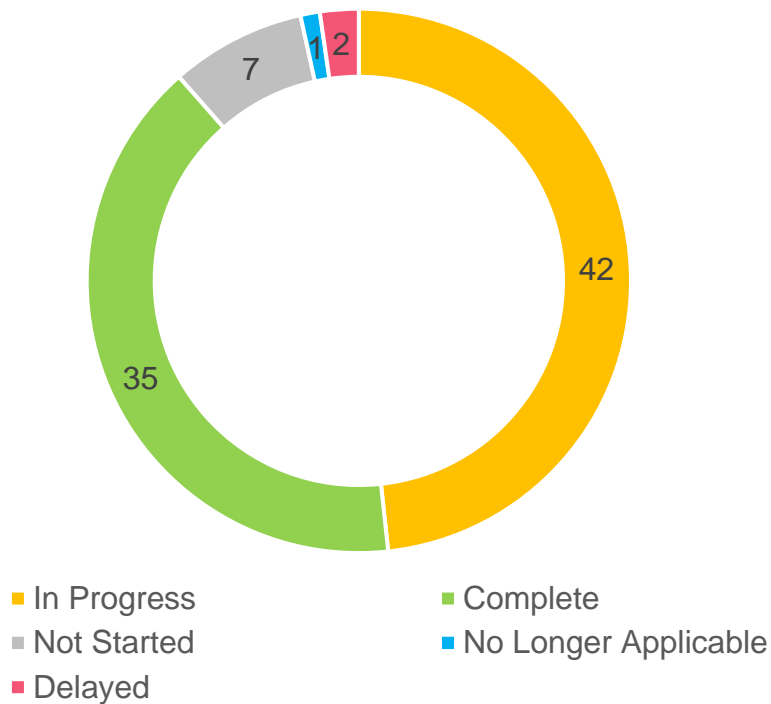


Active Training Administration Review Work Plan Implementation Report



Financial Year: 2019/20
Quarter: 3
Date: 31/03/2020
Full Report: www.lsv.com.au/sportreview

Milestone Status



Completed Task Themes



Highlights:

IT Development



The IT Development project has seen a total of 7,844 entries across all carnivals in the 2019/2020 season through 'SportApp'. This has allowed for the systems to successfully implement qualification checks and enable LSV to be compliant with all prerequisites of carnival entry. The rollout of SportApp has subsequently led to the trialling of an on-beach event tool across 5 carnivals, with the successful implementation of live results at the 2020 Junior State Championships.

Evaluation



Successful implementation of a '5 star rating' evaluation survey delivered directly to carnival participants, to capture timely and accurate feedback post carnival experiences. 796 responses were collected with a total satisfaction rating of 3.8 / 5. An overall season satisfaction survey will be sent at the beginning of quarter four.

People Development



This quarter saw LSV complete a total of 90 official accreditations with practical sessions being conducted across 12 carnivals. An additional 46 accreditations are currently in progress via the online portal. At the end of the 2019/20 season, LSV has a total of 507 accredited officials, an increase from 379 in 2018/19.

External Factors



The end of Quarter 3 2020 was greatly affected by the global covid-19 pandemic. Due to this, we saw the unfortunate cancellation of the 2020 Youth/Senior Victorian Championships, 2020 Pool Season and the 2020 IRB Season. All of which will have affect to the overall rollout of this Administration project.

Deliverable Status

- **Total Deliverables:** **87**
- **Not Started:** **7**
- **In Progress:** **42**
- **No Longer Applicable :** **1**
- **Delayed:** **2**
- **Completed:** **35**



