



# AUSSI MASTERS 10th NATIONAL SWIM CHAMPIONSHIPS

AT THE STATE SWIM CENTRE  
BATMAN AVE MELBOURNE

REPORT & FINANCIAL  
STATEMENT

FRI. 13th, SAT. 14th & SUN 15th OF APRIL

1984

A.U.S.S.I. NATIONAL SWIM 1984

REPORT AND FINANCIAL STATEMENT

<u>REPORT</u>	<u>PAGE</u>
1. Administration Report	1
2. Meet Director's Report	2
3. Secretary's Report	4
4. Social Report	7
5. Marketing and Publicity Report	10
6. Swim Meet Convenor's Report	12
7. Summary Sheets and Seeding	14
8. Entries	18
9. Results and Recording	19
10. Financial Report	21
11. Summary and Recommendations	23
Appendices	
i Financial Statement	24
ii Social Activities Financial Statement	25
iii Budgeted Income & Expenditure Statement	26

## A.U.S.S.I. NATIONAL SWIM 1984

### ADMINISTRATION REPORT

It is with great pleasure I present this report of the 10th National Swim and financial statements.

Each section head has compiled their reports which are attached and I don't propose duplicating the information contained in those reports.

From an administration viewpoint I feel that the swim was a great success due mainly to the efficient organisation structure and defining of responsibilities which was set up from the beginning in April 1983.

In all 20 meetings of the Organising Committee were convened and each section held a number of sub-committee meetings. Minutes of all these meetings were maintained and promptly distributed to all persons involved. From these minutes actions required were firmly followed up and adhered to.

Despite all the planning however, activity did decline over the Christmas period which is a matter future Organising Committees should avoid.

Some difficulties were experienced by having a number of different personnel involved with different points of contact. In future I would suggest that all contact should be made to one location only and perhaps a business office could be located for this purpose (even at a cost to the meet). This would prove most beneficial in the administration of the meet.

The preparation of the programme proved an enormous task and for this I thank Ros Perry and my office staff for the enormous amount of work they put in.

Since our committee did not have much information at the start of what was required in the conduct of a National Swim we have been conscious of keeping the A.C.T. informed of the requirements and our activities. We hope future Organising Committees will do likewise.

Finally, on behalf of the Committee, I would like to express my sincere thanks to Carol Davis for her courteous, efficient assistance, and advice to the Committee.

GEOFF JAMES

## A.U.S.S.I. NATIONAL SWIM 1984

### Meet Directors Report

At the conclusion of a fantastic National Swim Week-end I can now sit back and reflect on what has gone on over the past few months.

After the successful Nationals held in Brisbane in 1983, I looked forward in anticipation to Victoria hosting the 1984 National Swim Meet.

~~Organising the 1984 Nationals was undertaken by the Carnival Management~~  
Committee of the Victorian Branch of Aussii this Committee convened on the 26th April, 1983 to tackle the enormous task of conducting the Nationals. They decided to form sub-committees in the following areas:-

1. Marketing.                      Publicity, Promotion Sponors etc.
2. Social.                          Presentation, Happy Hours etc. -
3. Swim Meet.                      Officials, Announcing etc
4. Finance and  
Administration                      Printing, Publication etc.

and to elect chairman to run these sub-committees, to handle the numerous items that had to be attended to and the many arrangements that had to be made for the general organisation of the Swim to make it successful.

The faelings of the Victorian Branch on being asked to host the National Swim were to fall in line with the 1956 Olympic Games, in that these were to be known as the Happy Nationals, with this in mind the social activities were arranged to keep swimmers on key for their various events and to make sure all State and Overseas representatives of all ages had the opportunity to mix together.

While it is generally agreed that the States hosting the Nationals are encouraged to manage it themselves, advice was always available from the National Branch if and when needed. The C.M.C. had the backing and support of the Victorian Branch who worked hard to make them a success.

The Victorian Amateur Swimming Association were approached to supply officials to help run the meet, this they did, the officials who attended ~~did so willingly~~ and, with the utmost competency carried out their duties most admirably and for this we sincerely thank them.

With the assistance of Clubs, Officials and helpers, the 3 days of Swimming ran smoothly with the minimum of fuss, any queries were answered to the best of my ability to satisfy those concerned.

A.U.S.S.I. NATIONAL SWIM 1984

All the competitors need to be thanked for the way in which they competed and assisted to help make the Nationals what they were.

