT AND LEGAL LIABILITIES

Usually a club is managed by a group of its members who meet regularly as a committee, and the extent of what they can and cannot do on behalf of the club is governed by a set of guide rules known as a Constitution.

Whilst a club can operate without such a structure, a constitution becomes an essential tool for smooth administration. Legally, some form of constitution or rules is required if the club is to become an incorporated body.

CONSTITUTION

Constitutions are legal documents which can be hard to read and even harder to write if you have no legal training. Most clubs copy from other constitutions and modify them to suit their own particular needs.

When your club has approved your constitution, forward a copy to your Branch Secretary.

Any constitution should at least cover the following points:

- . Name
- . Objects of the club (to be drafted carefully)
- . Conduct of meetings
(e.g. frequency, notice, quorum, voting etc.)
- . Eligibility of membership
- . Financial provisos
(e.g. authorisation, cheque signatories, distribution of funds during existence and if 'wound up.')
- . Appointment of auditor
- . Changes to constitution.

A sample constitution is included in Chapter Four of this Club Guide, and others will be available from your Branch Secretary, your Department for Sport and the Corporate Affairs Office.

INCORPORATION

An unincorporated club has no separate legal identity from that of its members. The club cannot sue or be sued, its assets must be held by trustees on its behalf, and contracts made by the committee members. Liability is with the members, especially the committee members entering into those contracts, and it is generally personal and not limited.

The ways in which liability of the members can be avoided include:-

1. take adequate precautions
2. be adequately insured
3. incorporation

An incorporated club is a separate legal entity. It can own assets in its own name instead of the trustees; can make contracts and have them enforced legally; and usually will have limited liability if it runs into debt. Limited liability however, only lets the club wind up insolvent and does not pay the bill, e.g. in the case of an accident, so it is more responsible to insure as well, rather than rely only on incorporation. Liability insurance is referred to later in this chapter.

Most States and Territories have or are getting Associations Incorporation Acts. Incorporating under such an act is more appropriate than by incorporating as a company limited by guarantee.

However, the requirements vary considerably in each State so cannot be dealt with here. For example, the sample constitution which follows is accepted in some States, but will require modification in others. If you propose to adopt something similar, have it examined by an officer at your Corporate Affairs Commission before lodging an application.

LIABILITY INSURANCE

Whether incorporated or not, it is considered responsible for any organisation to be adequately insured to be able to fully compensate a person or persons in the event of bodily or property damage incurred through negligence of that organisation and/or its members.

AUSSI (at the time of printing this Guide) has such a policy to cover all its registered members, and it is most important for all clubs to acquaint themselves of the details current at all times.

Before any claim can be made:

1. an accident must occur, and
2. there must be a legal liability for negligence by a member.

INSURANCE - GENERAL

"Insurance is a device to substitute a known small financial loss for the uncertain risk of a large loss."

There are numerous potentially costly occurrences which the club can insure against and these should be reviewed from time to time. Sometimes a premium will appear high and can be an unnecessary expense, particularly when you can minimise the risk by taking

appropriate precautions. Often the insurance is compulsory by law, e.g. Workers compensation, or it may be a requirement for the hire of a facility or to hold a licence.

When negotiating the hire of a facility, it is imperative to understand your :-

- obligations
- responsibilities
- liabilities

Some insurances for consideration are:-

- . Workers compensation (even to pay a typist on a casual basis)
- . Money (cash held by the Treasurer and other members from time to time, takings at a swim meet etc.)
- . Burglary, Fire etc (assets owned by the club or held in trust.)
- . Plurious (particularly for a non swimming event e.g. fund raising where you stand to lose if it rains etc.)
- . Sale of faulty goods (if not already covered in Public Liability.)

LICENCES

When organising an event, you must consider the licencing requirements. This information is usually available from the lessee or contact your Department for Sport.

Some for consideration are:-

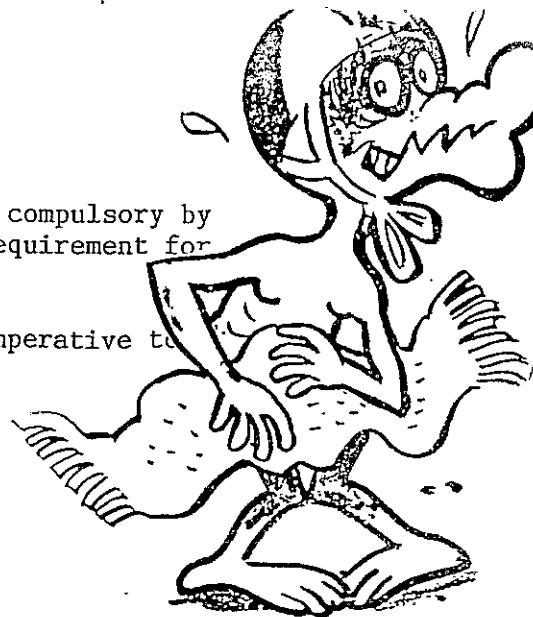
- . Liquor consumption and/or sale
- . Small lotteries (chook raffles)
- . Public entertainment

With each licence there are considerations to comply with.

e.g. the public entertainment act may require you to:

- notify police
- provide first aid facilities
- litter disposal
- signs and other safety requirements

None of these are daunting if you know about your obligations before the event and usually, they make good common sense. The important matter is to plan well ahead, prepare a check list and spread the workload. The more members you can involve in your club, the stronger it will become and there will be no difficulty in selecting office bearers at your next AGM.



CHAPTER FOUR

SAMPLE CONSTITUTION FOR AUSSI CLUBS

CLAUSE 1: NAME

- (a) NAME: The name of this club shall be.....AUSSI Masters Swimming Club Incorporated hereinafter referred to as the Club.

(Delete Incorporated, if not seeking incorporation)

- (b) COLOURS: The Club colours shall be.....

CLAUSE 2: OBJECTIVES

The objects for which the Club is formed are:-

To establish and carry on a Club for the purpose of the promotion control and encouragement of the objectives of AUSSI Masters Swimming in Australia and to promote fitness by way of a fitness programme.

CLAUSE 3: POWERS

(The law states that an incorporated association has the full powers of an incorporated body and that allows you to do anything reasonably incidental to achieving your aims.

If you choose not to incorporate, you should state the limit of POWERS required e.g. to employ, raise funds, invest money etc.)

CLAUSE 4: THE CLUB

The Club shall consist of:-

- (a) Three sealholders and the Officers of the Club for the time being and all Honorary Life Members, and Members of the Club.

(If not incorporating, delete the reference to the sealholders here and in subsequent clauses.)

- (b) The Officers of the Club shall be Patron (1) President (1), Vice Presidents as elected, Honorary Secretary, Honorary Treasurer, Delegates to AUSSI as elected, Sealholders (3), Records and Membership Officer, Public Relations Officer, Fitness Director/Coach, Club Captain, all of whom shall be elected each year at the Annual General Meeting called for the purpose. Provided however that any Officer may occupy one or more offices and further provided that in the event of any office not being filled it shall not invalidate the appointment of the other officers. (Should more than the required number be nominated for any office, an election by ballot shall be taken.)

No member shall take any beneficial interest in any of the property or assets of the club.

If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present, the Hon. Secretary shall convene a

Special General Meeting for the purpose of considering such resolution to be held not less than fourteen (14) days thereafter, and if such resolution or a resolution substantially similar thereto shall be confirmed or passed by a majority of three-quarters of the Members present and voting at such Special General Meeting, the Executive Committee shall thereupon proceed to realise the assets of the Club and after the discharge of all liabilities of the club shall be transferred to such charitable institutions, or applied for such charitable purposes or to some Association or Associations having similar objects to this Club, as the members at the time of the Dissolution of the club shall decide. At any time before realisation of the assets of the Club pursuant to this Constitution and these Rules, no part or parts of the assets of the club shall be given or transferred in any way to any member or members for services rendered to the club, or for goods supplied in the ordinary course of business or for reasonable out-of-pocket expenses incurred by a member acting under the authority of the Executive Committee.

