



The 7th National Swim & Australian Club Championships



**NATIONAL SWIM
1981**

REPORT & FINANCIAL STATEMENT



A.U.S.S.I. W.A. BRANCH

AUSTRALIAN UNION OF SENIOR SWIMMERS INTERNATIONAL

NATIONAL SWIMMEET CO-ORDINATOR'S REPORT:

I must admit that since the Nationals 1981 concluded, I have seen the return of many smiles to the faces of our hardworking and dedicated members who were involved in organizing the Swimmeet. Not that it was such a grim task, but I believe we had one of the most conscientious groups I have ever had the pleasure of working with and as is the case when one takes a job seriously and has high aspirations, one is always very anxious to see the end result and know that it was successful. In this instance I think the results speak for themselves, in the reports that follow each sub-committee has set out their aims and evaluated their results showing the Nationals as being highly successful and in some cases profitable. However, our best form of evaluation or measure of success is from the actions and reactions of those AUSSI members who participated in the event. I have had great pleasure in the past two months accepting on behalf of the many workers, congratulations and thank you's both verbally and written, from many satisfied AUSSI members throughout Australia. Our thanks go to these people not only for their praises but for their participation and co-operation in helping us to achieve these results. Another most welcome message of congratulations came from the Premier of W.A. Sir Charles Court and his wife Lady Court. They in fact, thanked us for showing them an enjoyable time and bringing to their attention the AUSSI movement and giving them an opportunity to see AUSSI 'in action'.

I consider this last point to be one of the major outcomes and gains for AUSSI W.A. in holding the 1981 Nationals. There were a few of us (at least 2) who thought twelve months ago that we were a year too early in attempting to hold a National Swimmeet. At the time of gaining the Nationals for 81 AUSSI W.A. wasn't even 3 years old and this was a mammoth task for a group of untried ability and unknown potential. However, from very confused and disorganized beginnings we saw emerge a wealth of talent, months of dedication, hours of meetings and an organizational structure that allowed us to conduct 'the best Nationals yet'. Those people concerned and AUSSI W.A., underwent a very valuable growing and maturing process, learning to work together, to communicate, to work against odds, learning about organization about our fellow members etc. In all a very valuable experience that has matured us at least 10 years (also aged some of us 10 years as well). In retrospect we can be very grateful for having held the Nationals and gaining this strength and confidence. As I have said before and think for this year the statement in the rules re the AUSSI badge and a platypus swimming East to West was very symbolic. I am very happy to wrap myself over the knuckles for my initial doubts and am personally very proud to have been National Swim Meet Co-ordinator.

Had we known what we know now organizing a National swimmeet would have been a relatively easy task and to this end we hope that these reports will help those organizing similar events in the future.

ORGANIZATION AND COMMITTEES

As previously stated our initial meetings were a little confused and 'in the dark' with no one taking the lead and everyone having a word to say. Fortunately we decided immediately to divorce the Nationals from our regular State Branch Meetings and call a special executive meeting. This is a must otherwise Branch meetings become bogged down with every issue, petty or otherwise, concerned with the Nationals and the Branch must continue to function uninhibited though still aware and informed of events. Conversely there may not be sufficient time at Branch meetings to give sufficient time to National matters. From our experience this situation would have been impossible.



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The first executive meeting took place on April 1st 1980, and after a 'brain storming' type of session and pooling of ideas and reading the instructions provided by the National Executive on 'Procedure for organizing a National Swim' (extremely valuable and followed to the 'T' particularly in the initial months), the Secretary Glenys, took the reins and suggested we form 4 subcommittees to be responsible for the Nationals and we elect a National co-ordinator. The subcommittees were set up but the decision on a Co-ordinator was deferred (not intentionally) for another two meetings on May 20th. It would have been better had a co-ordinator been elected at the first meeting as he/she would have been able to co-ordinate or direct these subcommittees at the initial onset, defining areas of responsibility and clearing up the shady areas of overlap. It was the co-ordinators task to communicate with all subcommittees, to expediate decisions where necessary and to mediate when and where conflicts of interests and ideas occurred.

THE COMMITTEES (from here on I shall refer to each National subcommittee as a committee.)

It was decided that each subcommittee should have its core members from the Executive and that a Chairperson be appointed for each subcommittee from the senior executive. Committees were to co-opt other helpers from members of AUSSI. This was done in a variety of ways e.g. democratically with representation from all clubs (Entertainment), on personal abilities and contacts (Carnival), friends and club members.

At the time we believed we had about 9 areas of concern that could be fitted into 4 sub-committees and 4-5 chairpersons were duly elected.

- | | |
|---|----------------------------|
| 1. Public relations, Travel and Sponsorship | Ralph McManis |
| 2. Entertainment, Training, Transport and Souvenirs | Fred Johnson & Toni Morris |
| 3. Carnival - Swim Meet | Glenys McDonald |
| 4. Dinner - Presentation luncheon | Trevor Beal |

As can be seen the division does have overlap but an attempt was made to equalize work load. Whilst this organization did work for us I would recommend some variations. The reasons for this will become clearer after some evaluations and comments on the functioning of the committees. As is usual when evaluating results one can tend to over emphasise the problems and not give due praise to the successes particularly if very high standards are set at the outset. I apologise if I do this because every person who willingly donated their time and efforts did an outstanding job however, we all can find areas for improvement.

1. PUBLIC RELATIONS, TRAVEL AND SPONSORSHIP

This committee had three large areas of responsibility and although they were closely related, it would have been better to spread the responsibility.

a) Travel for the host State to be successful in doing this it can mean many months of effort which may not be warranted as clubs seem to be able to take care of their own travel needs adequately. The organization involved would be phenomenal and as in our case the returns minimal. The benefits to AUSSI in arranging travel deals is (i) to the AUSSI member (cheaper & convenient) (ii) to AUSSI National (in the form of airfare kickbacks for travel by State delegates to seminars and conferences).

However, the package tours arranged by our travel agent were obviously not attractive as we only had 5 enquiries for the Asian linkup tours and only had 7 people booked for the Perth trip. When the first cut off date of December 15th was reached we sent SOS calls to States and clubs to urge them to book and in particular to fly Ansett so we could gain a further 10% concession off the total gross fares to be in the form of air tickets. This



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This lack of support for the deals did (as explained in Ralph's report) cause embarrassment with Ansett, Motive Travel and considerable problems with sponsorship. Since we eventually did have 70 people who used Ansett we have written to the company stating such, and hopefully we may still gain some credit, either goodwill or capital.