On looking back to the Swim, I feel that the Aims and Objectives of Aussie were well and truly apparent.

In closing, I wish to say it was my profound privilege to have been involved with the 1984 National Swim Meet.



Danny Smith (Victorian President)

Assistant Meet Director

## A.U.S.S.I. NATIONAL SWIM 1984

### SECRETARY'S REPORT.

When the Victorian Branch was elected to host its 2nd National Championship meet in 1984, my mind went back to 1978 when Victorian AUSSI was only in its infancy. It was run by a very small band of people and had only a handful of swimmers. Thank goodness I have a large family because they were certainly well used as helpers in 1978. After six years it seems hard to believe we have progressed so far. In 1984 I received so much help I felt a little out of it. The State Committee worked very hard and together with the Carnival Management Committee, its four sub-committees comprising of many willing workers, V.A.S.A. officials and Victorian AUSSI clubs, the running of the Nationals was handled with great success.

The Carnival Management Committee comprised of the following:

STATE PRESIDENT AND ASSISTANT MEET DIRECTOR	DANNY SMITH	
MEET DIRECTOR	DICK CAMPION	
SOCIAL	DAVID GORDON	- Pam Kempson Helen Wilson
MARKETING	CES TOMKINS	- Bob McKinder Anita Killmier
SWIM MEET	JOHN MARRIOTT	- Bruce Rowe Barb Wilson Lez Severacz Shirley McFarland Cark Bucher
ADMINISTRATION AND FINANCE	GEOFF JAMES	- Ros Perry Mike Maloney Jackie Campion Peter Gillett
STATE SECRETARY	BARBARA WILSON	

Timekeepers were provided by the following clubs:

Lane 1	Powerpoints	Lane 5	Doncaster
Lane 2	Syndal Sharks	Lane 6	Diamond Valley
Lane 3	North Lodge	Lane 7	Frankston Peninsula
Lane 4	North Lodge	Lane 8	Gippsland Flippers

Visitors Liason was handled by:

Overseas	Powerpoints	A.C.T. and Tas	Diamond Valley
N.S.W.	North Lodge	Queensland	Frankston
S.A.	Doncaster	W.A.	Syndal

## A.U.S.S.I. NATIONAL SWIM 1984

The first rumblings I had that we were truly committed to the 1984 National swim were the many letters I had from overseas swimmers wanting to swim here in Melbourne before going on to Christchurch, New Zealand for the 1st International Masters Meet. These started arriving as early as June, 1983, with the Nationals ten months away. Entry forms were prepared and sent off and the first entries arrived early in January. From then on, a steady flow of entries came in and 510 competitors were programmed ready for action. The collating of entries, entry fees and other costs and the programming was expertly handled by the Swim Meet and Administration and Finance Sub-committees. The Social Committee planned happy hours, welcoming function, presentation dinner and liason for all visitors.

Came the Friday, (lucky 13th) and all our plans were put into action. The officials of the Victorian Amateur Swimming Association very capably kept the programme on schedule by providing assistance with Starters, Referees, Timekeepers and Electronic timing operators. AUSSI Victorian clubs provided Marshalls, Runners, Timekeepers and Announcers and the Recording was handled by Peter Gillett of South Australia and his team of helpers. The swimmers were very co-operative and swam very well. The many queries were answered to the best of our ability.

The Happy Hours were very well received and many congratulatory reports on their successes have been sent to or passed on to me and the Social Committee.

The Presentation Dinner was held at Powerhouse and due to the hard working Social sub-committee who did a fantastic job of organising the function, the dinner was quickly served with little queueing up, the presentations ran smoothly and the band kept us suitably entertained. Several of our children worked hard all day setting up the tables and waiting on our guests. A feeling of well being was felt by all at the conclusion of the day.

We again had the sponsorship of City Mutual and Speedo Knitting Mills. The Ovaltine Company provided some goodies for our bags and several donations were received for raffles, etc. These donors and sponsors were thanked for their support.

The only adverse comments that were received on the Nationals was the delay in getting the results out. This was unavoidable due to several mishaps and the International Swimming Championships in New Zealand.

In writing out this report I can reflect on all the Nationals I have attended and I must say that each one has had an individuality that makes it very memorable for those participating and this 1984 National meet was no exception. I look forward to visiting Canberra next year when the A.C.T. will be our hosts for the 1985 National swim meet.