CLAUSE 4: SEALHOLDERS

(a) There shall be three Sealholders of the Club who shall be elected by the incoming Executive Committee at the Annual General Meeting and any such appointment may be terminated at any time by the Committee. Any deed, instrument, or document, to which the Seal of the Club is affixed, shall be countersigned by two of the Seal holders of the Club and the Hon. Secretary of the club for the time being. The Executive committee shall provide for the safe custody of the Seal of the Club and the same shall not be used except pursuant to a resolution of a General Meeting of the Club or a meeting of the Executive Committee.

(b) Trustees

Unless otherwise determined, the members of the Executive for the time being, shall be deemed to be the Trustees of the Club, to hold any property real and personal belonging to the Club.

CLAUSE 5: MEMBERSHIP

Members of the club shall be divided into the following classes:-

Honorary Life Members and Members. Such members shall without exception be subject to all the rules of the club now in force or at any future time passed by a majority of the members of the club.

An "Hon. Life Member" of the club is any member who, in the opinion of the Executive Committee, has rendered eminent services to the club. Such Hon. Life Members shall be exempted from the payment of all subscriptions to the Club. Hon. Life Members shall during the continuance of their life enjoy all the privileges of a Member.

A "Member" who subscribes to the Objects of the club and is any adult person 20 years of age or over and pays the relevant fees fixed by the Executive committee such member shall be entitled to all the privileges of the Club.

Misconduct of members shall be dealt with at the discretion of the Executive Committee.

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CLAUSE 6: 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 fourteen (14) days notice of the Annual General Meeting shall be given to each financial member.
- (iii) A secret ballot must be held on any question where it is demanded by a financial member.
- (iv) 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 subclause (ii)
 - General Business

(b) SPECIAL GENERAL MEETINGS

- (i) Special General Meetings shall be summoned by the Executive Committee or within fourteen (14) days of the receipt of a written request made to the Executive committee and signed by at least fifteen (15) financial members, and setting forth the matter they propose to bring before the meeting.
- (ii) At least fourteen (14) 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.

CLAUSE 7: CHAIRPERSON

At all meetings of the club, the chair shall be taken by the President or in the absence of the President or the President's unwillingness to Chair the Meeting, the Vice President, or in their absence a chairperson shall be elected by the members from the office bearers present.

CLAUSE 8: VOTING

At all General Meetings, voting shall be by show of hands, or by secret ballot if so requested by two or more members eligible to vote.

Financial members, honorary life members shall be eligible to vote at any General Meeting of the club.

A member shall be deemed financial if they have no subscriptions or any part thereof more than four (4) weeks in arrears at the time of the meeting at which such voting or proceedings are taking place.

CLAUSE 9: CASTING VOIE

The President or Chairperson shall have a deliberate vote of any motion, and when voting is equal then the chairman shall have a casting vote. The chairman has

11

however the right to decline to use the deliberate vote:

CLAUSE 10: QUORUM

A number equal to 20 per cent of members who by their classes of membership have voting rights shall form a quorum at all Annual General and Special General Meetings of the club. If the numbers present are insufficient, the said meeting shall stand adjourned to such time and place as the members present shall determine.

A number equal to 40 per cent of the elected members shall form a quorum at any other committee or sub committee meeting.

CLAUSE 11: ADMINISTRATION

- (a) The club shall be administered by an executive committee hereinafter referred to as the committee consisting of the following eight (8) officers:-

President	Club Captain
Vice President	Recorder
Secretary	Fitness Director/Head Coach
Treasurer	Public Relations Officer

- (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.

The Executive committee shall meet at least bi-monthly at the time and place most expedient to the majority of the committee and/or at such other times as shall from time to time be determined.

The executive committee shall have the power to conduct and to settle all disputes and the committee's decision thereon shall be final. Its decision thereon shall be final, subject however to any decisions arrived at by an Special General Meeting which may be called as herein provided.

No resolution of the committee shall be repealed or altered without the consent of a majority of the members present at any committee meeting.

The committee shall elect from the executive committee an emergency committee of three to deal with urgent business between meetings and such committee shall report its action to the next meeting of the Executive Committee.

The emergency committee referred to above shall have the power to commit the club financially only with the assent of the President and Treasurer.

Members of the committee absenting themselves from three consecutive meetings without notice to the secretary shall be deemed to have vacated their office, provided always that such member shall have the right to be nominated again to fill such vacancy on the committee. At the discretion of the committee, their membership can be terminated.

CLAUSE 12: SOCIAL FUNCTIONS

The executive committee shall have the power to appoint members of the club to a Social Committee to arrange social functions and raise money for the benefit of the Club.

The Social committee shall hand over all funds and documents at any time as directed by the Executive committee.

The Social committee shall be subject to direction from and responsible to the executive committee of the club.

CLAUSE 13: ELECTION OF OFFICERS.

If required, the chairperson for the Annual General Meeting shall appoint a Returning Officer and two (2) scrutineers from those present at the meeting who are not nominating for any office.

- (i) If required the election of all officers shall be by secret ballot
- (ii) All voting shall be determined by a simple majority of financial members present.

CLAUSE 14: DUTIES OF OFFICERS

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 appoint individuals or sub committees to carry out specific tasks.

The President

- (i) The President shall chair all meetings. In the absence of the President the Vice President shall act as President.

The Chairperson shall rule on the constitutional validity of all proposals and actions.

The Vice President

- (i) The Vice President shall assist the President in discharging those duties given to the President.
- (ii) The Vice President shall act in the place of 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.

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 Minute 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 theBranch Secretary of:
- club activities
 - changes in officers, and shall forward as requested
 - an annual report and copy of financial statement
 - member registrations with covering cheque
 - times for Top Ten
 - award claim forms
 - other information requested by the State Branch or the National Executive.
- (v) Shall prepare and submit a report of the club's activities to the Annual General Meeting.

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 drawn from this account(s) shall require the signatures of two (2) members of the executive committee who have been properly authorised to sign.
- (iv) Shall present a financial statement, together with an audited balance sheet and statements of income and expenditure for the preceding year to the Annual General Meeting.

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 an opinion as to the correctness of the Financial Statment and Balance Sheet, and shall issue a written statement as to this opinion.

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 inter club meets.

The Recorder

- (i) Shall be responsible for keeping an accurate record of all times recorded at Club swims which are eligible for Top Ten listings and for seeing they are prepared in the format stipulated by the National Recorders before passing them to the Secretary for forwarding to the National (or State Branch) Recorder.
- (ii) Shall be responsible for the recording of all Award Swims and preparation of the stipulated forms for forwarding by the Club Secretary to the National (State Branch) Award Secretary.

The Fitness Director/Head Coach

Shall supervise Club Coaches in passing on to the members a knowledge of the laws of swimming, stroke correction and competition techniques.

The Public Relations Officer/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 theBranch Publicity Officer and the Editor of any AUSSI publication up to date with copies of press items, black and white photos and results obtained from promotions conducted by the club.

CLAUSE 15: SUBSCRIPTIONS

The Executive Committee shall determine from year to year the subscriptions to be paid by members to the club, such subscriptions shall become due and payable as soon as the amount thereof has been so determined.

In the event of any member failing or being unable to meet their financial obligations to the club, the committee shall have power to grant exemption or reduction from same upon such conditions as it deems fit or to terminate their membership.

CLAUSE 16: FINANCIAL YEAR

The financial year of the club shall be from the first ofto the of.....in the following year.

CLAUSE 17: AFFILIATION

The club shall affiliate each year with AUSSI Masters Swimming in AustraliaBranch Incorporated.

Affiliation may also be arranged with other organisations at the absolute discretion of the committee subject to such terms, conditions and provisions as the club may from time to time prescribe.

CLAUSE 18: AMENDMENT TO THE CONSTITUTION

This constitution may only be altered by notice in writing received by the Secretary, fourteen (14) days prior to the Annual General Meeting called for that purpose and must be carried by a two thirds majority of financial members present.