Theme	Activity	Deliverables and Milestones	Deliv Due date	Deliverable Status
People Development	ESOs	Deliverable: Develop training opportunities for Area Referee and ARROs.	FY 19/20 Q2	In Progress
People Development	Team Managers	Deliverable: Develop training opportunities and resources for Team Managers.	FY 19/20 Q1	Complete
People Development	High performance	Deliverable: Develop recognition plan for state team athletes and management.	FY 19/20 Q3	Complete
People Development	All people	Deliverable: Recruit a dedicated state-wide capability and capacity role to facilitate programs and training associated with Sport's people.	FY 19/20 Q4	In Progress
People Development	AS staff	Deliverable: Provide for support for Aquatic Sport staff including with an aim to retain staff.	FY 19/20 Q1	In Progress
People Development	Code of Conduct	Deliverable: Promote and educate stakeholders on the LSV Code of Conduct.	FY 19/20 Q3	In Progress
People Development	Water safety / powercraft	Deliverable: Conduct a review of water safety and powercraft skill requirements.	FY 19/20 Q2	In Progress
People Development	Water safety / powercraft	Deliverable: Identify and address barriers for water safety and powercraft personnel to access RWC pathways.	FY 19/20 Q3	Complete
People Development	Social networking	Deliverable: Facilitate social networking opportunities for the Aquatic Sport community.	FY 19/20 Q1	Complete
People Development	Parents	Deliverable: Develop an online short module about junior carnivals for parents.	FY 19/20 Q2	Delayed
People Development	Officials	Deliverable: Scope a system to record RLSSA officials, i.e. through aXcelerate or SurfGuard.	FY 19/20 Q3	Complete
People Development	Pathways	Deliverable: Review opportunities to promote and grow participation in masters competition.	FY 19/20 Q2	In Progress
People Development	High performance	Deliverable: Review management and selection of high performance program athletes.	FY 19/20 Q2	In Progress
People Development	Mentoring	Deliverable: Develop and enhance mentoring programs for officials.	FY 19/20 Q4	Complete
People Development	Officials	Deliverable: Develop resources and tools to upskill and support officials to run efficient, professional carnivals.	FY 19/20 Q2	In Progress
People Development	Water safety / powercraft	Deliverable: Scope options to integrate powercraft personnel.	FY 18/19 Q4	Complete
People Development	ESOs	Deliverable: Develop training opportunities for ESOs.	FY 19/20 Q2	In Progress
People Development	Recognition	Deliverable: Develop a process to track and acknowledge volunteer services.	FY 19/20 Q1	In Progress
People Development	Coaches	Deliverable: Review process and opportunities for coaches to gain accreditation and re-accreditation.	FY 19/20 Q4	In Progress
People Development	Pathways	Deliverable: Enhance pathways for a range of Aquatic Sport roles	FY 19/20 Q4	In Progress
People Development	Pathways	Deliverable: Undertake a review of school-based Aquatic Sport programs.	FY 19/20 Q4	In Progress
People Development	Incentives	Deliverable: Scope feasibility and membership expectations of incentivising commitment	FY 19/20 Q1	In Progress
People Development	Athletes (training)	Deliverable: Scope options to facilitate training opportunities for athletes.	FY 19/20 Q4	Not Started