A.U.S.S.I. NATIONAL SWIM 1984

I will conclude this report by thanking our State President, Danny Smith, for keeping us on the right track during the many months of organising the 1984 National swim. He, along with the State Committee, the Carnival Management Committee, our Victorian Clubs and visitors have made the weekend of 13th, 14th and 15th April, 1984 a truly happy AUSSI event. Sincere thanks to all.

*Barbara Wilson*

BARBARA WILSON.  
VICTORIAN STATE SECRETARY.



## A.U.S.S.I. NATIONAL SWIM 1984

### SOCIAL REPORT

CONVENOR - DAVID GORDON  
COMMITTEE - PAM KEMPSON, HELEN WILSON  
MEMBERS

#### 1. Theme and Objectives

Our objectives were to cater for the Social and catering needs for the duration of the Delegates meeting which commenced on the Wednesday through to the Presentation luncheon on the Sunday afternoon. This included all areas as outlined later. The theme without doubt was to achieve a friendly "get together" titles which would allow all the competitors and officials from both interstate and overseas to meet and mix as much as possible; to achieve lasting friendships and eliminate the club or state "cliques" that have occurred in the past.

#### 2. Social Function

The social functions that were held were as follows :

##### 2.1 Welcoming Function:

We decided that the registration should commence on the Thursday night to avoid Friday morning congestion at the pool which led to the idea of having a function which would enable those who arrived early in Melbourne to get together and renew acquaintances. This took the form of two sides of beef on the spit with salads - soft drink, beer and wines were served as refreshments.

Due to the unknown numbers that might attend, the beef allowed us greater flexibility in quantity of serving. This function's costs were kept to a minimum and in fact were subsidised by the presentation luncheon, so as to encourage as many starters as possible. Suffice to say our flexibility enabled us to cater for approx 200 - 250 people each function and in fact, due to last minute interest we finished up wining and dining around 350 people.

##### 2.2 Happy Hours:

Rather than have everyone wander off each day at the end of the competitions, we decided to organise a central and easily accessible venue to allow participants to unwind and review their days results over a drink and light refreshments. This also was subsidised with free drinks each night to \$300 per night, with the food being contributed by the management of the Tavern. This allowed everyone to mix and then move on to various locations for their evening meals.

Prior to each night we had no idea how many might turn up so our arrangements had to once again be very flexible,

2.2 Happy Hours cont'd

and as a result we had approximately 200-250 people arrive each night.

2.3 Presentation Luncheon

To keep the costs down this Function was a lot of hard work! The venue chosen allowed us the opportunity to do all the work ourselves such as setting up, decoration, catering, cleaning up etc. Our caterer was chosen due to previous involvement and he was able to handle all food facilities under the one responsibility. Table and hall decorations were capably handled by our Committee members and we had a "Trad Jazz" Band playing during the afternoon, except when the presentations were taking place.

The equipment hiring was arranged through various sources such as tables, chairs, P.A. system etc. and the drinks were purchased, delivered and chilled by the many helpers on the day. The staffing for food and drink clean ups and general waiting was arranged through our own teenage children who were given special T-shirts to wear and paid a minimal amount of pocket money. This proved very successful.

Initially we were told to cater for approx 350-400 but unfortunately on the day as a result of over exuberant ticket sellers, we found ourselves with approx 450 participants for the Luncheon. When added to those few who have "seconds", we ran short of food for the late starters but managed to cope through some very quick foot work. Allowing for everyone to eat as they arrived eliminated the long queues and catered for those who needed to leave early to catch transport etc.

3. Catering

In addition to the social functions we had the responsibility of catering for the following :

- 3.1 Delegates meetings:- lunches, morning and afternoon teas.
- 3.2 Official opening:- luncheon etc.
- 3.3 Swim Meet:- morning and afternoon teas and lunches for officials.

In addition to the above we arranged a night of entertainment for the delegates and they attended a Theatre Restaurant called "Dirty Dicks", which was a great success and was covered (except for drinks) by the general overheads and profits.

The actual catering for the delegates meeting was capably handled by one of our member's wife and friend who normally caters for small functions. The catering at poolside was also handled extremely well by our Committee members.

The Kiosk was opened at poolside for the 3 days and proved successful with the "right" type of food being available after a slight "hiccup" on the first day in regard to quantity and quality.