CLAUSE 19: INDEMNITY

The club shall indemnify any Sealholder, Officer Bearer or Member against any liability incurred by such Sealholder, Office Bearer or Member in doing or intending to do any act as agent or servant or in the interests of the club.

CLAUSE 20: CONDUCT

The provisions of this constitution shall be strictly adhered to and in the event of any inconsistency between this constitution and the constitutions of AUSSI or theBranch the provisions of the constitution of AUSSI or the Branch shall prevail.

CLAUSE 21: MEETING PROCEDURE

Any matters of meeting procedure not dealt with in this constitution shall be governed by the principles set out in "Guide for Meetings and Organisations" by N. E. Renton to the extent that they are not inconsistent with this Constitution nor resolutions passed by the club.



CHAPTER FIVE


CLUB OFFICIALS' DUTIES

To those of you who are considering helping with the workload of AUSSI by taking on a club committee position, I can thoroughly recommend it. Initially, I became involved because I was the only one in the group of swimmers who could type. Although eleven years later I'm still involved, I've never regretted that first step and in contributing a little to your club, the rewards can be great.

Every club has its own individuality and each must choose the management format which best suits its members needs and the club size. What follows is a list of job descriptions and styles. These notes can be adapted or amalgamated to suit your needs. Obviously, some roles are traditional; such as President, Secretary, Treasurer, Coach. Variation comes in how the remaining workload and social commitments are handled.

For convenience the feminine gender is used, but where it appears it should be taken as including the masculine gender.

1. PRESIDENT

- 
- (i) Shall chair all meetings.
 - (ii) Rule on the constitutional validity of all proposals and actions.
 - (iii) In the event of a tied vote, shall have the casting vote.
 - (iv) Update club members information.
 - (v) Act as pool management liaison.

What sort of person makes a good President?

The ideal person to look for is a member who would be able to chair meetings, be willing to listen to the views of all members; and ensure that the club is running smoothly according to the Constitution and the wishes of members. A good President will ensure that the members of his management committee feel comfortable about being able to voice their opinions in committee without fear of ridicule or abuse. She will also ensure that the executive are all working in the same direction and be willing to speak to any member who appears to be stepping outside the boundaries of their role within the club management team. She will need to be able to stand up and speak before his fellow club members and be mindful of the length of committee meetings and take steps, in association with the club Secretary, to ensure meetings are productive and not time consuming.

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A good President will not use her time in office to push her own views, but rather ensure the club is progressing in the direction required by the majority of members. Because of this, as mentioned, she must be intuitive and a good listener.

Club Planning and progress evaluation needs to be initiated by the club President. She must ensure her committee meet as often as necessary to run the club well. Many club Presidents give a short talk each club night or training session so everyone is updated on happenings within AUSSI, ie. swim meet entry deadlines, socials etc.

2 VICE PRESIDENT



- (i) The Vice President shall assist the President in discharging those duties given to the President.
- (ii) The Vice President shall act in the place of the President during the President's absence.

Obviously club members would need to elect to this position, a member with similar talents to those required by the President. In many clubs and associations, the role of Vice President can be a very unsatisfactory one if this person does not feel they have a role to fill other than one of 'understudy'. For this reason many clubs give this position dual roles. Eg. Membership Officer, Socials Co-ordinator etc.

3 THE SECRETARY



Refer to the Model Constitution for the somewhat endless list of duties for this position. However, do not be deterred if you are thinking of nominating for such a position in your club. The Secretary's job can be one of the most rewarding ones on any committee. You get to know all the members well, and you are the most up to date with news, correspondence and information from all sources. A good Secretary can be the catalyst for a successful club.

What sort of person makes a good Secretary?

You need to look for an organised person. She must be conscientious about meeting procedure and requirements, circulate minutes and notices on time. She must be able to write well, as correspondence and report writing will be part of her duties. However, above all the club Secretary must ensure that all members are fully informed and copies of specific information go to the appropriate Executive members. It is best to nominate a good communicator to this position; one who is conscientious about any commitments she makes and can type or has access to typing facilities. There is no reason why small clubs cannot get by with handwritten documentation, however

3 THE SECRETARY (Cont'd)

with growth, typing facilities will become necessary. Other facets a good Secretary requires are initiative, sense of humour, thick skin and an understanding family.

4 THE TREASURER

Again refer to the Model Constitution for the duties of this position.

What to look for in your Club Treasurer

Obviously you would need to select a person you trust. Again she must be conscientious and organised in the keeping of the club's books. If possible, she should have experience in bookkeeping, banking or financial management of some description, but do not be deterred, especially in small clubs, from electing a willing volunteer without expertise to this or any other club position. Many of us learn as we go along.

In drafting the club budget for the coming year, she should liaise with all office bearers to gain an accurate picture of the projected position. She should act as a 'watch dog' on all committee decisions to ensure they are viable financially, in the light of current funds and budgets.

Accurate records must be kept and audited ready for presentation to members each year.

5 DIRECTOR OF FITNESS & COACHING EDUCATION

- (i) Shall be responsible for the fitness education of club members.
- (ii) Shall be responsible for the promotion of fitness by way of a fitness programme.
- (iii) Co-ordinate any club seminars on coaching or fitness education.
- (iv) Pass on to members and assistant coaches knowledge of AUSSI rules on strokes, starts and turns etc.
- (v) Provide stroke correction and coaching of members or co-ordinate assistant coaches re. same.
- (vi) Assist members to achieve realistic goals with training advice.
- (vii) Be aware of members' health problems as listed on club membership form.

5 DIRECTOR OF FITNESS & COACHING EDUCATION (Cont'd)

What sort of person makes a good Coach?

Refer to the AUSSI Coaching Manual for full information on the AUSSI Coach.

e. Obviously, because of the expertise required, this is often the most difficult position to fill on any AUSSI club Executive.

A coach must be a good communicator; must be aware of her swimmers' abilities, limitations, expectations, health and fitness and must be interested in their achievements and setbacks.

Often clubs who lack accredited coaches to fill this position, turn to the most efficient club swimmer to fill this role or employ an outside coach to assist members.

Hopefully in the not too distant future, each AUSSI Branch will have many AUSSI Level 1 accredited coaches to choose from; or interested swimmers who wish to take on the club coach role will have the opportunity to gain accreditation in coaching adult swimmers.

6 MEMBERSHIP LIAISON OFFICER

This position can be an appointed/elected position on your committee or it can be added to the duties of another Executive member, eg. Vice President, PRO Officer, Club Secretary, Coach etc.

However it is dealt with here as a separate entity because of the immense importance of the job.

The person most suitable for this role must be outgoing, a good communicator and have a friendly, patient and understanding personality.

Why the emphasis on this role?

AUSSI clubs main purpose is "to encourage adults, regardless of age or ability, to swim regularly in order to promote fitness and improve their general health".

Because of this, your club will attract a wide age range, a wide range of swimming abilities, and a wide range of individual needs.



6 MEMBERSHIP OFFICER (Cont'd)

The initial contact is all important in imparting to a new member just what your club is about, how friendly you are, and how interested your club is in this new member regardless of her swimming ability.

The Membership Officer ideally should :

- (i) Swim prior to club time so she is available to greet new members at the door.
- (ii) Inform new members about the club and club activities. Hand out club brochures and written information.
- (iii) Explain swimming and club night or training format.
- (iv) Introduce new members to the Club President, Coach and other committee and club members.
- (v) Take prospective members details on the Club Membership Form to ascertain name, address, phone contact, reason for joining, state of fitness, state of health, swimming expertise etc.


Most clubs give prospective members 2-3 weeks to become financial.

- (vi) In the coming weeks the Membership Officer should look out for the newer members to see if they are settling in or ring them if they are absent for a week or two to see if there is a problem.
- (vii) Prospective club members must be warned that if they are unfit they must progress gradually and should not enter into competition or heavy training until they have gained a basic level of fitness. This is especially important for ex-competitive swimmers.
- (viii) Ideally the new member should then be assessed by the club coach and given assistance if required.