RECOMENDATION ON TRAVEL ORGANIZATION

1. Economy counts - we are not a convention where expenses are paid therefore the cheapest air fares and cheapest acceptable accomodation is a must.
2. Accomodation be close to the pool
3. Accomodation that is casual rather than formal as this adds to the atmosphere and friendliness of the week.
4. Groups need to be constantly reminded of deadlines for bookings and perhaps a tour leader needs to be made responsible to be sure these are heeded.
5. The organizing State should not have to keep following up groups - information should be sent to the Nationals co-ordinator. i.e. flight arrivals, numbers, accomodation etc. This also helps for the organization of social activities as well.
6. States think very carefully before embarking on this venture and be sure they have a trustworthy Travel agent with AUSSI interests at heart.
7. All clubs need to participate if the system is going to work.

b) Sponsorship The original idea was to look for one or two sponsors to sponsor the whole Nationals. However, as the printing of the programme became the committees responsibility (part of PR) they decided to gain sponsor support by offering something concrete in the form of advertising in the souvenir programme. However, as was realized by the chair persons and the Nationals co-ordinator the primary purpose of a programme was to give swim meet information and that the format was to be expensive then for the souvenir programme to go ahead, then it not only had to be self supporting, but it had to cover other costs such as hire of pool. We were assured of this, and because of this the programme went ahead. It was hoped to not have to use the revenue from entry fees for expenses. However, the resulting \$909.70 loss was indeed quite a blow especially when we didn't feel its full impact until late March. The reasons for this are outlined in Ralph's report and bear several messages to be heeded. I think the concept of a souvineer programme is an excellent one but perhaps a nominal fee of \$1 or \$1.50 (programme cost nearly \$3 per piece) needs to be charged and production costs need to be curtailed. All our sponsors certainly shouldn't have been placed in one basket. Sponsors should have been contacted sooner (Jan too late) and their promises obtained in writing. Despite these disappointments the committee did produce an excellent programme which has set a standard for future Nationals to follow.

c) Public Relations The publicity gained for the Nationals and the follow up information I believe was excellent. Although it is perhaps unfair to mention some individuals I must give credit to Di Timmins who did a fantastic job with P.R with the media and sponsors. I hope her talents and energies will be put to work soon at the State level.

The awareness created through this committee was great and of long term benefits for AUSSI W.A in particular as we did have offers for future sponsorship which the State Branch will act upon.

I would like to suggest that PR and sponsorship be one committee and Travel be a separate entity or deleted altogether. (States need to be aware of some individuals who insist on organizing their own publicity and could sabotage any organized efforts - i.e. Bill McClintock.)



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2. ENTERTAINMENT, TRAINING, TRANSPORT & SOUVENIRS:

This committee did such a great job I have suggested that their services be used by the State Branch, however, in their efforts they have exhausted themselves and have gone into retirement. I think those who attended the functions both during the year and during the Nationals (and even after) will vouch for their success in providing all with an enjoyable friendly time. They deliberately did not set out to organize the whole week as everyone has individual needs and likes and dislikes and attitudes to swimming. Areas of consideration were (i) in trying to give a free BBQ, a large amount of money was spent \$1,500, and because of capacity the number of locals had to be limited. Perhaps a small charge would have helped to alleviate this problem. (ii) Souvenir wines did not sell well, other souvenirs did not have a capital outlay but with a turnover of \$2000 there was only \$100 profit for 3 days work (at Nationals only). I question the 'mark up' and whether the effort is warranted? (iii) clubs need to notify hosts of arrival times etc.

3. CARNIVAL COMMITTEE:

This committee as it had the major area of responsibility took the greatest number of the Executive; i.e. 4 including President, Secretary, and co-opted other people. Being a member of this committee was very useful from the co-ordinator's point of view as it gave me first hand information and insight into the organization and procedure and enabled me to spot problem areas during the swim meet (perhaps not so good)

This committee had a huge volume of work to do both organizational physical and tactful and was directly involved on each day. Unfortunately many committee members swimming performances were not up to standard if they were able to swim at all because of their commitments; just a word of warning to future organizers particularly if they take their swimming seriously.

The swim meet went off smoothly and was well organized and to the participants appeared to have 'no hitches'. We did in fact encounter a few problem areas some of which could have been avoided by tight organization (discipline) and co-operation.

(i) Swim results, - mistakes occurred in times due to swimmers swimming in wrong heats, 5 reasons can be seen for this:

- a) lack of W.A.A.S.A. staff and poor check starting on the Saturday
- b) not using the card system as a double check (as requested, and rectified by the Sunday)
- c) swimmers marshalling for others in the initial marshalling at the front of the pool, when the person didn't even arrive on the day
- d) swimmers marshalling before an event then going away and missing their heat.
- e) swimmers not listening and panicking and jumping in any lane.

For a detailed explanation see the Carnival committee's report. However, the responsibility lies with individuals and with clubs to see that they comply with the instructions and get themselves into the water. I believe nearly all these errors could have been avoided by more care by the individual swimmer.

The computer results and print outs were accepted with great praise and Pat Donnelly's efforts should certainly be commended. Vic McDonald is one who needs a special vote of thanks as he has silently (sometimes not so quietly) borne the brunt of the years activities, as Glenys once again gave AUSSI 100% of her efforts; their house was the scene of many meetings and busy bees and he worked like a Trojan over the Swim Meet and lastly had to endure 'hours long' phone calls between his wife and the Nationals co-ordinator, (not to mention the cost.) An endurance award is certainly warranted.



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(ii) Raffle - A one day raffle was conducted. The Claremont club were co-opted into running this. An excellent profit of \$200 was made. I suggest that prizes be donated; and a further raffle be held at the luncheon

Finally the carnival committee has received two queries on times since the swim meet and have looked into all these and contacted the persons concerned. Again errors were related to the problems already discussed.

4. DINNER:

This should have administratively been labelled 'Luncheon' as it did cause some minor misunderstandings. Trevor's experience in this area enabled him to conduct a tremendously successful and enjoyable luncheon. It was a fitting climax to the whole weekend. In his thorough manner Trevor considered every need even to the venue and menu and was still able to make a handsome profit of \$744. Because of his relationship with the caterer we were able to add extra seats on the Sunday and this is an important factor for future planners as latecomers will also eventuate. What is disheartening however, is that 10 people (AUSSI members) did not pay a slight tarnish to the feeling of goodwill.

Photographer: This was partly organized by the Carnival committee and partly the function of the Dinner committee as it affected the Opening ceremony and the Presentations. We obtained the services of the official W.A.A.S.A photographer, Mr. E. Winkler after much investigation into instant photos etc. We decided against the latter as we could not be guaranteed on the quality of snaps that were pre paid. We still have to see the success of the 'proofs' system and hope that the photographer gets some returns for his efforts. Sets of proofs are being sent to each State Secretary for circulation and orders are to be placed with the photographer direct, and payment is the responsibility of each State. We did limit photos to the Opening, a few events and the medal winners, social type photos were omitted as after the event people would be less likely to purchase (alleviates problems of blackmail material also)

The prices for prints are:

| | |
|-----------|--------|
| Post card | \$2.50 |
| 7" x 5" | \$4.00 |
| 10" x 8" | \$7.00 |

PLUS POSTAGE:

My suggestions for the re organization of sub-committees are

1. Sponsorship and Public Relations
2. Entertainment, Training, Transport Souvenirs to be known as Fundraising
3. Carnival
4. Dinner, Travel (would spread the work load over the year.)
5. Have a special fundraising committee to include sponsorship

THANK YOU'S:

1. Iain Gower for donation of the officials T shirts. A further source of revenue could have been the W.A. T shirts omitting the ords official (This could be in conflict with National T shirts.)
2. B.P. Australia for the preparation and donation of a perpetual banner
3. Computer Technology for staff and access to the computers and copies of the results and print outs.



