

FReeZA Pool Events

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One of the many different kinds of FReeZA events you can run are Pool Parties. Several FReeZA groups have had success in running pool events, and have collaborated to compile this Best Practice Article. Attached you will find a Case Study from Bendigo and a Sample Event Plan from Maroondah.

Event Plan

The attached Sample Event Plan will provide some direction on where to start and what things to consider in planning your pool event.

Choosing an Event Date

The warmer months are a perfect time to throw a FReeZA pool event at your local pool. If you have a local indoor pool you can throw a pool party at any time of the year. Consider running your event on a weekend or during the school holidays.

Music

You can't have a party without music! There are a few different options you have for a pool event: the most common are providing a DJ or listening to the radio. If you decide to provide a DJ you will need to organise decks and speakers, and consider what your target audience might want to listen to. Listening to the radio will be most appropriate if there is a special event such as the triple j Hottest 100 countdown.

Check if you can use the existing PA system at the pool or if you will have to supply your own speakers. Will you need to hire someone to DJ or set up the equipment, or can your own staff do it? Provide the staff with bump in and out times, agree on pay or volunteer terms. Liaise with the venue to work out where the equipment will be set up to ensure its safety with proximity to water.

Entertainment and Activities

A party needs plenty of fun entertainment and activities. Often pools have a bunch of inflatables for use - enquire if you will be able to use them on the day, if they are required to be supervised by pool staff, if there's a cost involved for requesting them, etc. What other games/competitions/activities can staff run during the day?

Additionally you might consider having a designated area for your organisation where you can engage with the community and promote your other programs and services.

Camera and photography restrictions may be imposed by your local council on premises under their control (such as swimming pools) or it may be a policy of the pool facility. Check this policy firstly if you are planning on taking photos at the event.

Staff and Volunteers

As with any event, delegate the roles and responsibilities of staff and volunteers. Draw up a Running Sheet of the event schedule and make sure everyone is clear about what they will be required to do and when. Provide a copy of the running sheet to those who need it.

Checklist for staffing:

- Do an adequate number of staff members have First Aid certificates? Will you have to hire extra First Aid staff for the numbers you're expecting?
- Will you have to hire security?
- Do the staff members preparing or cooking food have Food Handling certificates?
- It will be up to the management of the pool facility to provide trained lifeguards. However you may need to find out a) Do you need to hire extra life guards for the numbers you are expecting? And b) Will you have to pay for the extra lifeguards? Or are they being provided by the facility.

Promotion of your event

If you're making a flier/facebook event/media release/etc, include all the fantastic things that will be there on the day!

- Day, location, times, age limit, smoke/drug/alcohol free
- Entry cost – Standard pool entry cost or free?
- What kind of music you will be playing (DJ, triple j Hottest 100, radio, etc)
- Inflatables
- Games, activities or competitions you might be running
- Canteen or bbq

Some great places to promote include your organisation's website, facebook, school handouts and newsletters, the local newspaper, and at the pool.

For further information, please contact The Push on (03) 9380 1277 or email push@thepush.com.au

Case Study: Australia Day Pool Party – Mic Up Productions, Bendigo FReeZA

From Rory White, Youth Participation Officer, City of Greater Bendigo

“With our Australia Day Pool Party event, I provide the music side of things and the YMCA run the pool side of things, such as life guards etc. It’s a council decision to make all council-run pools free entry on Australia Day.

I supply a big PA and radio and play JJJ Hottest 100. In the past we have ran with a DJ set up at the opposite end of the pool as well, but had a lot of requests just to put the radio on! We also run party games throughout the day: three legged race, wheel barrow race, water bomb fight etc. These take a little time to warm up and a lot of freebies but they draw in a lot of young people.

As you could imagine an Australia Day Pool Party is pretty busy, so we also supply security guards and first aid. We are only there for about 4 hours which is enough by the end of the day. Security are kept on their toes all day as it is alcohol free event, and first aid have also been used by patrons using the pool. But by providing these two services we have built a great relationship with YMCA.”