If the prospective member has been met by friendly, enthusiastic people; sees a happy club atmosphere; receives encouragement and assistance; notes he will fit in happily whether he is a new swimmer or a 'gun' swimmer; receives club information in handout form; and has met the club coach, then your club is following the ideals of AUSSI and will have a long and happy future.

7 CLUB CAPTAIN


- (i) Shall be responsible for club programme, other than training sessions.
- (ii) Shall chair a club programme committee (consisting of Club President, Coach and Recorder) twice each year to formulate the next 6 months programme.
- (iii) Shall be responsible for interclub swim meet responsibilities.



Club night format differs from club to club and Branch to Branch, and will be dealt with as a separate chapter. However, increasingly, clubs are experimenting with a club format which provides other than training sessions. This person can help take some of the workload off the club coach by being responsible for these other sessions; she can co-ordinate interclub swim meet paper work and relay nominations and organise swimmers at the event, leaving the coach to concentrate on individuals who may be more in need of his expertise.

Obviously the Club Captain needs to be a well respected member of the club; she must be level headed in heated situations as she may be called to mediate in disputes; she needs to be willing to delegate and must be organised to meet entry deadlines etc.

8 RECORDER

- 
- (i) Shall be responsible for keeping an accurate record of all times recorded at club swims which are eligible for Top Ten listing and for seeing these are prepared in the format stipulated by Branch/National Recorders before passing them to the Secretary for presentation.
 - (ii) Shall be responsible for the recording of all National Aerobic Trophy swims and preparation of the stipulated forms for forwarding by the Club Secretary to the Branch.
 - (iii) Shall be responsible for compiling the order of National Award badges for those members who request them, after ensuring the authenticity of the attempt.
 - (iv) Shall be responsible if required, for the recording of any interclub swim meet hosted by his club, and for identification of any record submissions from that swim.
 - (v) Choose club most improved awards.

8 RECORDER (Cont'd)

What sort of a person makes a good recorder?

Conscientious, organised, neat, accurate, dependable, are all words which come to mind. This person has a large responsibility - the care and authentication of all the swimmers hard work for the year.

There are many different formats for keeping a record of club times which will be discussed in a later chapter. However you will discover just how awesome this responsibility is, if you leave someone's Top Ten time off the list for publication.

The club Recorder must update her records each week, otherwise the task will get too large. For this reason you need to choose a member with time to be able to do this task.

Small clubs will manage well with one recorder. However a large club which is very committed to the Top Ten and the Aerobic Trophy may well need to appoint two Recorders; one for the Top Ten responsibilities and one to oversee and be responsible for the Aerobic Trophy swims. The choice is yours.

9 PUBLIC RELATIONS 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 be responsible for all written promotional publications of the club including club brochures and newsletters.
- (iii) Shall keep the Branch PRO and the Editor of any Branch newsletter, fully updated on club news.
- (iv) Shall assist in seeking club sponsorship.

What makes a good PRO?

Strangely, this, like the club Coach, is a club committee position most difficult to fill. The problem is the degree of expertise perceived to be required for any PRO. However at club level, I would encourage any club member to have a go at this one, as it is a most rewarding job.

9 PUBLIC RELATIONS OFFICER (Cont'd)

There is not a lot of skill needed to compile a handout club brochure listing when and where you swim, listing committee members, and club format - so that's one job done.

Community newspapers are not as difficult as the major newspapers, and soon the ability to write short press releases which tell the how, when, where and why of an event, will be second nature.

The club newsletter might be a bit harder for the novice, but remember it is your own friends and they are more interested in what is said rather than how it is said.

If a club promotion is planned, for example at a local shopping centre, the club PRO can gain assistance from her Branch for supplies of the AUSSI promotional brochure and a loan of the AUSSI promotional video.

10 SOCIAL CONVENOR



In many clubs this would appear to be the most important committee task. After all, our motto is "Fitness AND FUN".

This person can seek the appointment of a sub-committee to provide new ideas and assist with the work load.

Any social convenor or committee must be subject to the direction from, and responsible to, the Executive Committee of the club.

Pick your most innovative members for this task and sit back and enjoy what they dream up.

11 GAINING, TRAINING AND RETAINING VOLUNTEERS

(a) GAINING

This manual is not suggesting that the ideal club management committee is ten persons. As discussed earlier, small clubs can amalgamate many of the responsibilities. An awareness must be given to sharing the workload as documented above, within those larger clubs who have access to more volunteer potential.

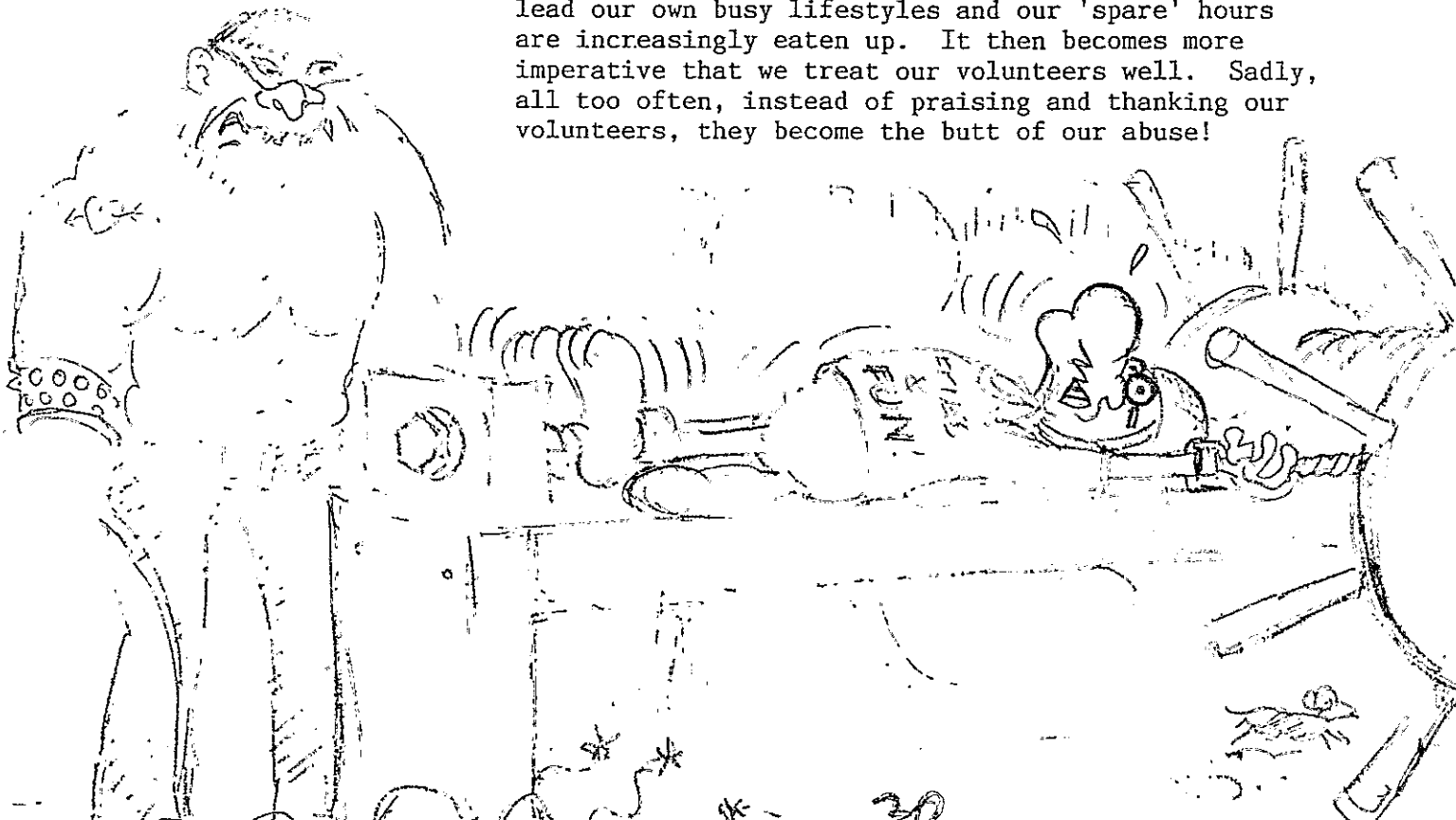
(b) TRAINING

It is the duty of every office bearer in AUSSI to ensure they hand over to the incoming committee, full information on the task at hand and full documentation required. This is called 'communication'. Forgive me if I appear patronising on this issue, but so often National have heard the cry from clubs or Branches that "they didn't know about a closing date" or "didn't receive correspondence", when this has simply not been handed on to the person responsible. If each outgoing committee member would take it as ^{his} responsibility to fully brief the incoming member, many of our problems would be solved.