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MEETINGS OF SUBCOMMITTEE CHAIRPERSONS:

Once a Nationals co-ordinator was elected it was decided that regular meetings would be held to inform, communicate and make major decisions on issues, and that the co-ordinator would report to the State Branch meeting each month to eliminate duplication and unnecessary waste of time. Some eight such meetings were conducted before the Nationals and one concluding meeting three weeks after to finalize any business and accounts. If a State works on this system of committees these meetings and a co-ordinator are essential as there are always areas of overlap and major decisions that need a range of opinions. It is imperative that the co-ordinator be kept well informed and that he/she keep communication lines open between the various committees. The co-ordinator needs to also have an overall view of all the aims of each committee and needs to be able to question the relevance and assess the ability of that committee to carry out that function. In my evaluation of my own performance I perhaps should have been firmer in some of my demands, in particular specific details of costs and income. Being responsible adults I had not considered this was necessary and took assurances in good faith. Further, deadlines need to be strictly adhered to and attendance at meetings is essential. Overall the system of meetings functioned effectively and achieved its aims.

PRECEDENTS:

I believe we did set a number of precedents and standards that are worthy of continuing in future National Swimmeets.

1. Socials - some form of welcoming social and an effort to contact all visiting clubs.
2. Souvenir Programme - a high standard of production.
3. Computer Results - proved highly successful and reliable. The printout sheets saved hours of preparation and reams of paper.
4. Official Opening - although not over formal, added dignity and status to the occasion.
5. Extent of the publicity and Media coverage.
6. Appeal Slips - gave an avenue to dispel grievances and locate errors before the results became final.
7. Officials Uniform - this helps organization and prevents confusion between organizers and W.A.A.S.A (swim meet officials)

INCIDENTAL BENEFITS:

Despite our planned aims and achievements there were several benefits gained by conducting the Nationals (Incentives for future Hosts)

1. Offers of sponsorship
2. Improved relationship with the media
3. An awareness of AUSSI activities by the invited guests even to the extent of gaining new membership
4. Initiated an awareness with Sir Charles Court and government ministers particularly in the area of Recreation and Education.
5. Improved relationship and greater understanding between W.A.A.S.A officials and AUSSI. I believe we should extend this to one of mutual help rather than



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a fees system.

6. Future development in W.A. At present we are riding high on a crest of good will and good feeling and I believe we should capitalize on this and use the publicity, the support and interest to encourage growth in W.A

CONCLUSIONS:

It has been a greatly rewarding experience for all those involved in the organization of the 1981 National Swim Meet and we are pleased that AUSSI members thought it was such a successful and enjoyable event and the expressions of congratulations and appreciation have made the willing efforts of W.A. members well worthwhile.

I hope this report and our lessons learnt will be valuable for future hosts of National Swim Meets.

Kay Cox
Nationals Co-Ordinator.



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A.U.S.S.I. NATIONAL SWIM MEET

PUBLICITY AND TRAVEL COMMITTEE REPORT

Chairman: Ralph McManis

Committee: Alaister Young, Brenda Robinson, Jim Driscoll, Di Timmons,
John Ames.

In June 1980 we established our committee and immediately drew up our objectives which were:

1. To co-ordinate all package travel to the nationals.
2. To publish a travel and carnival programme.
3. To arrange and co-ordinate all publicity for the nationals both locally and interstate and ourselves.
4. To arrange and negotiate sponsorship to help affect the nationals costs.

Having established our broad objectives a timetable was put into action for the work to be undertaken.

| | |
|---------|---|
| July - | Prepare Travel leaflet. |
| Sept - | Distribute Travel brochures. |
| Oct - | Outline Souvenir Programme. |
| Nov - | Re-distribute Travel brochures for a second time. |
| Jan - | Approach sponsors. 1st press release details to media |
| Feb - | Follow up media - press/print. Follow up T.V. and Radio |
| March - | Personal follow up for T.V. and Radio interviews |
| April - | Follow through for results and personal stories |

TRAVEL

The first item on our agenda was the travel arrangements. A meeting was convened with Motive Travel, a well known local travel agent renowned for their experience in group travel to Perth. (Medical conventions, OTC Conferences etc.) After much discussion it was agreed that 3 propositions would cover nearly all interstate travellers. A 3 day package, a 7 day package and a third alternative to the 7 day package included a 10 day Penang/Singapore excursion on route home to the eastern states. It was also decided for convenience sake that accomodation should ideally be at one location only, thereby allowing no problems with transport to and from the airport as well as to and from the pool over the 3 day swim. Ansett kindly printed 5000 colour brochures for us, although the art work cost \$80, a carnival expense, and the first distribution to clubs was done early in September. A further lot of brochures were distributed to clubs in October/November 1980. Ansett also agreed to a 10% travel allowance on the gross value of our bookings which was to be subsequently used by the National executive.

CONCLUSION

It is sad to report our efforts in attempting to make the trip to Perth an attractive one, only 7 people booked through Motive Travel, proved disappointing. In discussions with various people since the nationals it appears there are a variety of reasons for the low numbers who travelled on our plan as against some other. Price appeared to be the major problem however brought about



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mainly through low cost accomodation. In some cases groups of swimmers banded together into self contained units thus drastically reducing their costs. One wonders just how effective this was when you consider the distance from the pool, the need for taxis, or similar each day and the general standard of accomodation. Obviously we should have offered some low cost alternative in our travel packages. Another problem we found was the individual club that made its own travel package up with a local agent sometimes a member of the club itself. In one case the package undercut our air travel content by nearly 20%, however there would have been no travel kickback to A.U.S.S.I. From my experience with these nationals I would suggest future interstate or overseas travel arrangements to be handled solely by one appointed travel person and possibly it should only involve air travel, the accomodation, being left to the individual or the club concerned. Once an official carrier is appointed all bookings and arrangements would go through them. Only this way will we reap the greatest benefit to both the AUSSI movement and the individual swimmer.

THE SOUVENIR PROGRAMME

It was decided in August 1980 to produce a souvenir programme, which was to contain the official swimmers programme, as a memento of the 1981 Nationals. It would also be a vehicle for obtaining advertising revenue to assist in offsetting the carnivals costs. Costs were estimated around the \$1,000 mark for 500 copies and it was anticipated we could generate around \$2,000 in sponsors thus showing us a profit of around \$1,000. A list of potential sponsors was prepared and personal as well as written approaches were made to these people. In the initial stages of the programme all went well with promises of assistance. As-link Advertising was co-opted into preparing the artwork at no charge and all fared well until late December/early January. Unfortunately we had overlooked the W.A.A.S.A. State Championships which were due to be held at Beatty Park two weeks prior to A.U.S.S.I. Also the National Age Titles, and National Titles in Adelaide were being held around the same time. So as a result our promised sponsors opted out of our programme such as R & I Bank, CocaCola, Staminade, Qantas etc. The problems that by now were apparent in the poor response to our travel package also reversed the decision of Ansett, Singapore Airlines and Motive Travel to not advertise with us. Because of this lack of support the programmes size was reduced accordingly. Obviously these ASA titles are held each year at this time and we should have been aware that while these supporters would normally support AUSSI they were heavily committed in other swimming areas. Our programmes had some further hitches at the last moment namely the actual swimmers programme having to be photographically reduced in size from the computers printout, because it was thought it would not fit the page, but in fact it did. The original estimate of pages already known to be an under estimate was increased from 36 to 56 pages and the overall print run was also increased from 500 to 600 copies because of the larger number of entries than 1980.

