



# CIRCULAR



## 04/13

24/07/2013

To:  
All Clubs  
Members  
BMB

### **Content:**

1. VPs and newsletter items and contacts
2. Recorder
3. Risk Assessment Sheets
4. Facebook

### **1. Vice Presidents**

#### ***Reminder:***

Helen Holmes used to compile the 'Around the Clubs' segment of our newsletter, but as the VPs are creating more contact and communication in their roles, it was decided that they would compile that segment of the newsletter.

Could you please send them the newsletter directly, but cc me so that I too have a copy.

The deadline dates are on the website in the Club/Club Information section. If your newsletter isn't with the VP by the scheduled date, the article would be included in the next newsletter.

Any other articles of interest e.g. a profile of a member need to be sent to me.

The VPs and their contact emails are:

North:	Raylene Rasmussen:	<a href="mailto:vpnorth@mastersswimmingqld.org.au">vpnorth@mastersswimmingqld.org.au</a>
Central:	John Feddersen:	<a href="mailto:john.feddersen@y7mail.com">john.feddersen@y7mail.com</a>
Sunshine:	Nic Pirie:	<a href="mailto:registrar@aqualicious.com.au">registrar@aqualicious.com.au</a>
South:	Brian Davis:	<a href="mailto:vpssouth@mastersswimmingqld.org.au">vpssouth@mastersswimmingqld.org.au</a>

### **2. Recording:**

#### ***Reminder:***

The Director of Recording, David Findlay has taken on all matters that relate to swim meets: RE 1 Files, Record Files and backup files for the Results Portal.

This started on the 1<sup>st</sup> July.

Information on the processes is and will be conveyed by David to all clubs.

Results and requests regarding swim meets will therefore no longer be sent to the office.



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**NOTE:** swim meet flyers and TM Files must still be sent to Helga so that they can be sent to all clubs and posted on the website. David will receive a copy of each flyer or you may cc him in your email to me.

David's email address is: [recorder@mastersswimmingqld.org.au](mailto:recorder@mastersswimmingqld.org.au)

### 3. Risk Assessment Sheet

All clubs that host a swim meet must complete the Risk Assessment Sheets. The venue and its facilities need to be 'checked out' to ensure that there no safety issues. This needs to be done latest one month before the swim meet. The venue management may need to fix, replace or purchase items that will ensure the safety of our swimmers and spectators.

The Risk Assessment sheet must be presented to the Meet Referee on the day of the meet and after approval, a copy must be sent to the Director of Risk Management (cc me as well)

Trish Kirkman-Scroope is our Risk Management Director and the email address is: [riskmanager@mastersswimmingqld.org.au](mailto:riskmanager@mastersswimmingqld.org.au)

### 4. Facebook

I am aware that many of our members do not have a Facebook page or do not support having one either.

However, as an organisation it is a powerful way of communicating with members and attracting more to join our clubs.

I have a few people who supply me with photos from various swim meets and other club events, but this isn't a consistent process.

I would like to be able to represent all clubs on Facebook at some time during the year, but without your support, I cannot do it. Some clubs don't host swim meets and consequently few if any photos from those clubs find their way to me.

If you allocate someone in your club to send me photos and information, please make sure that you have their permission to send them for posting.

Please send photos directly to: [helga.ward@swimming.org.au](mailto:helga.ward@swimming.org.au)

Helga Ward  
Administrator