Access to willing volunteers is a continuing problem. Clubs which look for members with expertise and qualities suitable for the various positions, treat their volunteers well, and ensure new committee members receive full briefing on their responsibilities, should succeed. Remember, most State Departments of Sport & Recreation produce low priced publications to assist club office bearers in their duties.

(c) RETAINING

Attention must be given ^{though} to how we treat our volunteers at all levels within AUSSI, if we are to have full nominated committees each year. The "age of the volunteer" appears to be passing as we each lead our own busy lifestyles and our 'spare' hours are increasingly eaten up. It then becomes more imperative that we treat our volunteers well. Sadly, all too often, instead of praising and thanking our volunteers, they become the butt of our abuse!



.11 GAINING, TRAINING AND RETAINING VOLUNTEERS (Cont'd)

(c) RETAINING (Cont'd)

A thank you and a little praise, although not looked for by volunteers, will keep them happily at their task. To be appreciated for effort is a basic human requirement. Clubs can thank their volunteers in any number of ways. A note and flowers, wine or chocolates for a club recorder who has just burnt the midnight oil sending off all your Top Ten and Aerobic swims; for the club Captain who has looked after everyone so well at the State Swim; for the club Coach who has helped you achieve one of your goals, will go a long way to ensure these people are there next year when you need them. If they are there for you year after year, think about rewards like life membership etc. to recognise their efforts. Don't fall into the negative trap of criticising everything your committee tries to do. Either get in there and assist or praise them for the things they do right.

REMEMBER- WITHOUT OUR VOLUNTEERS THERE IS NO AUSSI!



MEETINGS

Committee meetings should be approached as a positive opportunity for the committee to work together as a management team, sharing ideas and the work load, to set goals and plan towards their objectives.

History shows that clubs succeed or fail according to the quality of work in the meeting room. And, even more importantly, the subsequent quality of work between the meetings.

There are many excellent publications about meeting procedure, but if you adopt the formal rules at a club meeting you will surely have a dull evening.

"A good Chairman is one who so controls a meeting that its particular purpose is achieved as efficiently, fairly, and pleasantly as possible."

Ensure that your meetings have a pre-circulated detailed agenda, preferably with an "embarrassment list" (often referred to as "action items") from the previous meeting, and insist that your Chairman keeps strictly to the agenda until you reach General Business.

Keep good minutes and protect them well, particularly the early sets, as these become the principle history of your club. Interested members in later years will want to see the minutes of your first few meetings, so take particular care in producing them.

Always produce an Annual Report, even from year one; This also must be protected for posterity. There are some avenues for the storage of such documents e.g. the Battye Library in Perth has a record of all the W.A. Branch Annual Reports, and the file is updated each year.



CHAPTER SIX

CLUB NIGHT ACTIVITIES

Types of swimmers and their needs:

1. LEARNERS - people with little or no knowledge of swimming techniques. They will need teaching and stroke correction.
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 be ready to join group 3.
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, but will be ready to test themselves in the awards and 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 opportunity 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**.

If you conduct time trial races during your club night, you must ensure, as we do for our swim meets, that no person is made to feel outclassed and embarrassed. Seed your heats according to ability and not age.

During training sessions and warm ups, if 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. To facilitate matters further, swimmers should be graded into **FAST**, **MEDIUM** and **SLOW** lanes.

FORMAT

The format of your swim night/day is as unrestricted as your members' imagination. As long as you encompass the ideals of AUSSI, how you structure things is open to your club's own individuality. The important and basic requirement is that you meet your members' needs; both old and potential members.

To recap on the AUSSI Marketing Package, we should offer:

- . Stroke correction
- . Coaching
- . Fitness education
- . Incentives
- . Social interaction

Club night format differs from club to club. It can take the shape of a training session only, which is unstructured, unsupervised and uninteresting - to a mini swim meet competition format. Happily, most clubs find a happy medium, and a sample format is listed here as a guide.

For a Club which is lucky enough to have exclusive use of 6 lanes from 7.30 p.m. until 9.30 p.m.

7.30 p.m. - 7.45 p.m.

Stretching and warm up exercises poolside, followed by some hydrobic exercises in the pool. More fun if organised and done to music, but can be done individually on arrival.

7.45 p.m. - 8.00 p.m.

Individual warm up at own pace.
Lanes 1 & 2, slow swimmers
Lanes 3 & 4, medium swimmers
Lanes 5 & 6, fast swimmers

8.00 p.m.

Presidents message:
Current club news
Encouragement awards
Swim entry deadlines
Format for the evening

8.15 p.m. - 9.15 p.m.

Programmed part of the evening:
Choose from any of the following

Coaching night

(You would be surprised how many excellent swimmers have at least one stroke they are hopeless at.)

Choice of 4 strokes; starts, turns, relay changeovers etc.

Swim Fitness tests - Pulse rate training

Top Ten Time trials

Aerobic Trophy swims & Award swims

Examples of training programmes

Sprint, endurance, open water swims etc.

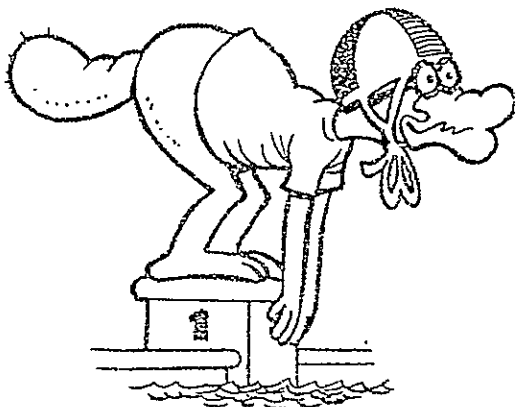
Free training night

Technical night

Discussion and demonstration of the AUSSI Rules

Relay nights

Fun nights



Remember, a lane should always be left free, following the warm up, for those who arrive late; do not want to participate, are not yet fit enough; or are new members and require assessment.

If you choose to do time trials you will need timekeepers, a starter and equipment (even if only a whistle), referee etc, and of course, a system of recording. This is an ideal way to get your members involved and begin training them in swim officials duties in a very relaxed atmosphere.

9.15 p.m. - 9.20 p.m.

Fun get-together to complete the evening.

Finish the evening by bringing all your activities and members together for a fun relay, continuous relay, handicap event etc.

9.20 p.m. - 9.30 p.m.

Cool down

Your club night format should be planned in advance and adapted, after a certain period, to member response. It should keep in mind the time of the year (example: in winter, swimmers would rather keep in the water and moving) and other AUSSI programmes (State Swims, Nationals, Open Water Swims etc) and be relevant to these.