In all instead of making around \$1,000 profit on the programme, we showed a loss of around \$920 for the sub-committee's running expenses.

PUBLICITY

In the area of publicity and PR the nationals have received excellent coverage. Many, many hours have gone into both personal, telephone and written approaches



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to the media on a local, state and national level. Press releases were forwarded on a planned basis to the media as well as looking for opportunities to promote AUSSI generally. Over the final two weeks leading up to the nationals there were rarely a day that passed without some press media exposure. (See copies attached). Talk back radio in Perth was undertaken by various AUSSI members on all the major networks in Perth. In the case of the ABC radio one went live to the entire State on the Friday of the nationals. Throughout the three days of the actual carnival publicity was maintained in the press with up to date details on records and general swim details. Two Perth commercial T.V. networks gave us coverage in their news telecasts on both Friday and Saturday, while the ABC devoted a considerable section to the nationals in its Sunday evening news roundup. This was televised state wide on the Sunday and we understand it may have appeared as part of the ABC weeks roundup - news magazine in other states of Australia at later dates. On the Monday following the completion of the nationals there were still major news items appearing giving final weekend results.

CONCLUSION

Like any advertising or publicity one can only measure its effectiveness from interest created after the event. I am pleased to report that AUSSI has a big future in W.A. as a result of our national swim and already the signs are there. Since the start of our publicity there has been a tremendous response from people interested to know more about AUSSI. Clubs such as Osborne Park and Claremont have already seen an influx of new people generated from press, television or radio coverage of the nationals. The Osborne Park club was entertained by the Deputy Mayor of Stirling to congratulate them on their Australian Club Championship win and with their help have generated over 15 new members to this club alone. On a national basis the magazine "New Idea" will shortly be running a story on Mrs. Cherriman, however probably the most important publicity to come out of all our efforts was the introduction to future sponsors, some who have expressed an interest to become heavily involved with funds and equipment.

1981 NATIONALS PUBLICITY COSTS

TRAVEL

| | | |
|--------------------------------|-------|--------|
| Artwork for Travel Brochures | 80.00 | |
| Envelopes for Travel Brochures | 3.42 | |
| Postage for Travel Brochures | 47.16 | 130.58 |

PROGRAMME

| | | |
|--|-----------|-----------|
| Printing 600 copies (Vanguard Press) | \$1620.00 | |
| Photography (Front Cover) (Stills) | 20.00 | |
| Additional photo reductions for the internal programme (56 pages) | 235.00 | |
| Reduction Life Be In It Poster | 35.00 | \$1910.00 |



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INVITATIONS FOR V.I.P.'s

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|---------------------------|-------|----------|
| Printing (Vanguard Press) | 62.10 | |
| Postage (D. Timmins) | 6.10 | \$ 68.20 |

PRESS RELEASES

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|--|-------|----------|
| Photography (Graphic Image) | 28.00 | |
| Postage/ Phone calls etc (D. Timmins & B. Robinson) | 25.00 | \$ 53.00 |

| | |
|----------------|-----------|
| TOTAL EXPENSES | \$2161.78 |
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ESTIMATED INCOME

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|---------------------------------|-----------|
| Agostino's Restaurant | \$ 100.00 |
| City Mutual Insurance | 250.00 |
| Speedo | 250.00 |
| Dept. Youth, Sport & Recreation | 300.00 |
| Mead Johnson | 200.00 |
| Sunny Citrus | ? 200.00 |

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| TOTAL | \$1300.00 |
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A.U.S.S.I NATIONAL SWIM MEET

ENTERTAINMENT & TRAINING COMMITTEE

| | | | | |
|----|-------------------|------------------|---------------------------|-----------------|
| 1. | <u>PERSONNEL:</u> | Fred Johnson | Melville | Co-chairpersons |
| | | Toni Morris | Inglewood | |
| | | Norma Penning | Inglewood | |
| | | Vin Marelich | Maida Vale | |
| | | Joy Ryan | Carine | |
| | | Iain Gower | Osborne Park | |
| | | Roz Bailey | Melville | |
| | | Margot Grant | Melville | |
| | | Marilyn Westaway | Melville | |
| | | Jan Skeet | Claremont | |
| | | Bill Brown | Somerset | |
| | | Sandra Goodall | Whitfords (Late addition) | |

2. AREAS OF RESPONSIBILITY:

- Provide programme of social and sightseeing activities for A.U.S.S.I members attending the 7th National Swim and Club Championships.
- Assist competitors by supplying details to training venues.
- To sell souvenirs, T-shirts and W.A. wines.
- To run a fund-raising raffle at the national swim

3. AIMS & OBJECTIVES.

- Aims. To organize a free barbeque on Thursday 12th March '81 to be known as a 'Get to Know Your Fellow Swimmers' barbeque.

To prepare a wallet containing information to visiting swimmers on entertainment, sightseeing and training venues.

To organize a Civic Reception by the Lord Mayor of Perth to invited guests.

To make available to competitors and others, W.A. wines and souvenirs and T-shirts.

- Objectives. Raise sufficient funds to enable all swimmers attending the Welcome Barbeque to do so at no cost.

To meet visiting swimmers whenever possible and hand them an information wallet.

To liaise with Perth City Council and A.U.S.S.I Clubs so that invitations are forwarded to between 80 and 100 AUSSI members.

To purchase on consignment souvenirs and W.A. wines.

To sell National T-shirts on behalf of the National Body.



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4. DEVELOPMENT AND PLANNING ACHIEVEMENTS.

- a) Development & planning. Initial meeting of committee held on 7th May, '80 and nine further meetings were held between then and 6th March, 1981.

It was decided at our first meeting that our initial endeavour would be to conduct a Quiz Night - which was held on Fri. 27th June, '80 at Onslow Lodge, Shenton Park.

The Quiz Night was successful with 400 persons attending. Net profit - \$1,500.00

The committee decided further fund raising was necessary if objective para 3.b) was to be met.

It was decided to organize a Cabaret for Sat. 1st November '80 This was held at the Pagoda Ballroom, Como.

The Perth A.U.S.S.I Clubs did not support the Cabaret as well as hoped - from one club no members attended and from another only one member attended. Profit from the Cabaret was \$70.00

The committee decided that no further fund raising would take place and the a Welcome Barbeque would proceed on budget of \$1,500.

Welcome Barbeque was held at Cottesloe Surf Lifesaving Club premises on Thursday 12th March '81.

