



Annual Reports

Template for Clubs

The annual report from clubs to be submitted to the relevant VP in your region, needs to contain the following information:

A. Membership

- Number of club members in 2012.
- Number of new members in 2012
- Initiatives by the club to attract new members and/or to retain the numbers

B. Swim Meets and Results

- Brief summary of your swim meet if you hosted one
- Meets attended by your club members
- Notable successes enjoyed by members at different swim meets
- Records set by members
- OWS events attended by members
- Interstate swim meets attended
- Pan Pacific Masters Games attendance

C. Club Activities

- Activities of interest held and attended by clubs
- Annual dinners and presentations
- Interesting information about specific members
- Other

D. Technical Officials

- Courses run and/or attended
- Number of officials in your club
- Any issues relating to technical officials

E. Coaching

- Number of coaches on deck in the club
- Coaching courses attended by members
- Coaching initiatives introduced in 2012

F. Funding/Grants

- Funding received
- Implementation of the funding - benefits

G. Other

- Additional information of interest

H. 2013

- Initiatives as a result of activities/funding - 2012
- Plans

The report must be kept to one page (A4) as the same headings will be used by the VPs and your information will be extracted from your club report.