

POLICY

Annual Report

POLICY No: 1007
UPDATED: June 2017



The purpose of this document is to provide guidance on the preparation of the SwimmingSA Annual Report:

THE POLICY

Responsibility for the preparation of the Annual Report will be the responsibility of the Chief Executive Officer in consultation with the Board. The report is to be issued to the Directors and Member Clubs no less than two full weeks prior to the date of the Annual General Meeting and to other entities noted below once adopted at the AGM.

Distribution

The annual report will be available electronically in full on SwimmingSA's website for any person to view. Electronic Copies will be distributed to the individuals/organisations below. Hard copies will be made available at the AGM for those wishing to obtain a copy:

- Directors
- State Library
- Committee Members
- Swimming Australia & Partners
- Patron and Vice Patrons
- Honorary Office Bearers
- Office of Recreation and Sport
- Member Clubs & Life Members
- South Australian Sports Institute
- Major Partners of Swimming SA

Contents

Reports From:

- Chairperson
- Chief Executive Officer
- Associated Entity's (where they wish to submit a report) – ORS, SASI, ASCTA
- Development and High-Performance Staff
- Committee Chairperson/s

Statistical Records of:

- Directors, Patron, Vice-Patron, Officers, Committee Members & Delegates
 - Life Members, Award of Merit and Service Award Recipients and Hall of Fame Members*
 - Life Memberships, Award of Merit and Service Award Recipients and Hall of Fame Inductees awarded during the year
 - Members who have represented South Australia and/or Australia during the year including any Australian or FINA Records Achieved by these individuals
 - Membership Records
 - Corporate Partners
 - Obituary's as required
 - Financial Statements
 - Carnival Pointscore
 - Perpetual Trophy Recipients
 - Australian Championship Results*
 - State Championship Results and State Records*
 - Country Championship Results and Country Records*
- * Available electronically only

Adoption of Strategies

The CEO will develop an action plan to ensure the timely publication of this document.

Central Measurement

To ensure people have adequate information a link will be made available on the Swimming SA website and regularly updated for association representatives.