Billy Clowes Band \$200.

Hire of hall Free

Drinks at club prices.

Meat & salads at cost - purchased by Norma Penning.

Bread rolls- arranged by M. Westaway Donated

Entry by ticket - no limit for visiting swimmers -

local clubs on a pro-rata basis - limit 400.

Final budget allowed \$700. to be spent on drinks

Souvenirs - Iain Gower arranged for all goods to be purchased on consignment.

Negotiations with W.A.A.S.A for supply of information wallets fell through and Avis Rent-a-car assisted by providing 60 wallets containing maps and other information to which was added information on entertainment, sightseeing and training facilities.

A "Welcome to Perth etc" sign was provided by Brian White, Melville. This was used when committee members met swimmers arriving at Perth Airport between 9th and 13th March. Toni Morris, Noelle James (Inglewood), and Fred Johnson met as many swimmers as possible and provided transport from the airport to their accomodation.

- b) Achievements. The Welcome Barbeque was an outstanding success. All persons attending (400) received a free barbeque pack, salads and bread roll. Free drinks - beer, wine and soft drinks flowed from 6 p.m. - 9.30 p.m. A first class band played from 8 p.m. - 12 mn. The weather and setting were perfect.



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The Civic Reception held by the Deputy Lord Mayor, Councillor Burston was friendly, and I felt did much to bring A.U.S.S.I under notice of the 'City Fathers.'

A souvenir stall - kindly loaned by W.A.A.S.A - was well stocked and provided a wide range of good quality souvenirs.

Comments by visitors indicated that they appreciated being met and welcomed at Perth airport.

Visiting swimmers commented favourably on the presentation wallets including sightseeing information - Rottnest Island being a popular destination.

5. EVALUATION OF COMMITTEE ACHIEVEMENTS viz-a-viz OBJECTIVES.

- a) We did not raise sufficient funds to enable a completely free barbeque to be held. However the raising of \$1,500 was considered very satisfactory.
- b) Visiting swimmers were met at hours ranging from 10 a.m. to 10.30 p.m from Monday to Thursday and we feel that we met our objective in this regard.
- c) The success of the Civic Reception enables us to say a definite 'yes' to achieving this objective.
- d) The Souvenirs and W.A. wines were all purchased on consignment thus involving A.U.S.S.I W.A. in no capital outlay. We achieved our objective in this regard.
- e) National Swim T-shirts were sold in good quantities and the monies received handed to the National Treasurer, Mary Connolly. This objective was achieved.

6. PROBLEMS.

The raising of sufficient funds to enable 'free' functions to be held required committee members to spend a lot of time and money in their endeavour. Whilst our committee members have not complained, some States have remarked that we have 'created a monster.' Perhaps the concept of 'getting to know your fellow swimmers' should continue, and we hope it does, with some contribution towards costs by those attending.

Prior contact with visiting clubs was difficult and it is suggested that visiting clubs advise the host State of their travel arrangements in a format similar to that of Adelaide Masters - see attachments - this copy being given to us on the arrival of the advance party of Adelaide Masters.

Some Perth clubs did not co-operate fully by ensuring that their club representatives attended committee meetings. We consider that club participation in organizing committees is essential to good communication.



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7. SPECIAL RECOMMENDATIONS.

Comments by visitors that they were 'thrilled' to see our A.U.S.S.I. Welcome sign at the Airport gate confirms our opinion that first impressions are lasting. A friendly welcome gets the visitor off to a good start.

We recommend that other States follow our example in endeavouring to meet as many people as possible at the Airport.

8. INCOME AND EXPENDITURE.

Fund Raising. A special account was opened at the National Bank, West Perth - the A.U.S.S.I W.A. Entertainment Account.

| | |
|----------------------------------|------------|
| Net profit from Quiz Night | \$1,500.00 |
| Net profit from Cabaret | 70.00 |
| Sale of souvenirs and W.A. wines | 100.00 |

Expenses.

| | |
|---------------------------------------|------------|
| Welcome Barbeque | \$1,500.00 |
| Balance transferred to A.U.S.S.I W.A. | \$ 199.29 |

9. CONCLUSION.

A very successful National Swim and, we feel, a credit to A.U.S.S.I W.A. and all those who helped.

Signed: Fred Johnson
Toni Morris.



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A.U.S.S.I NATIONAL SWIM MEET 1981.

CARNIVAL SUB-COMMITTEE REPORT.

Chairperson: Glenys McDonald

Members of committee: P. Jose (Carine)
K. Cox (Carine)
P. Donnelly (Carine)
V. McDonald (Carine)
F. Mongan (O. Park.)

Many other helpers included:
Sally Jose and the hostesses; Di Loudon and
Gwen Adcock; J. Skellham; S. Goodall and many
Carine club members.

DEFINITION OF AREAS OF RESPONSIBILITY.

All that was to take place at Beatty Park over the three day period, and the preparation leading up to it.

AIMS AND OBJECTIVES.

To run an enjoyable carnival efficiently, with correct times recorded, and with almost immediate access to on going results, with final results on the Sunday afternoon for all clubs.

To provide a spectacle to catch public interest and the interest of people in government and media who could assist A.U.S.S.I in the future.

EVALUATION.

Evaluation of the committees effect and problems encountered could perhaps be explained more fully in the areas involved.

1. ENTRY, MARSHALLING INSTRUCTIONS: TRAVEL BROCHURES: CIVIC RECEPTION INVITATIONS: These were sent to all club secretaries. There still appears to be a slight problem in getting the message passed on. Club secretaries were sent summary sheets, but many entries came via individuals, necessitating extra work. It would be helpful in future if state secretaries, particularly the host state received summary sheets.
2. PRINTING AND DISTRIBUTION OF NATIONAL BROCHURE: We were disappointed in the quality of the brochure. But as the sponsorship committee had been unable to find us a sponsor, we went to the Department of Youth, Sport & Recreation to keep costs down, and ordered the brochures at 2cents each. They were all meant to be on good paper.
3. CARDS: These we were able to get printed in time, but access to cards could be a problem in the future in W.A. if we need to rely on such large quantities from the eastern states.



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4. **LEAD TIME:**
This was set at 4 weeks at our first committee meeting held on 13th May '80, and was found to be sufficient.
5. **ACCEPTANCE OF ENTRIES:**
 - a) Only about 30% of entries included the swimmers registration number Queensland and N.S.W. being the biggest offenders. Because of the astronomical task of chasing 70% of entries for registration numbers we accepted them.
 - b) Many entries were not accompanied by summary sheets, so this made the work of the person accepting them so much more difficult.
 - c) Only one State sent cards in without times, but this was rectified by phone calls.
 - d) Some clubs were under the impression that date of swim referred to the date they had swum their nominated time. Others left out information on the cards.
 - e) Some abbreviations for club names were too short for a National swim, where the club might not be familiar. e.g. P.P. for Power Points could also be Pilbara Platypii.
 - f) On the whole, clubs banded swimmers cards together, but a few failed to do this.
6. **INFORMATION FOR THE SWIMMERS PROGRAMME:**
There was no problem with this. It included marshalling order, instructions to swimmers, records and competing clubs. We had to have this information camera ready by 27.2.81 and this was available. (Despite what is written in the Publicity report.)
7. **DISTRIBUTION OF PROGRAMMES:**
Programmes initially were to be distributed at the pool on Friday night. Because they were available on Tuesday night and to aid swimmers getting their Friday night marshalling number, all W.A programmes were distributed together with ONE copy for all visiting clubs. This created confusion amongst the visitors who thought they had missed out. Also many left their programmes behind during the weekend and 600 programmes went quickly. A decision had been taken to sell the programmes for 50 cents to spectators or swimmers who had lost them. This was difficult to man and we made the grand total of \$1.50.
8. **POOL HIRE:**
This was an area that caused us particular concern as we failed, at any stage to get any agreement in writing. The date was pencilled in with a \$20 deposit almost 12 months ago, with what we understood to be a negotiated fee of \$120 per day, as had been the case for AUSSI swims in the past.