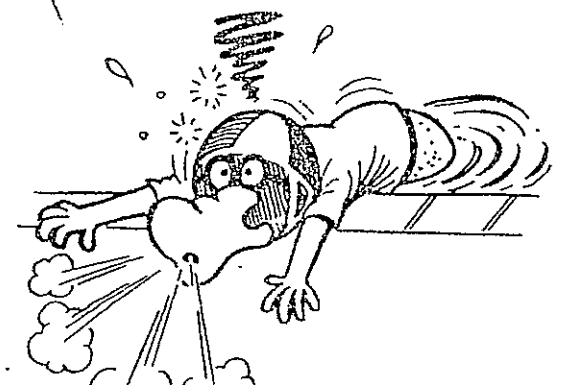
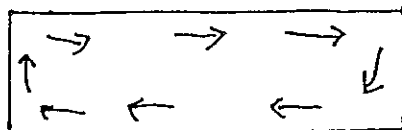
A good coach or club committee will plan for a "diversion" night to prevent members becoming stale or bored. Some suggestions for a change are:-

- . Game of water polo or wetball
- . A "Fillies " versus "Colts" night
- . Hydrobics to music
- . Bring a partner night
- . Learn First Aid and Resuscitation night
- . Seminar night - e.g. Discussion on diet followed by the Cream Puff Derby.

As I mentioned, the list is only limited by your imagination.

The Club Social

Another very important aspect of club life is the club social. Get into the practice of conducting a club "Happy Hour" after your swim programme once a month. Then, as members get to know each other socially, expand to one or two social functions per year. Remember - the club that plays together, stays together!!



POOL CLOSURES IN WINTER

Some clubs, more often our country clubs, suffer pool closures in winter.

1. For the more energetic, lobby your local authority to prevent the pool closures. Investigate heating costs and funding.
2. For the rest of us, begin and end each swim season with a social function to which ALL club members are personally invited.
3. Set aside some meetings in the 'off season' to keep in touch.

e.g. Car Rallies, Video nights etc.
4. Where possible travel to other swim centres to use their pool.
5. Keep aerobically fit by continuing with some form of regular exercise.

Even meet once a week for flexibility and stretching exercises to music.

CLUB RECORDING

Club recording can be as simple or as sophisticated as your club size dictates.

A simple alphabetical file for each swimmer in all distances and strokes can be updated each week and provide information to the swimmer on her progress. It is also an easy reference if the club committee needs to know the swimmer's times for nominated times at swim meets.

Keep times in a water proof file, away from wet fingers. Your recorder can keep files updated at the pool, or take them home to do each week.

Check with the clubs in your area on the recording system they use.

Large clubs around Australia are looking more and more towards the computerisation of club activities. National AUSSI have a computer committee whose role it is to investigate the needs of clubs and ensure compatibility of equipment and programmes.. If you have any queries in this area, contact your Branch or National secretary.

Club recording must be accurate, so that times can be submitted for the AUSSI Top Ten, Aerobic Trophy, or Award badges.

CHAPTER SEVEN

WHAT IS THE TOP TEN?

It is a list of the ten best times recorded during the year for both sexes, in each age group, in a comprehensive list of events.

It is intended to act as a guide to swimmers so that they can measure their own performances against other swimmers in their age group. It is particularly useful for members of country clubs who cannot afford either the time or expense of travelling to compete in the city.

Times must be submitted by your club to the Branch Recorder, on the official AUSSI entry card, who will submit them to the National Recorder. The conditions for the acceptance of times is not quite so stringent as those for records. Times will be accepted from swims recorded at club time trials, award or aerobic swims.

Times will only be accepted from meets held in bath type pools of 25m, 33 m, 50m or 55yd length. Also they must conform with the rules of the stroke being swum.

TOP TEN EVENTS

FREESTYLE, BACKSTROKE, BREASTSTROKE, BUTTERFLY.

50m, 100m, 200m, 400m, 800m, 1500m, 3000m, 5000m, 1 Hour Swim

INDIVIDUAL MEDLEY

100m, 200m, 400m, 800m.

RELAYS

FREESTYLE: 4 x 50m, Women, Men and mixed.

MEDLEY: 4 x 50m Women, Men and mixed.

TOP TEN YEAR

1st October to 30th September.

All cards must be with the National Recorder by the 31st October.

The Top Ten list will be published as soon as possible in the following year (early February, approx.).

CHAPTER EIGHT

SWIM MEET CARNIVALS - COMPETITION

To give fit and competitive swimmers the opportunity to gauge their improvement and measure their standing in their age groups, AUSSI runs a series of interclub swim meets.

These range from social meetings with other clubs, Branch interclub swims, State Cup, National Swim and Club Championships, and a World Swim every two years.

In addition to our own programmes, further incentives can be obtained by the various Masters Games which are appearing on the Australian calendar, and soon to be instigated, Pan-Pacific Swim meets.

Within our own programmes, Masters Swimming ensures that our swim meets are open to ALL. There are no qualifying times, and members are never made to feel outclassed.

Heats are conducted according to nominated times (regardless of age) and the age group results are seeded after the event in the recording room.

The World Masters Swim and the Masters Games however, are run in age group categories, but are still seeded slowest to fastest.

For AUSSI events there are aggregate age group medals, which necessitates dedication in more than one stroke and superior fitness, to gain. It is a prestigious award.

Our age group categories for competition swims are

- 20 - 24 years
- 25 - 29 years
- 30 - 34 years etc.

Relays are composite age groupings of 80+; 120+ etc.

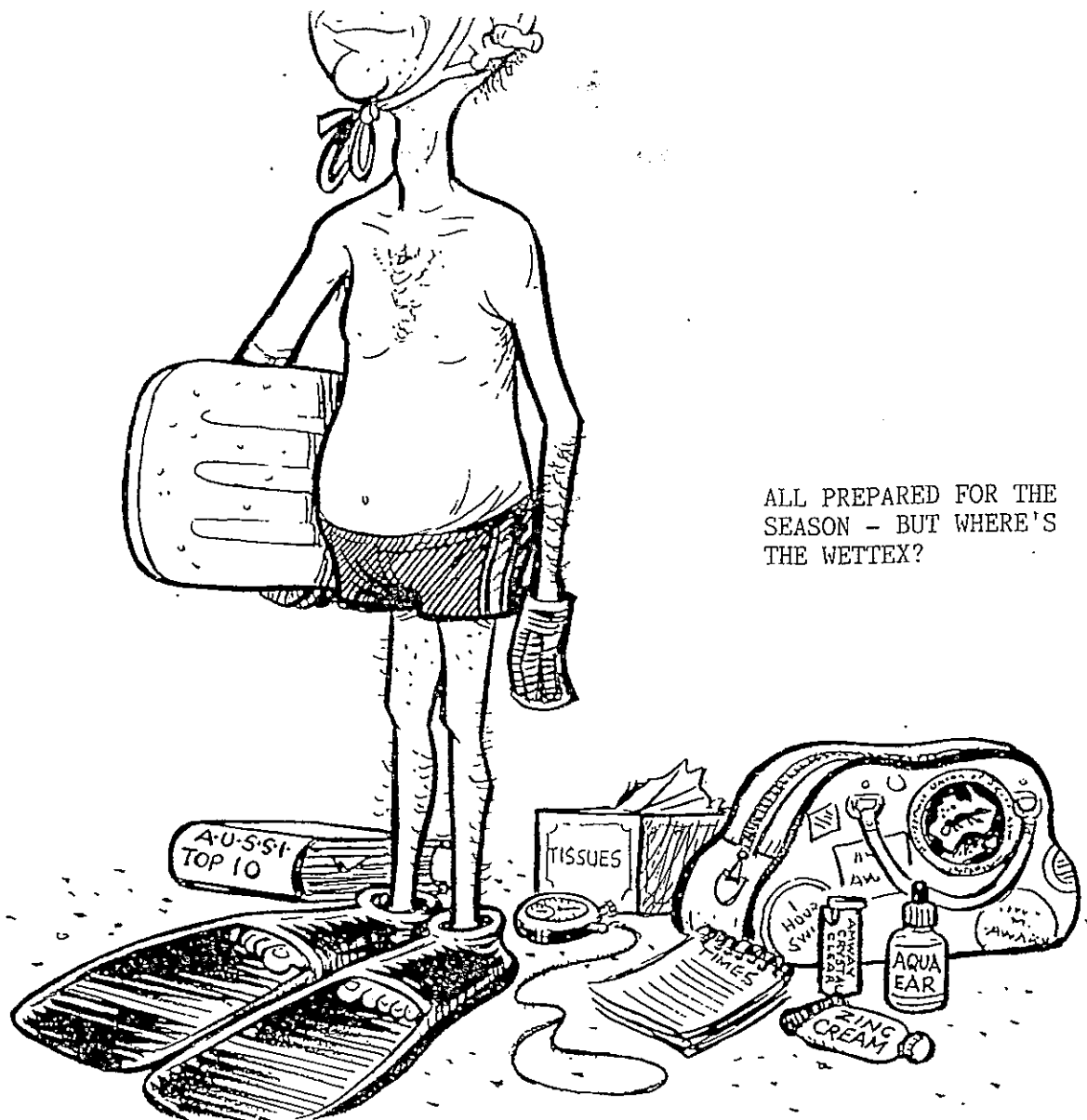
More details on Swim Meet participation can be found in the AUSSI HANDBOOK which contains the Constitution, ByLaws and Rules of AUSSI.