People Development	Officials	Deliverable: Review process and opportunities for officials to gain accreditation and re-accreditation.	FY 19/20 Q4	Complete
People Development	High performance	Deliverable: Review Wieland Shield team including purpose, role and recognition.	FY 19/20 Q1	Not Started
People Development	Athletes (participation)	Deliverable: Review current participation and develop a strategy to increase participation and retention of members in sport.	FY 19/20 Q2	In Progress
People Development	Uniforms	Deliverable: Review uniform requirements for officials and the distribution process.	FY 19/20 Q2	Complete
Event Management	Program of events	Deliverable: Develop and publish programs for whole of season.	FY 19/20 Q1	Complete
Event Management	Planning	Deliverable: Conduct pre- and post-season planning meetings and reviews with each panel / working group for each discipline.	FY 19/20 Q4	Complete
Event Management	Marshalling	Deliverable: Improve the marshalling process and tools for support.	FY 18/19 Q2	Complete
Event Management	Program of events	Deliverable: Review options to modify program formats.	FY 19/20 Q1	Not Started
Event Management	Awards (prizes)	Deliverable: Introduce incentives to increase athlete carnival attendance.	FY 19/20 Q2	Not Started
Event Management	Program of events	Deliverable: Enhance communication with carnival stakeholders including coaches, team managers, athletes, officials and parents.	FY 18/19 Q3	Complete
Event Management	Awards (prizes)	Deliverable: Review award (prize) process for sourcing, distribution and acknowledgement.	FY 19/20 Q3	In Progress
Event Management	Event set up / pack up	Deliverable: Develop carnival set up and pack up process.	FY 19/20 Q2	In Progress
Event Management	Rosters	Deliverable: Develop an operating personnel management process (officials, water safety etc.).	FY 19/20 Q2	Complete
Event Management	Marshalling	Deliverable: Develop online tools to assist with the marshalling process.	FY 19/20 Q2	In Progress
Event Management	Results	Deliverable: Develop a results recording process and tools for support.	FY 19/20 Q2	In Progress
Event Management	Entries	Deliverable: Develop a process for entering individual athletes and teams and tools for support.	FY 19/20 Q2	Complete
Event Management	Eligibility	Deliverable: Develop a process and scope system enhancements to improve the review of awards and pre-requisites.	FY 19/20 Q2	Complete
Event Management	Program of events	Deliverable: Conduct a review of events included within carnival programs.	FY 19/20 Q4	Not Started
Event Management	Qualifiers	Deliverable: Review and modify the qualifying process	FY 19/20 Q3	Complete
Event Management	Entries	Deliverable: Review late entries process.	FY 19/20 Q2	Complete
Event Management	Eligibility	Deliverable: Review the membership criteria and pre-requisite awards for participation in pool lifesaving.	FY 18/19 Q4	In Progress
Event Management	Eligibility	Deliverable: Review the membership criteria and pre-requisite awards for participation in beach lifesaving.	FY 19/20 Q4	Not Started
Event Management	Communication	Deliverable: Review Aquatic Sport radio requirements and scope the feasibility of purchasing radios, in parallel with implementation of the new radio network.	FY 19/20 Q2	Complete