As the Nationals drew closer and during further talks, it became evident that things were not quite so simple. We could have 'hire of' or 'use of' facilities. Hire meant \$900 per day, and Use of meant a guarantee of at least \$120 per day or half day, plus a percentage payment for staff. This was not what we had originally understood,



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and we were very disappointed. But there was nothing we could do but pay up. The total bill ending up being a straight 50c per head gate tally - \$597.00

We did, however, have an almost free reign during the carnival on the weekend, with the use of the Press room, making teas, VIP seating, roped off walkways, hanging of banners, late departure from the pool, and free entry for officials, VIP's and the press.

9. PRINTING & DISTRIBUTION OF GATE PASSES:

600 were printed free and handed out to swimmers for use over the 3 days.

One problem we did not anticipate was that approx 40 swimmers were staying at Beatty Lodge across the road and went back and forth during the day, possibly clocking up an extra 50cents each time.

I mentioned this to the pool management on the Friday and again on the Saturday, but I am not sure if anything was done about it. A message was also left at Beatty Lodge.

10. RUNNING OF THE CARNIVAL:

This is the area that I think owes the most explanation and showed areas causing the most concern.

Immediately W.A. was granted the 1981 Nationals and my suggestion for the Sub-Committees was operational, the carnival committee requested the help of the W.A. Amateur Swimming Association. In the past, this assistance has always been forthcoming. But in the interim, we had made attempts to affiliate with them, and had rejected their offer of affiliation with a \$3 per capita fee.

We received a letter asking us to await a board decision, then another letter in which they said they would be pleased to assist us in the running of the Nationals for a patronage fee of \$500. We were stunned to say the least, but on thinking it over we decided that if they did fully run the carnival by providing 58 officials per day (the number we estimated we would need), and coping with the late night on Friday, all day Saturday, and Sunday, then the money would be well spent.

We requested and obtained a meeting with W.A.A.S.A President, Secretary and two Board members to discuss the patronage fee, and what they offered for it. At that meeting I stressed the differences in AUSSI carnivals, the way we ran them on the card system and distributed a typed screed on our recording system and rules.

After a like warm start, those present at the meeting became very helpful, and began making helpful contributions and ideas. I wrote on the 29.8.80 acknowledging that meeting and the payment of \$500 for FULL (in their words - 60 officials) running of the carnival. I wrote again on the 7.1.22.80 with an update of information, and again on the 4.2.81.

We contacted W.A.A.S.A by phone prior to our State Swim on 14.2.81 and it was decided to use this swim as a dress rehearsal for the Nationals.



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Unfortunately it was in the midst of the Shell, National age and National Amateur swimming championships and the attendance by W.A.A.S.A officials was less than desirable, resulting in W.A. people filling in the vacancies.

To prevent this happening at the Nationals, I wrote to W.A.A.S.A on the 24.2.81 stating the exact entry numbers for each event, pointing out problems we had encountered at the State swim, and seeking a meeting. The letter was never answered. After making phone enquiries we discovered that the W.A.A.S.A Secretary, and his wife the chief recorder were in Adelaide for the National Championships and would not return until late on March 12th. I asked who the Carnival organizer would be and saw him on March 7th. Again I gave out a typed sheet with job instructions for particular areas specific to our Nationals. e.g. Referee; recorders; a new job of results poster and computer sheet person. These were pasted on cardboard and covered with plastic to be used by the different people over the 3 day period. The carnival organizer was very grateful, and said he would ring if he had any problems. He did not appear once over the three days. His job was taken by someone who had not read any of our correspondence. Instead of our 60 officials, we had at the most approx 14 officials per day.

The reason for the marshalling at the front (which incidently, we did ourselves) was to give us 8 full lanes for each event, to be run on the card system, as we had done for the State swim. The cards were to be heated in the W.A.A.S.A office, handed to the check starter, then the Announcer for calling and finally for the Recorders for electronic timing.

Unknown to us a W.A.A.S.A official changed this format on the Friday night to heating from the programme. This worked fine for the Friday night because of the distance during heats and perhaps gave us a false sense of security. Although AUSSI swimmers had been repeatedly told that no late marshalling would be accepted, this W.A.A.S.A official despite being told to the contrary, accepted late marshalling.

Because of the large number of entries in the 400m, time became a very real problem. At first we tried to commence the programme earlier, but could not do this because the 60! officials had work commitments. This was the reason we issued such strict marshalling instructions and these were posted to all clubs and handed out to every swimmer, so that noone would miss out. Intending, as we thought to get through with 8 full lanes.

On the Saturday morning we offered W.A.A.S.A our help, particularly in the area of timekeeping, but it was refused. Two men were attempting to do the recording jobs of five people. The carnival record checker had again proceeded with heating from the programme and only 2 marshalls were on duty for check staring. We were unable to do anything prior to the opening ceremony, except to make it clear that things were not going as we wished. As soon as the opening ceremony commitments were over, we sought help from our own members and set them about different tasks, ending by doing most of the recording ourselves.

After lunch we had the 100m Freestyle problem. This was caused, not by the older deaf swimmer, but the faster swimmer who completely disregarded the Instructions to Swimmers in the Programme, and after



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reporting to the check starter, went for a warm up in the diving pool and panicked on returning and muscled into any heat, completely confusing the programme. Even after later announcements this practise of warming up in the diving pool after marshalling continued.

If the swimmers had been announced on the blocks this would not have happened to such an extent. But it would have slowed down the carnival.. In the preparation, and not foreseeing the problem, it was the time element which concerned us, having a record Nationals entry of 464 swimmers. We also had problems with swimmers with similar names and like times. i.e. Vic and Dick McDonald; Ainley and Anstey; Di Simons and Di Timmons. Six hours of patient sorting was spent on the 100m Freestyle problem that was culminated by thoughtless swimmers and insufficient or ineffective check starting.

Another problem emerged in the 50m Backstroke when the marshalling numbers being called inadvertently jumped by 100 and huge numbers of swimmers serged to the marshalling area. Those who missed out swam in an extra heat.

