



SWIMMING SOUTH AFRICA CONFERENCE GUIDELINES:

SSA will send a request to a province to host a conference and the idea is to give all province an opportunity to host.

ITEMS	TO BE NOTED
1. Formation of a working group	<ul style="list-style-type: none"> • Allocate different portfolios • Include coaches and instructors • Finance, marketing, administration, IT • To meet fourth nightly until the eve of the conference • SSA E& T unit will be part of the working group
2. Formal Notification	<ul style="list-style-type: none"> • A formal letter must go out to provinces and other important stakeholders • Same letter can be adapted to a sponsorship request letters
3. Find a venue	<ul style="list-style-type: none"> • Within easy access • Enough room, space and good ventilation • Big screen/s, a sound system with ½ roaming microphones • Must have sufficient parking • Preferably a university facility with lecture hall and break away room • With a pool that is heated and ideally covered • How many days • If there is accommodation that is great – must be negotiated.
4. Catering	<ul style="list-style-type: none"> • Simple meal • With tea morning and afternoon • Consider halal food • Lots of water
5. Costs	<ul style="list-style-type: none"> • Point 3 & 4 will help determine cost • As the money needs to cover the following: • Food, tea, travelling of speakers, USB, program, token of appreciation for speakers. • miscellaneous



6. Circular	<ul style="list-style-type: none"> • A formal circular must go out to members and other affiliates • Clearly stating the dates, costs, venue and tentative CPD points • Good and different speakers are always a draw card • SSA usually helps- including the graphics
7. Speakers	<ul style="list-style-type: none"> • To cover both coaches and instructors (Tod swim) • Include generic topics that would be of interest to both- subject specialist, academics and some of the instructors/coaches who have a good track record • Topics to include both presentations and practical activities in the pool
8. Draft and final program	<ul style="list-style-type: none"> • Decision on how the days would be organised • Starting and ending times • There will be a few draft programs –leading to a good and polished final program
9. Contact with speakers	<ul style="list-style-type: none"> • Suggest topics to ensure that they speak to the theme • Get speakers to commit so that they don't pull out at the last hour • Confirm with speakers a week before the conference
10. Sponsorships	<ul style="list-style-type: none"> • Request and send to all possible sponsors • Any form of a sponsorship would be appreciated • Their logos to be included on the program • acknowledgment
11. Presentations	<ul style="list-style-type: none"> • Set deadlines for the submission of presentations • Electronic presentations must be available to the attendees • There has to be break away if the conference is catering for both instructors and coaches
12. Keep clear records	<ul style="list-style-type: none"> • Financial accountability and a spreadsheet of all payments and profit • A report must be completed • All outstanding payments must be made • Registers must be kept and send to SSA • CPD points must be allocated and clear records must be kept • Evaluation forms to be completed and send back to SSA
13. Additional	<ul style="list-style-type: none"> • There must be a program director • Branding from all stakeholders



	<ul style="list-style-type: none">• Goody bags always an attraction• Profits to go back into education and training and help with development