

Guideline to completing your Club Annual Report

The annual report outlines a club's activities across various areas for the previous 12 months. It includes aspects such as a mission statement, summary of achievements, progress report on goals, financials and goals for the year ahead.

The below is only a suggested outline/contents for an annual report and clubs can modify/add

a) Cover Page

- Club Logo, Club Name, Annual Report Period ie 2014/15, Annual Report Contents

b) Annual General Meeting (AGM) Agenda and Minutes from previous AGM

c) Office Bearers - List of Officers & Officials & Committee Members

- Patron (s)
- Club Ambassador (s)
- Auditor
- Public Officer
- Management Committee
- Club Officials
- Club Members on Swimming SA Board and/or Committees
- Club Captains
- Life Members
- In Memoriam

d) Presidents Report - Overview on the season – Successes and Achievements of the club, Challenges etc

- Briefly describe the club/associations mission and note changes from last year
- Briefly indicate the club/associations progress on goals articulated in last year's report
- Membership Overview
 - o Number of Members – retained and new members
 - o Diversity & Inclusion
- Governance & Sustainability
 - o Strategic/Club Plan
 - o Constitution and policies are up to date
 - o Club Development Programs – STARCLUB, Play By The Rules, GO Club, Good Sports etc
 - o Options for sustainability
 - o Workshops/Seminars etc Committee Members attended
 - o Interaction with SwimmingSA and paperwork submitted correctly
 - o Mentoring and assistance to fellow SwimmingSA clubs
 - o Representation and/or participation with SwimmingSA Corporate Governance (members of SwimmingSA Committees)
- Club Activities
 - o Activities of interest held and attended by clubs
 - o Annual dinners and presentations
 - o Interesting information about specific members
- Community Involvement
 - o Marketing & Promotion – marketing campaigns, social media, print media and/or web presence
 - o Relationships/activities with Local Swim School, Local Schools, Local Government, Facility Owner/Manager, Swimming SA
 - o Initiatives by the club to attract new members and/or retain the numbers
- Events/Meets – Club Meets & Meets attended
 - o Brief summary of your swim meet if you hosted one
 - o Meets attended by your club members
 - o Notable successes enjoyed by members at different swim meets
 - o Open Water Swim events attended by members
 - o Interstate swim meets attended
 - o Attendance and participation at Medal Presentations at Championships
- Grants, Sponsorships & Fundraising
- Next season
 - o Initiatives/Plans or list club goals for the next 12 months

- e) **Club Captains report** (optional)
- f) **Coaches Report**
 - Report on all Squads
 - Number of athletes achieving Australian and State Representation
 - Performance of athletes at State & Australian Championships
 - JX & YPS recipients and performance improvement
 - Point score accumulations and improvement in ranking at SwimmingSA meets
 - Outstanding Achievements
 - Meets swimmers attended – Summer & Winter Season – Long Course, Short Course, Open Water
 - Number of coaches on deck in the club
 - Coaching courses and professional development activities attended/undertaken – accreditations gained, attendance at workshops/forums
 - Participation in the development activities of SwimmingSA
 - Coaching initiatives introduced
- g) **Technical Officials Report**
 - Courses run and/or courses attended
 - Number of accredited officials in your club and in training
 - Attendance at competitions
- h) **Financial Report**
 - Summary of Financials from the Treasurer
 - Copy of Financial Statements – Profit & Loss, Balance Sheets
 - Auditors Declaration
 - Assets Register
- i) **Annual Swimming Results, Awards & Club Trophies**
 - PB's/Records set by members
 - State Representatives
 - Performances at States, Swimming SA Meets, JX & YPS
 - Interstate Meets
 - Club Awards/Trophies
 - Honours & Service Awards
- j) **Attachments** - additional information of interest from the past 12 months
 - Season Calendar
 - Membership List
 - Media Clippings
 - Website Links
 - Video/YouTube Link
- k) **Back Page - Club Sponsor Acknowledgement**
 - Logos recognising organisation's who have financially supporting or provide in-kind support/donations to the club

INSERT CLUB LOGO

CLUB NAME

Annual Report

"Year/Season"

Contents:

Agenda for AGM	Page
Minutes of previous AGM	Page
Presidents Report	Page
Coaches Report	Page
Technical Officials Report	Page
Financial Reports	Page
Annual Awards	Page

This annual report of the *(name of club)* is an accurate representation of the Club's business in the swimming year *(insert year)*

Executive Signatories

President (Insert Name)
Secretary (Insert Name)
Treasurer (Insert Name)

(Insert Agenda of Annual General Meeting)

Insert Minutes of previous AGM

Office Bearers

Officers & Officials

Patron

Club Ambassador

Auditor

Public Officer

Management Committee

President

Vice President

Secretary

Treasurer

General Members

Club Officials

Recorder

Nominations Officer

Member Protection Officer

Apparel

Trophy Officer

Fundraising

Registrar

Swimming SA Delegate

Carnival Coordinator

Coach

Club Captains

Club Members on Swimming SA Board/Committees

Name	Board/Committee
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Name	Board/Committee
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Life Members

In Memoriam

Presidents Report

Coaches Report

Club Captions Report

Technical Officials Report

Financial Reports

Annual Swimming Results, Awards & Club Trophies

Age Group Awards

Age Group	Male	Female

Club Awards

Awards	Recipient

Records/Personal Bests

Event	Meet	Time	Swimmer

Attachment 1

Attachment 2

Attachment 3

Attachment 4

SPONSORS