## A.U.S.S.I. NATIONAL SWIM 1984

### 4. Venues

Fortunately with our association with the Lord Somers Camp and Powerhouse, we were able to centralise our activities to their Clubrooms at Albert Park Lake. This provided everyone with one location with ample parking, closeness to transport, accommodation in Queens Road and a short tram ride to the Pool. The flexibility of facilities provided us both internally and externally with views, environment, toilet facilities etc. and the "weather" proved to be ideal.

### 5. Raffle

A raffle was held and drawn at the Presentation Luncheon. Tickets were sold at poolside for \$1.00 each. The prizes of radios for first and second were purchased and subsidised and the towels were donated through the work of the marketing consultants. This also proved successful and added to the overall profits.

### 6. Budgeting

The most important aim was to keep the individual costs down without affecting the quality and quantity of the Social calendar. To do this we had significant help from the separate caterers; the purchase of the liquid refreshments at the right price; and many willing and voluntary helpers who worked continuously throughout the carnival. Our original target allowing for all the various function subsidies and raffle was \$100 and on our final assessment, we actually made \$60 profit.

When considering the delegate's night out, the Happy Hours and the very reasonable costs to the Welcoming and Presentation functions (which included drinks), we believe we did quite well.

### 7. Summary

In summary we would like to thank our caterers - Mrs. Helen Tribe, Sunset BBQs and Powerhouse for the ideal facilities. A special thanks to Patra for looking after the orange juice department and Seppelts Wines (through Kit Carson of Powerpoints) for the red and white wines at the right price. Also to Ian and Marion Sheddon who with their friends provided us with the talented Jazz Band at the Presentation Luncheon.

Others to be thanked for their very hard work are particularly Pam Kempson and Helen Wilson and all the other helpers throughout this period.

The most important factor to emerge from the organisation of this Committee during the Titles was that "flexibility" was the key to success in achieving an informal and friendly Swim Meet.



DAVID S. GORDON

## A.U.S.S.I. NATIONAL SWIM 1984

### MARKETING AND PUBLICITY REPORT

Our original franchise was to organise and control publicity, travel and accommodation, national and international sponsorship, advertisements in programme and at meet, provide opening celebrities, give away packages, official photographs, logo for programme and all stationery, posters and finally, sale of T-shirts etc.

While the overall result of the National Swim Meet was successful, I believe our marketing committee efforts could have been even more successful had we taken certain steps which I will outline in due course.

There are two ways of running an event of this nature and size. The first is by voluntary efforts as we did, and the second is by a professional management group like New Zealand Masters did for the first World International.

I recommend that an analysis should be undertaken of both methods to establish whether the latter method is financially viable, if it is, then we should adopt it because of the heavy load some individuals have to bear when working voluntarily to organise an event like the Nationals. A report on the New Zealand Masters International will be obtained and should be a valuable guide.

#### Steps we should have taken

Our franchise should have been broken up into certain areas, each area controlled by one or two individuals on the Publicity and Marketing Committee. While it is not difficult to bracket certain areas together, some areas need special and continuous attention.

Publicity - requires at least two people with some ability to communicate with all the media, verbally and on paper. Initial contacts should be made and followed up with items of interest during the lead up time. Two people, because there is a lot of telephoning and letter writing particularly in the last few weeks, and as in our case, one person can be away at a critical time or too busy and it is essential that attention be continuous.

Travel & Accommodation - should be placed in the hands of an effective and known travel agent at the initial meeting stage and all states notified accordingly. This will give all A.U.S.S.I. members the benefit of bulk fares and accommodation. As it was, everyone did their own thing and the result was a shambles, our appointed agent having no leverage with airlines or motels.

Sponsorships and Advertisements - need to be pursued by at least two people from the beginning of the lead up time. Two people for the same reasons as in publicity and to share the workload. There are literally hundreds of phone calls and many letters needed to explore sufficient commercial organisations for money support or goods.

Give away packages could come under sponsorship and advertisements because the giveaway bag and most of the contents were goods from sponsors.

A.U.S.S.I. NATIONAL SWIM 1984

Most of the other areas are normal administrative areas. We were lucky to have as a committee member, head of an advertising agency who designed our logo, and helped in the communications area.