Remember, competition helps you improve yourself, is a valid part of our activities, and enables you to measure yourself against your peers.

Help our system work by nominating your correct time on your entry card. It might look good to finish first in your heat, but when you put down a slow time you are only fooling yourself.

Competition often brings out the best performance. It brings together swimmers of all abilities, and gives them the opportunity to make new friends. The cheers of our team mates are often all the encouragement needed to put in a PB (personal best). Some even excel and make their name in the National or World Record books.

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ALL PREPARED FOR THE
SEASON - BUT WHERE'S
THE WETTEX?

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).

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.

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.

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.

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.

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).

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.

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

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.

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 she has entered six events you will receive a little bundle of 6 cards for say Mary 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. Where there is a Club Master Sheet (as required for National Swim) check events entered against event 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 mixed together so that you may have a male 55 years, a female 26, male 29 etc.

Any card without a nominated time (an inexcusable practice) will be swum as the slowest competitor. Individuals should be capable of making an educated guess as to their times but if not the club ~~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.

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 she can easily put her hands on all the cards for the event and they will be in order from slowest to fastest.

1.10 OFFICIALS REQUIRED

A. MEET DIRECTOR - who is responsible for administrative control of the 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

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. She should have information regarding coming Meets and other events, whether social or educational, plus notes on any outstanding or interesting swimmers.

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, 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. 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 she has the number of swimmers that corresponds to the number of lanes being used, e.g. 8 lanes then 8 swimmers, 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.

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

She will advise the REFEREE when the time keepers are ready and ensure they do not delay longer than is essential.

She will operate a spare watch in case of failure of a time keeper's 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 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 REFEREE 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 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

with a very long underwater stroke.

J. COMPLETION OF SWIM : Swimmers should remain in the water in their own lane until all others in the heat have finished. On a signal from the referee, they will then leave the water from the closest side of the pool. The referee is empowered to leave swimmers in the water while the next heat starts. In the case of completing a leg of a relay, swimmers should ensure that the lanes are clear before leaving the pool as quickly as possible.

K. REFEREE, JUDGE OF STROKES, INSPECTOR OF TURNS : Refer to "Guidelines for Referees" booklet. Briefly though, these 3 positions can be held by the same person, and this is often the case at small swim meets. The referee has full control of all swim meet officials and is there to ensure that all the Rules of AUSSI are adhered to. This is distinct from the Meet Director who is responsible for the administrative control of the Meet. Obviously, there is close liaison between the Referee and the Meet Director, and in practice, they support each other during the Meet.

In the event of disqualification, the Referee is responsible for the swimmer and recorders being informed as soon as possible after the disqualification. Reasons for disqualification are covered fully in "Guidelines For Referees".

L. MANUAL RECORDING

i) The recorders shall place a special box (e.g. ice-cream container) for the receipt of all cards from the runner. This is a must so that no cards can be misplaced (as happened once at a National Swim Meet).

ii) Cards are removed from the box and the official time marked according to the following

a) if two times have been marked by timekeepers, the slower time is written as the "official time" in the special box on the card

b) if three times are marked on the card, the middle of the three times is taken as the "official time".

c) if electronic timing is being employed, and there is manual backup, the "official time" is the electronic time and it is inserted into the box on the card.

iii) Official times are entered onto the Swim Meet Master Recording Sheets.

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

e.g. for National Swim Meet - 10 points for fastest time, 9 for second fastest, down to 1 point for 10th fastest and every other swimmer to complete event without disqualification.

Note: Relays are awarded double points.

If 2 swimmers have the same time, then their respective points are added and

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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
- (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 she will then forward them onto the National Recorder.

REMEMBER

CHECK YOUR AUSSI HANDBOOK OR YOUR BRANCH FOR THE LATEST
SWIM MEET RULES, AS THESE ARE UPDATED REGULARLY.

NATIONAL SWIM

If your club or members are involved in conducting a National Swim, it is advisable to read the "National Swim Guide."

REMEMBER

GIVE YOUR REFEREE A COPY OF THE AUSSI "GUIDELINES FOR REFEREES"
BOOKLET.

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CHAPTER NINE

HOW DO WE APPLY FOR RECORDS?

Before explaining the procedure applying to record applications, there is one procedure that should be met prior to the swim taking place.

If possible, where a swimmer is confident of setting or breaking a record they should notify the Meet Director. There are two main reasons for this:

1. The Meet Director will ensure that all the officials are at their posts. This is particularly important if the swimmer is swimming a form stroke in a freestyle event. Obviously the form stroke must be refereed according to the rules of the stroke being swum.

2. Ensure that the necessary number of timekeepers are in place.

Records are kept for both long and short course in each age group for the events listed below.

1. LONG COURSE

Freestyle, Backstroke, Breaststroke, Butterfly.

50m, 100m, 200m, 400m, 800m, 1500m.

Individual Medley - 200m, 400m, 800m.

Relays: 4 x 50m Freestyle, Women, Men, Mixed
4 x 50m Medley, Women, Men, Mixed.

Times must be recorded in 50m or 55yd pools.

2. SHORT COURSE

Freestyle, Backstroke, Breaststroke, Butterfly.

50m, 100m, 200m, 400m, 800m, 1500m.

Individual Medley - 100m, 200m, 400m, 800m.

Relays: 4 x 50m Freestyle, Women, Men, Mixed
4 x 50m Medley, Women, Men, Mixed

Times must be recorded in 25m pools.

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All the appropriate officials must be present and the times must be recorded by one of the following methods:-

1. Electronic timekeeping.
2. Three manual times. Where two of the three times are the same, that is the official time. If all three are different the intermediate time is the official time.
3. Two manual times. The slower time is the official time.

.. Beside the normal individual events there are two events in which records can be set, these are:-

1. A swimmer in an individual event may apply to have their intermediate distance timed. Such swimmers must complete the scheduled distance of the event to apply for a record at the intermediate distance.
2. In relay events the first swimmer may apply to have their intermediate distance timed.

Once the swim has taken place and the time recorded on the race card, the card should be verified by the Chief Recorder and then signed by the Meet Director or Chief Referee. The card, accompanied by the electronic timing slip, if appropriate, should be given to the Branch Recorder who will fill in the record application form and forward it to the National Recorder.

The National Recorder will advise on the result of the record application and issue a certificate if a record has been established.

CHAPTER TEN

THE AEROBIC TROPHY. WHAT IS IT?

One of the major reasons for the existence of our Association is to provide incentives to keep swimmers in all categories, swimming all year for health and general fitness.

Early in our history we had stroke correction and coaching, and sprint competitions, but we had no incentives for the longer distance endurance type swims.

A series of award badges were initiated to provide goals for the longer distances, but once achieved there was no incentive to try again. And then along came the Aerobic Trophy.

On first examination of the Rule and Pointscore booklet, which can be obtained from your Branch Secretary, things look a little complex, but are, in fact, relatively simple.

The Trophy consists of a number of distances and strokes commencing from 5 x 400m swims and progressing to continuous swimming for 5,000m.

The idea is for club members to set their target for a particular distance or stroke, or perhaps a number of distances and strokes, or perhaps the completion of all events in a season.