In future A.U.S.S.I Meets some system which takes into account deaf swimmers must be adopted, and perhaps inconsiderate swimmers too. Our decisions were influenced by the size of the carnival and the time it would run, but with more time to spare, or the programme extended over three full days, the problems we encountered could be covered.

The majority of W.A.A.S.A officials went home at the completion of the carnival on Saturday, except a very embarrassed W.A.A.S.A Secretary, his wife and daughter, and the W.A.A.S.A President. These people worked till 10 p.m. catching up and helping the A.U.S.S.I people, who remained at the pool until 10.35 p.m. By the time we left, all was up to date and in readiness for Sunday.

On the Sunday we insisted that the carnival be run our way and provided runners, timekeepers and recorders, and things went a lot more smoothly. I apologize that this did not occur sooner.

11. & MANUAL AND COMPUTER RECORDING:

12.

We were asked by the National Executive to provide manual recording as well as the computer and this meant a lot of extra work, particularly with the size the Nationals was. In the Carine club we had a computer company manager, so we opted his services for this committee. We used the Adelaide Nationals programme and results as a run through and checked every mistake back to its source. The format the results appeared in the A.A.S magazine was adopted for the final format for the computer and results. With an R for Records; a D for disqualifications; and a list of the top 5 point scorers in each age group, in case of draws. The only problem we could not solve was that the computer would not like identical times in the one age group male or female. Fortunately this did not occur.

It was decided to use a central city computer, not a transportable one and run the information into town. It was decided not to request results of the computer during the carnival, and this was provided MANUALLY.



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As names misspelled once in six entries would list the swimmer as two people, the attached computer input sheet was devised. The computer provided us with THE PRINTOUT FOR THE PROGRAMME: LADIES AND MEN'S MASTER SHEETS: RELAY TEAM INFORMATION: AND A TWO-CARBON SHEET FOR WRITING TIMES FROM ELECTRONIC PRINTOUT.

This carbon sheet was filled in MANUALLY as the times were being written on the cards by the Recorders. One copy went on file with an R provided manually for records, for computer input. This was taken into Perth at various intervals, and fed in. The other copy went to the 'Results Poster' who turned out to be me most of the carnival, - to write the first, second and third point scorers and records on the copy for viewing by the swimmers. This job was facilitated by putting the swimmers marshalling number in the top right hand corner of the card, and was done after the Recorders had sorted the cards and issued points.

Personally I feel manual recording plus the computer is a lot of unnecessary work. We did not remain on Sunday to continue the manual recording, but the facilities were there if anything had gone wrong with the computer.

13. MEETING OF CLUB CAPTAINS & PROTEST SHEETS:

The meeting of club captains was just another way of trying to make everyone aware of the marshalling instructions. The protest slip idea turned out to be a helpful one, and about half a dozen protest were looked into and resolved to everyone's satisfaction.

14. THE OPENING CEREMONY:

This I think was self explanatory. This committee sent A.U.S.S.I information to the Premier's department and the office of the Lord Mayor, and this in itself was a wonderful way to promote our cause.

15. HOSTESSES:

This committee organized two girls to make a light tea for the A.G.M and hostesses to provide morning tea for the V.I.P.'s and escort them to their seats. We had no problems in this area.

16. THE A.G.M.

The venue and setting up for this, were also organized by this committee. We wanted somewhere close to the pool, so the press room was ideal.

17. FINAL RESULTS:

We succeeded in this objective as final results were available during the dinner, in the format that took so much manual labour to do previously. There were copies for State and National secretaries, all competing clubs, the German and New Zealand swimmers and several copies for the media.

18. LIST OF NAMES:

As the person accepting entries and computerizing them, I also made a list at the same time for name tags, B.B.Q and civic reception invitations. This was done as the mail came in and proved easy that way. One working bee only was required once all the W.A. entries came in at the last minute to check a few summary sheets and sort cards into events and seed them.

Once the first computer printout was available it was checked for



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accuracy against every single card in every event. When this was done the cards had the swimmers marshalling number for that event written in the top right hand corner, which made the results posters job very simple.

19. FLOWERS:

On the advice of the National executive, flowers were ordered for Lady Court, and we decided to give a badge to Sir Charles. Both of these were accepted with thanks.

20. NAME TAGS:

We had planned on name tags for all helpers, but on the suggestion from the National Executive this committee purchased and typed name tags for all swimmers. These were distributed prior to Thursday night and were a very good idea.

21. PARKING:

Perth City Council were approached by letter and phone to rope off the circular drive and man parking for VIP's on the Saturday morning. These people were issued with parking vouchers which we had printed free.

22. BANNERS ETC.

We were lucky enough to get sponsorship from B.P. Australia for the purchase of an A.U.S.S.I Banner. We deliberately ensured that this could be re-used at future Nationals. We hope the name change of AUSSI won't affect this. This banner, and the Advance Australia Banner which we borrowed, were erected by members of this committee. They also organized the marshalling at the front of the pool, and extra copies of the computer printout were used for this, stuck on cardboard. Also all clubs in Australia had been encouraged to get club banners, and many of these were on show and made a colourful spectacle.

23. COACHES ASSOCIATION:

A letter was written to the Coaches Association informing them of our booking of the pool for the three days, so we would have no problem with squad training.

24. THE SHOP:

The shop at the pool was notified of the carnival, and a suggestion was made for sustagen, sandwiches etc, instead of the usual fare of pies and chips. This was done. We did attempt to get them to man a drink stall on the concourse upstairs, but this was frowned on by the pool management and did not eventuate.

25. T.V AND V.H.S.

This equipment was hired as requested. It was lugged around from BBQ to pool to presentation luncheon without being used.

26. PHOTOGRAPHER:

Pictures were taken professionally of the Opening Ceremony and the trophy and medal winners, and unofficially by two swimmers. The proofs of the professional photos will be made available to all State secretaries for photos to be ordered if required. We are under no cost obligation in this regard.



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27. RESUSITATION:

This area was discussed, because we didn't want to be caught unawares in a crisis. A suggestion for St. John Ambulance representation did not seem to go in line with AUSSI's fitness motto, but the ambulance room facilities were checked, trained personnel were on duty, and Vic McDonald who holds an Advanced Resuscitation Teaching Certificate was on duty, as well as many other trained lifesavers. We thought this more than adequate in this case.

SUMMARY:

We had at close of entries, 42 competing clubs. 464 individual swimmers, including 2 from New Zealand, 2 newly arrived from the U.K., and one invitation swimmer from Germany. This amounted to 2,124 individual swims and 138 relay teams.

With this massive amount of swimming to be squeezed into one full day, one evening and one morning, our priorities went to getting through this task on time. The only real problems were lack of officials and ensuring that swimmers swam in their correct lane. Despite these two problems, I think the carnival was a resounding success. Our original aims - which were to run an enjoyable carnival with access to on going results; full results by Sunday to take home for each and every club, and providing a spectacle to catch public, government and media interest, was undoubtedly achieved. Since the carnival I have had enquiries from the public and government officers and a special thank you from the Premier of Western Australia.

I hope by honestly stating the problems we encountered on the way, that this helps you in some way for the next AUSSI Nationals.

