



## CIRCULAR 07/12

TO ALL CLUB MEMBERS

DATE: 21/12/2012

BMB

Life Members

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### **Documents sent to Clubs:**

The following documents were recently sent to clubs:

- Notice of the AGM
- Nomination form for a position on the BMB
- Annual Report content for clubs

### **Documents posted on the website**

- Risk Assessment Sheet (amended): **Information/Forms**
- The Administration Calendars: **Clubs/Club Information**
- Newsletter Dates: **Clubs/Club Information**
- BMB Teleconference Dates: **Clubs/Club Information**
- Annual Report Template **clubs/Club Information**

The Club Information link:

<http://www.mastersswimmingqld.org.au/customdata/index.cfm?fuseaction=CustomItem&ItemID=46424>

### **Registrations**

Please urge your members to re-register as soon as possible. The first swim meet is on the 20<sup>th</sup> January, followed by the 1<sup>st</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup> February.

If possible follow up on members who do not register for 2013 and encourage them to join again.

### **Annual Reports**

Please prepare your annual reports as early as you can to assist our VPs who need to compile one report for the document.

Clubs are to send their annual reports to the VP by the 29<sup>th</sup> January.

A template of the content for the annual report has been sent to clubs

### **Merchandise**

In the past, MSQ used to provide merchandise for its members. This varied over the years, but was predominantly T-Shirts and Polo shirts. Before 2008 it also included, water bottles, key rings, pens, stubbie holders and more.

### **Question:**

Would members like to be able to purchase T-Shirts and/or Polo shirts at our State Championships, which would be specific to that particular event e.g. MSQ State Short Course Championships 2013? A T-shirt **could** have a list of all competitors printed on the back of shirt, but that is not necessary. A 'hoodie' type jacket could be included as well.

As MSQ does not have the space to store any merchandise, the orders would need to be made beforehand and we would need to have enough orders to make it viable.

**NOTE: A sample copy has been sent to clubs.**

**I need each club to let me know what their members would like by 8 January**



Additional merchandise would be selected carefully to make it worthwhile to purchase and would not necessarily include any of the above previous supply of merchandise.

If you have any ideas of products with the MSQ logo you would consider purchasing, please let me know.

**Photos:**

Many of you are aware that I post photos sent by clubs on our Facebook page and in our newsletter. Some also feature in the slider section of the website.

In the past I have requested permission to post photos on Facebook, but need to do so again. Please let me know if there are individuals who do not wish to have their photo posted on Facebook or at least let the club know so that photos they send do not include the person.

For the photos, which are an important component of Facebook, I am reliant on members who take the trouble to send me photos. I have some consistent 'suppliers', but wish to encourage all clubs to nominate a person from the club who would be responsible for sending me photos, which have the information included.

Photos to be sent:

- From swim meets
- Training sessions
- Club social functions
- Club awards/presentations
- Photos of interest taken at meets or training (amusing/unusual/promotional) etc.
- Venues – interesting features or information
- Photos of the area/town/suburb that may serve to promote your swim meet
- Anything I haven't thought of

**MSX and Participation and Improvement Programs**

Modifications to the MSX program have been made and the information is on the website in: Programs/MSX

Please read the information on the website.

The Participation and Improvement programs have also been modified, but have yet to be posted. Final amendments are still being made.

**Website Slider:**

The front page of our website has the slider section, which can feature a human interest story, a recognition of an achievement, a profile of someone in our organisation, a club profile etc.

I need your stories to feature on our web page. Despite an appeal to all clubs to send me information and a good quality photo, which I can use to profile the club, I haven't had a response from all clubs.

The website, which has a lot of traffic during the week, is a great resource to profile your club.

The clubs that have to date been profiled are:

QAL QCC QCN QDU QGS QMA QNA QRB QRC QWY QYP (11 clubs)

Could the clubs not listed please send me something about your club, including a good resolution photo.

**Not profiled:**

QAC QAJ QAT QBB QBN QCD QCM QCS QHB QHR QIP QLG QLT  
QMB QMM QNB QNS QPN QRH QRT QSB QSC QSE QSM QTT QTW  
QUW QYP (28 clubs)



If you would like someone in your club to be profiled, please send me something and include a photo.

Encourage members to look for information on the website and let me know if there is something missing or you have a suggestion of information etc. that should be included.

Finally, I would like to thank all officials, coaches, volunteers and BMB members for your support and the wonderful work you do on behalf of and for MSQ.

Enjoy your break and I'll see you in 2013.

Helga Ward  
MSQ Administrator