The next incentive is to see how many points you can get for each swim, with the aim of course, for maximum points. Some people strive for, and have achieved, maximum points in all events in one season.

They are rewarded for this by a certificate presented each year, and by becoming the top pointscorers within their club, Branch or National. Their individual pointscore goes towards their clubs progressive tally in the club's attempt to win the State or National Aerobic Trophies.

AWARD BADGES

An extra incentive is provided for swimmers contemplating the longer distances, in the form of cloth award badges. These are available through your Branch Secretary on proof of certain swims, and the Aerobic Trophy forms can be used for this purpose.

For new swimmers, who feel 400m is akin to scaling Mt. Everest, there are certificates for distances from 25m to 200m.

For the really masochistic, there is a MILLION METRE award badge. But no, you don't have to swim it continuously. A record card is provided for recording, and when you get to a million metres, you can apply for a badge. This badge is free, to reward for diligence and effort.

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CHAPTER ELEVEN

PUBLIC RELATIONS, SELF IMAGE AND SPONSORSHIP.

The concept of SPORT FOR ALL and MATURE AGE Sport, is a recent phenomena. So recent that the past 10 - 15 years of our existence has passed without much media or Government interest. But things are changing, people are beginning to sit up and take notice, but it is at the "grass roots" level of AUSSI that this must be nurtured.

If we are to raise our profile, then the major portion of that task lies with the club. You need to make your neighbours aware of AUSSI, your community aware, your local Department for Sport aware, or our efforts at the top of the triangle will be to no avail.

How can you achieve this, and at the same time promote your club? Advertising costs money; publicity is free. Clubs should plan to use the free services provided by the local television/radio stations and/or newspapers.

NEWSPAPERS

Local newspapers generally have a sports and community section which can be used by clubs to publish details of past and future events. Discuss the requirements with the editor/sports editor and establish a regular pattern of providing a weekly news summary. Include christian names of members and when commenting on personal best times, don't forget the older and slower swimmers.

Before special events, don't forget the benefits of advanced publicity. If in doubt about the time scale, talk to your newspaper contact. Ask about the type of information needed for a feature article. Provide a summary of AUSSI (it's in the club guide) and details of any well known swimmer who may be visiting the area. Don't forget that most newspapers prefer black and white photographs. Ensure that the media release contains accurate information, specific details of time, date and place, and that the name, address and phone number of the club contact is provided.

RADIO

If you live in an area with more than one radio station, find which station is interested in sport. Talk to the local announcers. Find out which program can use your information and what deadline is required. If it's free, don't expect more than thirty seconds to get your message across, unless of course you can arrange a 'talk back' segment.

TELEVISION

Masters Swimming as a member participation sport is not the type of event likely to attract a wide viewing audience.

Nevertheless, talk to the local TV people; provide a media release or interesting stories.

If interviewed on T V

- . Don't wear blue eye make-up (particularly if you're a fella')
- . Don't look at the camera
- . Make sure you know your subject
- . Dress for the occasion
- . Provide a list of questions
- . If possible, arrange an appropriate background
- . Ensure any swimmers to be interviewed are present & waiting

If you wish media attention you must be persistent, never get discouraged, and learn from your experience.

If you have good ideas, good stories, present it well and follow up, follow up and follow up. You will eventually get there.

The media are most interested in our olympic class swimmers, or our dear members over 80 years. Try to come up with stories that encompass a wider aspect of our activities.

THE GOLDEN RULE OF DEALING WITH THE MEDIA

Make sure that there is someone to meet the media if you are lucky enough for them to turn up. Ensure they get into the pool free, and make sure, if they stay for any length of time, that they are offered refreshments.

If they can't get into the pool without paying, spend ages trying to find the person who sent for them, and then find nothing prepared, don't be surprised if your event never gets to air and they don't turn up next year.

SELF IMAGE

AUSSI is a concept we can all be justly proud of. If we promote our objectives with enthusiasm, i.e. if we have a good self image about ourselves, then it will not be too long before our priority is raised.

Do not hesitate to approach your State Department for Sport. They are there to serve the sports clubs. They often have booklets and publications which will help you. They often provide reduced rate photocopying etc. They also often conduct seminars. Be around, be visible, be willing to share ideas, and be noticed.

AUSSI is an Australia-wide Association of adult swimming clubs, whose members are aged from 20 years up to 90 years and over, and swim regularly to keep fit and have fun. AUSSI is also a member of the world-wide Masters Swimming International organisation.

OUR STATED PURPOSE IS:

"To encourage adults, regardless of age or ability, to swim regularly in order to promote fitness and improve their general health."

OUR MOTTO IS:

"Fitness and Fun."

**** PLEASE USE OUR NAME CORRECTLY.

AUSSI Must always be in upper case, without full stops between each letter, and there is no "E" on the end.

Masters Swimming
or
Masters Swimming in Australia (Inc.)

Can be with capitals for each word or all in upper case.

We are a body of senior swimmers and have chosen to use the term "Masters" (and please! - not "Veterans") as it is being universally adopted. e.g. World Masters Games, Australian Masters Games, World Masters Swimming Championships etc.

AUSSI has over 5,000 swimmers. Age concentration^{is} generally between 35 and 55 years and there are about the same number of males and females. There are eight Branches (one in each State and Territory) which conduct swimming events and competitions, and there is a National Swim each year. Every two years there is a

World Masters Swimming Championship. ⁽¹⁹⁸⁸⁾ This year it will be held in Australia.

Whilst AUSSI maintains records of fastest times and awards medals at competitions, equal importance is placed on everyone who participates regardless of ability. Competition is an important activity as it serves as a monitor to an individual's progress, however 50% of our membership do not compete.

Use double spacing.

SAMPLE MEDIA RELEASE

ANNEX A.

SUNSHINE COAST MASTERS SWIMMING CARNIVAL.

At least 250 Master Swimmers from QLD and northern NSW will visit the Sunshine coast to take part in the Sunshine Coast Carnival which will be held at the Cotton Tree pool on Saturday the 7th March 1999.

97 members of the Sunshine Coast Masters will swim during the carnival and Club President, Peter Speedster, has stated that the club will retain the "Best Club Trophy".

Mary Gofast, the 32 year old freestyle world record holder from ROCKHAMPTON will swim in 5 events and expects to set at least one new National record.

The first of 45 heats, "The Speedo Sprint", starts at 11 AM.

Admission is free. Drinks and snacks are available.

That's 11 AM Saturday the 7th March for the Sunshine Coast Masters Swimming Carnival.

SWIM CONTACT.

Jan Noitall

Phone 071-234567 (W)
987654 (H)

23/1/1999

SPONSORSHIP

Club sponsorship will come from supporters or local business people. Before approaching any firm, especially those not associated in any way with your club, you must have a Marketing Plan.

A Marketing Plan should contain:-

- . Details of AUSSI, aims/objectives
- . Details of club program. (Weekly swim, coaching, carnivals etc.)
- . What the club wants from the sponsor and what it will cost.
- . What the club intends to do in return for the sponsor
- . Any other detail which may interest the sponsor.

Who do you approach?

Anybody with money to spend. Preferably anybody whose business activities could be complemented by the objectives of AUSSI. Anybody who is trying to reach out to a mature audience and would benefit from advertising.

What do you offer?

Anything (within reason). Logo's on T/Shirts; signs around the pool; naming of an event after the sponsor; the honour of starting an event; the naming of a trophy; the presentation of such trophies; distribution of promotional material in club mailings.

The list is endless. One point must be remembered however. The AUSSI list of member registrations is protected. Members confidentiality must be assured, and no list of members' addresses is ever made available to sponsors.

When it's over?

After a sponsored event, you can be sure the sponsor will weigh up value for cash. Try to ensure they receive proof where possible e.g. collect cuttings from the newspaper, photographs of opening ceremonies, proof of member response to the product etc. Always send a thank you letter when the event is completed, and that sponsor just might be receptive to your approaches next year.