

## MASTERS SWIMMING QUEENSLAND - ADMINISTRATION CALENDAR 2013

JANUARY	DETAIL	REQUIREMENT
01 Jan - 13	MSX and Participation and Improvement Programs resume	BMB
07 Jan - 13	SQ/MSQ Office reopens	
14 Jan - 13	National Top Ten results to be sent by clubs to MSQ	14 January annually
14 Jan - 13	Endurance 1000 Results must be in the portal	14 January annually
14 Jan - 13	Lane Warrior spread sheet from clubs due to MSQ	14 January annually
14 Jan - 13	Entries for State Short Course open	42 days to closing
16 Jan - 13	Nominations for Life Membership due	60 days prior to AGM
17 Jan - 13	BMB reports for Teleconference due to Administrator	4 days prior to Meeting
21 Jan - 13	BMB Teleconference	6.30 p.m.
21 Jan - 13	MSQ to ensure World Top Ten times submitted to Portal	21 January annually
21 Jan - 13	Newsletter Articles due to Helen Holmes/Administrator	Due to be posted – 25 Jan
25 Jan - 13	Newsletter posted to clubs and on Website	Set by MSQ
27 Jan - 13	Million Metre Applications in to MSQ	Due 1 Feb - MSA
28 Jan - 13	Office Closed	Australia Day Holiday
29 Jan - 13	Club Annual Reports sent to VPs	Set by MSQ
31 Jan - 13	MSX & Lane Warriors' winners calculated	Set by MSQ & SQ
31 Jan - 13	MSQ to ensure National Top Ten times submitted to Portal	31 January annually
<b>FEBRUARY</b>		
01 Feb - 13	Million Metre to MSA	National office
01 Feb - 13	MSX & Lane Warrior winners announced	MSQ & SQ
11 Feb - 13	BMB reports for Annual Report to MSQ	MSQ
15 Feb - 13	Nominations for BMB positions due in MSQ office	As per Constitution
15 Feb - 13	Nominations for Official and Coach of the year due back MSQ	As per Constitution
16 Feb - 13	List of nominations (All) and CVs sent to clubs	As per Constitution
16 Feb - 13	Postal voting forms sent to clubs	As per Constitution
25 Feb - 13	Closing date of entries to SSC – no late entries	18 days prior to SLC
28 Feb - 13	Post nominations for SSC on website for checking	15 days prior to SLC
<b>MARCH</b>		
01 Mar - 13	National nominations – Official of the Year	National office set date
01 Mar - 13	National nominations – Coach of the Year	National office set date
07 Mar - 13	Post SSC Program on Website and print some copies	MSQ
08 Mar - 13	Closing date for 2013 National Championships entries	Advised by MSSA
15 Mar - 13	Nominations for Life Membership circulated to Branches	35 days prior to MSA AGM
15 Mar - 13	DAY 1 – State Short Course – Somerville House, Brisbane	Date set by BMB
16 Mar - 13	DAY 2 - State Short Course – Somerville House, Brisbane	Date set by BMB
16 Mar - 13	AGM – 20 minutes after the last event	Date set by BMB
17 Mar - 13	DAY 3 – State Short Course – Somerville House, Brisbane	Date set by BMB
25 Mar - 13	Newsletter articles due to MSQ	To be posted 28 March
28 Mar - 13	Newsletter posted to clubs and on website	MSQ
29 Mar - 13	Office Closed	Good Friday
<b>APRIL</b>		
01 April - 13	Office Closed	Easter Monday
11 April - 13	BMB reports for Meeting due to Administrator	MSQ
15 April - 13	BMB Teleconference	6.30 p.m.
17 April - 13	Day 1 – 38 <sup>th</sup> National Championships – Sydney	MSSA set date
18 April - 13	Day 2 National Championships	MSSA set date
19 April - 13	Day 3 National Championships	MSSA set date
20 April - 13	Day 4 National Championships	MSSA set date
25 April - 13	MSQ office closed	ANZAC Day
26 April - 13	Million Metre Applications to MSQ	Due 01 May - MSA
<b>MAY</b>		
01 May - 13	Million Metre applications - MSA	Date set by MSA
17 May - 13	BMB reports for teleconference due to Administrator	MSQ