Bendigo Pool Party Review, by Jordan Pearce

“The sun was out in full force this Australia Day. Hundreds of people flocked to the Bendigo Aquatic Centre for a dip and chill out at Mic Up Productions’ second annual Triple J Hottest 100 Pool Party. Parents vied for the best shady spots and kids ran off to find their friends as the stereo cranked up and the countdown kicked off at number 100.

As the tunes carried on, the Mic Up team was busy supplying eager children and adults alike with free Mic Up and YO Bendigo merchandise. Temporary tattoos were the biggest hit for the day, with nearly every third person sporting at least one youth development team logo somewhere on their body. As more and more people returned for body art, badges or even just a friendly chat, the countdown pressed on with some even busting a few moves.

Multiple rounds of traditional party games such as the wheelbarrow race and the three-legged race were also carried out by eager pool goers and cheered on by amused spectators. Prizes of chocolate bars and lollies were well deserved and frequently brought kids back for another chance to snag some. Tattoo clad children and their parents slowly filed out as the day came to a close, a successful event for all involved over for another year.”

Sample Pool Event Plan

EVENT TITLE	Youth Services FReeZA Pool Party
DATES	01/01/2013
VENUE:	Indoor Pool, 12 Springfield Avenue, Croydon
EVENT OVERVIEW	Describe in this section: Is this an annual event or series of events, is this part of another youth program, what is the history of initiating this event, what are the aims of the event (accessibility, affordability, etc), who is the target audience, when is the event scheduled to run, where will it be happening.
TARGET AUDIENCE	12 – 25 year olds in Your Local Area
EXPECTED TURNOUT	50 - 100 Weather dependent – Max. capacity to be confirmed with Pool
KEY STAKEHOLDERS	Your Organisation Person 1 – 0412 345 678 Person 2– 0412 345 678 Pool Organisation Contact Person – (03) 9123 4567
EVENT DURATION	1.00pm – 4.00pm
SITE ACCESS TIMES	12.00pm – 5.00pm
LOAD IN	12.00pm
LOAD OUT	To be completed by 5pm
SECURITY	Security Company or N/A
FIRST AID	Do Pool staff hold first aid certificates, Your Organisation’s staff?
AV PRODUCTION	Contact company or name, phone number
TOILETS	As per current facilities at Pool
WATER	Free drinking water is available from
POWER	Available at Pool – where are the power points?

PARKING	Pool car park, surrounding streets
WASTE MANAGEMENT & RECYCLING	Bins provided as per current facilities Your Organisation will bring extra garbage bags for extra rubbish collection
ACCESSIBILITY	As per current facilities
INSURANCE	Coverage as per council's policy?
RELEVANT PERMITS	List any required
WET WEATHER PLAN	Event may continue at workers discretion
SIGNAGE	Limited signage required – Your Organisation's Banners – Conditions of Entry
STAFF & VOLUNTEERS	Your Organisation Program workers 12.00pm – 5.00pm Pool staff 12.00pm – 5.00pm Pool Team Leader, Contact Name 12.00pm – 5.00pm Pool Lifeguards Your Organisation's volunteers
IMPORTANT NUMBERS	Person 1 – 0423 456 789 Person 2 – 0423 456 789 Person 3 – 0423 456 789
SITE LAYOUT & SITE MAP	Attach site layout and map if required
BUMP IN SCHEDULE & RUN SHEET	Attach bump in schedule and run sheet if required Resources List/Tubs
BUDGET & MONEY HANDLING	All money will be handled by Free entry –or– Discount will be given to young people between 12 & 25 who say the code word "I am valued and proud" on entry / provide a flier /etc
EVALUATION PROCESS	Discussion with attendees – would they recommend doing the event again? Feedback from Your Organisation and Pool staff, and volunteers
MARKETING STRATEGY	Via Your Organisation's website and Facebook page Flyers, posters, school newsletters, newspaper, etc Promotion at pool