Deliverable Status



Theme	Activity	Deliverables and Milestones	Deliv Due date	Deliverable Status
Financial	Sponsorship	Deliverable: Maintain an active registry of all sponsors with a specific deliverables and relationship history.	FY 18/19 Q4	Complete
Financial	Grants	Deliverable: Source grants to support strategic projects	FY 19/20 Q4	In Progress
Financial	Fees	Deliverable: Conduct a financial analysis of all carnivals.	FY 19/20 Q2	In Progress
Financial	Sponsorship	Deliverable: Source new sponsors.	FY 19/20 Q4	In Progress
Financial	Sponsorship	Deliverable: Develop sponsorship prospects for local community engagement at carnivals.	FY 19/20 Q2	In Progress
Financial	Equipment hire	Deliverable: Review options for external hire of LSV sports equipment.	FY 18/19 Q2	Delayed
Financial	Fee payments	Deliverable: Develop a solution for carnival entry fee payments considering on the day late entries, swaps and scratchings.	FY 19/20 Q1	Complete
Financial	Sponsorship	Deliverable: Facilitate sponsor engagement opportunities.	FY 19/20 Q3	In Progress
Reporting & Evaluation	AS Executive	Deliverable: Improve structure, communication and activities of the Aquatic Sport Executive (ASE).	FY 19/20 Q4	In Progress
Reporting & Evaluation	Reporting	Deliverable: Develop a process for providing reports to stakeholders.	FY 18/19 Q4	In Progress
Reporting & Evaluation	AS Council	Deliverable: Improve structure, communication and activities of the Aquatic Sport Council.	FY 19/20 Q4	In Progress
Reporting & Evaluation	Evaluation	Deliverable: Develop an Aquatic Sport strategic plan underpinned by an evaluation plan.	FY 19/20 Q4	In Progress
Reporting & Evaluation	Archives	Deliverable: Develop a process and format to annually provide carnival, state and national championship results for the LSV archives.	FY 19/20 Q4	Complete
Reporting & Evaluation	Feedback	Deliverable: Develop a process for seeking and providing feedback to stakeholders.	FY 19/20 Q2	Complete
Marketing & Communication	Communication	Deliverable: Develop a marketing and communications plan to promote link between sport and 'active training'.	FY 19/20 Q2	In Progress
Marketing & Communication	Promotion of sport	Deliverable: Develop a marketing plan to invite and host key stakeholders, e.g. government, council, sponsors etc. at events	FY 19/20 Q2	In Progress
Marketing & Communication	Communication	Deliverable: Develop communication materials on expectations, shared responsibilities and consequences.	FY 19/20 Q1	Complete
Marketing & Communication	Promotion during events	Deliverable: Develop a marketing and promotional plan for single carnival events.	FY 19/20 Q3	In Progress
Marketing & Communication	Communication	Deliverable: Consolidate and develop efficient communication methods including tools to support.	FY 19/20 Q3	Complete
Marketing & Communication	Promotion of sport	Deliverable: Develop a marketing and promotional plan to promote Sport and the various disciplines	FY 19/20 Q4	In Progress
Safety & Risk Management	Reporting	Deliverable: Develop a process for reporting safety and risk management at Aquatic Sport Executive meetings.	FY 19/20 Q4	In Progress
Safety & Risk Management	Equipment	Deliverable: Develop a process to review and maintain the SAR tubs	FY 19/20 Q2	Complete
Safety & Risk Management	First aid	Deliverable: Ensure process to manage first aid at carnivals is clear and understood.	FY 19/20 Q2	Complete
Safety & Risk Management	ESOs	Deliverable: Develop an ESO toolkit.	FY 19/20 Q2	In Progress
Safety & Risk Management	ARROs	Deliverable: Develop a process to manage water safety within specific carnival areas.	FY 18/19 Q3	In Progress
Safety & Risk Management	Decision making	Deliverable: Conduct a review into the process for making and communicating safety decisions.	FY 19/20 Q4	In Progress
Safety & Risk Management	Documentation	Deliverable: Conduct a review into the process and tools for managing risk.	FY 19/20 Q2	In Progress
Safety & Risk Management	Technology	Deliverable: Review feasibility of applying technology to safety and risk management.	FY 18/19 Q4	In Progress
Calendar Management	Host clubs	Deliverable: Develop resources and upskill host club volunteers.	FY 19/20 Q2	In Progress
Calendar Management	Venue selection	Deliverable: Develop a club / venue (beach / pool) profile for hosting events.	FY 18/19 Q3	In Progress
Calendar Management	Setting calendar	Deliverable: Consider broader lifesaving areas and activities when developing the AS calendar.	FY 19/20 Q1	Complete
Calendar Management	Host clubs	Deliverable: Review opportunities to increase financial support for host clubs.	FY 19/20 Q1	Complete
Calendar Management	Host clubs	Deliverable: Scope feasibility of developing an individual or collaborative (cluster of clubs) club model to manage state carnivals, as opposed to LSV.	FY 19/20 Q4	Not Started
Calendar Management	Setting calendar	Deliverable: Conduct a complete review of host club selection process and associated timelines.	FY 19/20 Q3	Complete
Calendar Management	Setting calendar	Deliverable: Conduct a review of the number and format of carnivals per season.	FY 19/20 Q4	In Progress
Equipment & Logistics	Equipment	Deliverable: Develop a 'check-in' and 'check-out' process for packing and unpacking trailers, vehicles and area tubs.	FY 18/19 Q2	Complete
Equipment & Logistics	Equipment	Deliverable: Review opportunities to integrate equipment management into LSV's warehouse supply chain.	FY 19/20 Q4	Complete
Equipment & Logistics	Logistics	Deliverable: Develop options for transporting and storing equipment.	FY 18/19 Q3	Complete
Equipment & Logistics	Logistics	Deliverable: Develop options for volunteer assistance in equipment logistics.	FY 18/19 Q3	No Longer Applicable
Equipment & Logistics	Logistics	Deliverable: Investigate options for transporting equipment, officials and injured competitors during carnivals, i.e. ATV, truck, ute, etc.	FY 19/20 Q1	Complete
Equipment & Logistics	Equipment	Deliverable: Review targeted equipment needs.	FY 19/20 Q2	Complete