24 May - 13	Day 1 – Face to Face Meeting for BMB	MSQ Board
25 May - 13	Day 2 – Face to Face Meeting for BMB	MSQ Board
27 May - 13	Newsletter articles due to Helen Holmes/MSQ	To be posted 31 May
31 May - 13	Newsletter posted to clubs and on website	MSQ
<b>JUNE</b>		
10 Jun - 13	MSQ office closed	Queen's Birthday holiday
<b>JULY</b>		
01 July - 13	Sanction Swim Meet Nomination forms 2014 sent to clubs	MSQ
18 July - 13	BMB Reports due to Administrator	MSQ Board
22 July - 13	BMB teleconference	6.30 p.m.
22 July - 13	Newsletter articles due to Helen Holmes and MSQ	Posted 26 July
26 July - 13	Million Metre Applications to MSQ	Due 01 Aug - MSA
<b>AUGUST</b>		
01 Aug - 13	MSA to receive Million Metre applications	Date set by MSA
05 Aug - 13	Club Details' & Affiliation Forms 2014 sent to clubs	MSQ
14 Aug - 13	MSQ office closed	RNA Show Day
16 Aug - 13	4 & 16 month subscriptions distributed by MSA to MSQ	Date set by MSA
23 Aug - 13	4 & 16 month subscriptions distributed by MSQ to clubs	Date set by MSQ
<b>SEPTEMBER</b>		
01 Sep - 13	4 & 16 month subscriptions opened to members	Set by MSA
12 Sep - 13	BMB reports to Administrator	BMB
16 Sep - 13	BMB Teleconference	6.30 p.m.
16 Sep - 13	Newsletter items due to Helen Holmes/MSQ	To be posted 20 September
20 Sep - 13	Newsletter posted on website and to clubs	Date set by MSQ
27 Sep - 13	SSM nominations and payments due in the office	Date set by MSQ
30 Sep - 13	SSM nominations to be sent to BMB	MSQ
<b>OCTOBER</b>		
01 Oct - 13	National postal swim deadlines – MSA	Date set by MSA
07 Oct - 13	MSQ Office closed	Labour Day
21 Oct - 13	SSM final calendar approved by Board	Date set by MSQ
28 Oct - 13	Million Metre applications due in MSQ office	Date set by MSA
30 Oct - 13	MSA Postal swim applications due – National office	Date set by MSA
31 Oct - 13	Club Details' and Affiliation Forms due - MSQ	MSQ
31 Oct - 13	Call for nominations for 2013 Coach of the Year – MSA	Date set by MSA
31 Oct - 13	Call for nominations for 2013 Official of the Year – MSA	Date set by MSA
<b>NOVEMBER</b>		
01 Nov - 13	Club Affiliation Forms – late fee \$20 – notification to clubs	MSQ
01 Nov - 13	Deadline for Million Metre Applications in National office	Date set by MSA
04 Nov - 13	Post the SSM 2014 on the website	Set by MSQ
08 Nov - 13	BMB Reports sent to Administrator	MSQ
15 Nov - 13	Day 1 – Face to Face Meeting	BMB
16 Nov - 13	Day 2 – Face to Face Meeting	BMB
16 Nov - 13	2014 12 month subscription sent to MSQ by MSA	Set by MSA
25 Nov - 13	2014 12 month subscription sent to clubs	MSQ
25 Nov - 13	Newsletter articles due to Helen Holmes and Administrator	To be posted 29 Nov
29 Nov - 13	Newsletter posted to clubs and on website	MSQ
<b>DECEMBER</b>		
01 Dec - 13	12 month subscriptions for 2014 open	Set by MSA
01 Dec - 13	Club Affiliation Forms – late fee \$50 – notification to clubs	MSQ
02 Dec - 13	Nominations for BMB positions sent to clubs	Set by MSQ
02 Dec - 13	Nominations for Official and Coach of the Year sent to clubs	Set by MSQ
02 Dec - 13	AGM notification letter sent to clubs	Set by MSQ