A few matters I would like to see cleared up:

1. Perhaps a penalty for people marking off other swimmers without permission.
2. A ruling on overseas swimmers participating in the National Swim and Australian club championship would be appreciated.
3. Perhaps the 'nominated time' as appears on the cards, could be altered to read 'recent time'. Many swimmers were submitting ludicrous times, and many were just making mistakes. They had to go into the computer as written because we had no way of checking them all individually. As marshalling order was no way like the finishing order, this provided an extensive exercise for the computer.
4. If the numbers of swimmers are not so large, or the time of the National Meet can be extended, then swimmers can be introduced on the blocks prior to each heat, and checked out of the water at the other end. However I would still guarantee that someone would slip through into the wrong heat and be deaf and dumb when his or her name is called out.

Enclosed is a list of expenses incurred by this committee. Where possible we taxed lots of friendships to get things supplied free.

I wish you all the best with the running of the Pan Pacific and the next AUSSI Nationals.

Yours sincerely

GLENYS MCDONALD - CHAIRPERSON CARNIVAL COMM.



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Expenses Carnival Committee:

Income:

Donation of National Banner by B.P.

Sale of programmes \$ 1.50

Expenses:

| | | |
|---|-------------------|-------------------------------|
| PROGRAMME BROCHURES | \$ 48.00 | |
| ENVELOPES FOR BROCHURES | 4.80 | |
| POSTAGE FOR PROGRAMME BROCHURES | 19.18 | |
| CIVIC RECEPTION & MARSHALLING INSTR POSTAGE | 13.86 | |
| NEW ZEALAND CORRESPONDENCE | 1.63 | |
| POSTAGE U.K. & EASTERN STATES | 1.40 | |
| INTERSTATE CALLS X 5 | 35.70 | |
| A.G.M. SUPPER | 45.00 | --- |
| V.I.P. MORNING TEA | 83.00 | |
| POOL HIRE | 597.00 | |
| W.A.A.S.A. | 300.00 | - Negotiated down from \$500. |
| FLOWERS - LADY COURT | 17.50 | |
| PAPER TABLE CLOTHS | 20.54 | |
| NAME TAGS | 150.00 | |
| VHS & T.V HIRE | 28.50 | |
| CARDBOARD MASTER SHEETS | ? | |
| GATE PASSES 600 | free | |
| PARKING VCHS. | free | |
| PHOTOGRAPHS & FILMS | State Branch cost | |
| COMPUTER COMPANY SERVICES | free | |
| PRINTING & STATIONERY | free | |
| T-SHIRTS | donated. | |

TOTAL EXPENSES CARNIVAL COMMITTEE: \$1,366.11



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18.

A.U.S.S.I NATIONAL TITLES

PRESENTATION LUNCHEON REPORT:

My main reason for volunteering to organise the luncheon was due to considerable experience at running similar type and size functions for National Bank staff as I considered I could make good use of contacts/customers whom I knew could be relied upon to perform up to standard, remain flexible to last minute change and still be relied upon to negotiate a fair price structure.

Due to the size of this luncheon it is considered that where possible the sub committee chair person should have these advantages, as had we employed an "unknown" caterer I am quite sure we would have been lucky to finish "square" financially instead of making a healthy profit.

In view of past experience I decided to operate as a one man committee except for assistance of a couple of door men on the day of the luncheon.

COMMITTEE OBJECTIVES

1. Engage a caterer whom I had dealt with many times and knew I could thoroughly rely upon.

Advantages - no need to worry about performance

- Ability to alter number attending the function up to the last 24 hours without affecting cost per head.

- Able to obtain best deal possible as I place approx. \$15,000 p.a. of other business with the caterer.

- e.g. provision of set placings, table cloths, tables and chairs set up for us, fruit displays, catering staff served drinks to tables early start and late finish allowed without increase in cost.

2. Locate suitable hall close enough to pool for visitors to walk - maximum distance 1.5-2 km.

- Hold up to 500 people

- Kitchen - large enough and equipped to suit caterer

- P.A. System - check out day before

- Parking - ample available

- Air conditioned - essential in summer in view of numbers attending

- Separate foyer area preferable for pre dinner drinks rather than have people sit straight down - encourages mixing.

3. Print tickets - say 600 single - to be completed 12 weeks before Nationals

4. Sale of tickets

Decided to request clubs to send separate order form and cheque to State Secretary so that dinner money could be immediately segregated from entry fees etc.

Orders then passed to chairman and issue of tickets recorded and tickets posted out direct by chairman 3 weeks before Nationals.

Tickets numbered to facilitate reconciling cash received.



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5. Costing.

Resolved to provide a 4 course buffet lunch with beer, red and white wine and cool drinks supplied over a four hour period.

| | | |
|------------|------------------|---------------|
| - Cost | \$12.00 per head | |
| Hall | \$ 1.00 per head | Approximately |
| Profit | \$ 2.00 per head | |
| Total Cost | | |
| | <hr/> | |
| | \$15.00 per head | |

LUNCHEON:

Setting up Hall

1. Head table - 20 people (Special guests, National exec., carnival exec.)
2. Trophy table
3. Tables set up in 20's and 30's to ensure smaller clubs and individual swimmers mix in. No tables were reserved to further encourage mixing.
4. Buffet table set across rear of hall - dependent on kitchen location.

Format

1. Select M.C. - preferably person with informal, gift of the gab approach.
2. Speakers - Chairman of sub committees
 - National President
 - Trophy presentations.
3. M.C to organize buffet order - head tables first then divide hall into say thirds to avoid congestion at buffet table.
 - ensure caterer keeps running supply of food to cover.
4. Doormen - As far as possible insist on tickets being handed to doorman. Unfortunately in Perth a large number of people turned up without tickets and the caterer assures us that approximately 10 people utilised the confusion to attend without paying. Fortunately he did not insist on us paying them. From seats arranged we are quite sure that his estimate was correct.

Finance

| | | | |
|-------------|----------------------|---------|---------------------------|
| Income | Ticket Sales | | \$5,664 |
| Expenditure | -Cost of tickets | \$ 40 | |
| | -Refund Adel Masters | \$ 20 | |
| | -Caterer 380 x \$12 | \$4,560 | |
| | -Hire of hall | \$ 300 | \$4,920 |
| | | <hr/> | |
| | Profit | | \$ 744 = \$1.95 per head. |

Times

Ensure that swimmers do not arrive at the hall before official starting time.



A.U.S.S.I. W.A. BRANCH

AUSTRALIAN UNION OF SENIOR SWIMMERS INTERNATIONAL

-20.

We had 50 people at the hall up to 75 minutes before start time. Once again the caterer opened the bar for them but did not charge us any extra per head- we could not rely on this happening again.

All in all the dinner progressed smoothly with utmost co-operation from clubs with regards to ticket ordering and payment and with swimmers joining in the event with plenty of humour and tolerance on the day.

We sold approximately 30 tickets at the pool up to the actual morning of the dinner and without a co-operative caterer these people normally would not have been able to gain admission.

Trevor Beal
Chairman Dinner Committee