Regarding stationery, it is good to have special stationery for the event. A cheap and effective way is to have the master copies of a letterhead designed, and then to photocopy onto coloured or white paper. Pre-typed standard letters can be copied and names and other details typed in on matching typewriters. Examples are included.

Finally, it is essential that all mail pertaining to the swim meet be directed to ONE address or mail box for immediate distribution to the appropriate persons. Obviously this avoids double handling and inevitable delays.

Records of the Marketing and Publicity Committee are provided.

Cec Tompkins

## A.U.S.S.I. NATIONAL SWIM 1984

### SWIM MEET CONVENOR'S REPORT

The main problem when contemplating the staging of the A.U.S.S.I. Nationals in Melbourne was 'how are we going to fit all the events into three days, with an 8 lane pool instead of 10 lanes?!'

We sped the program up by leaving swimmers from the previous heat in the water and starting the next over their heads. We had to double up the swimmers in the first 10 heats of the 400 metres freestyle to get this event finished on time. We had one complaint from a N.S.W. club.

The doubling up of the 400 metres meant we had to have 32 timekeepers in place for the first event Friday morning. For the timekeeping we allotted lanes to our bigger clubs and had someone nominated to be responsible for their lane, in case of problems.

We tried to tie the clubs down to name timekeepers for particular shifts, and giving instruction before the event, but this proved hopeless. The greatest help would have been to have our own watches, instead of relying on individuals to bring watches in. We did not know if we would have any V.A.S.A. officials to help us, as officially they were told not to support us. I had people to cover the positions but fortunately we had good support from individual members, and these people were not needed. The V.A.S.A. members did a superb job, and we are very grateful to them.

I constructed two marshall stands (one for each end of the pool) and painted them yellow for Jacki Campion who did a wonderful job marshalling the swimmers. Bruce Rowe showed his expertise at seeding swimmers, timing the program, and picking relay teams. Pam Kempson's children were of great assistance running cards etc. Friday, but children were hard to get to help us Saturday and Sunday. We had to get competitors and officials to fill in, so this area needs looking at.

We found the pool management dictatorial and unco-operative. They made us remove our souvenir table to the street, which was very petty. They also complained about children swimming in the diving pool.

X I would also like to comment on the Speedo relay, which I think should be dropped from the program. We had to break into the heats of the 100 metres freestyle to stage it and it is only a duplication of the 4 X 50 metre relay. The Union does not receive any financial benefit from Speedo and Speedo has a free page ad in the program and banners displayed. Our program ran late and it caused us extra pool fees and complaints from the pool attendant.

The timing of the events is as follows:-

13/4/84		13/4/1984	
Event 1 :	8.40 - 12.20	400 Freestyle	
" 2 :	12.25 - 1.50	100 Backstroke	
" 3 :	2.25 - 3.40	50 Breaststroke	
" 4 :	3.44 - 4.28	100 Butterfly	
" 5 :	4.35 - 4.50	200 Medley - Relay	
" 6 :	4.55 - 5.10	200 Medley - Relay	

A.U.S.S.I. NATIONAL SWIM 1984

14/4/84

Event 7 :	8.38 - 10.21	200 Backstroke
" 8 :	10.25 - 11.20	50 Butterfly
" 9 :	11.25 - 1.15	200 Breaststroke
" 10 :	1.15 - -----	100 Freestyle
" 11 :	Official Opening	
" 12 :	3.25	
" 13 :	3.36 - 5.25	200 Ind Medley
" 14 :	5.25 - 5.43	200 H. Freestyle Relay
" 15 :	5.44 - 5.53	200 F. Freestyle Relay
" 16 :	5.54 - 6.15	200 x Medley Relay

14/4/1984

15/4/84

Event 17 :	8.34 - 9.45	50 Freestyle
" 18 :	9.55 - 11.16	100 Breaststroke
" 19 :	11.17 - 12.15	50 Backstroke
" 20 :	12.16 - 12.50	200 Butterfly
" 21 :	1.00 - 1.20	200 x Freestyle Relay

JOHN MARRIOTT

## A.U.S.S.I. NATIONAL SWIM 1984

### SUMMARY SHEETS AND SEEDING

#### A. The Summary Sheet Checking

Check the individual event cards with the summary sheets.

- Check
- 1) Age is same on sheet and card.
  - 2) Event number agrees with event name.
  - 3) there is a submitted time - if there isn't one, make up a time consistent with the person's other entry times. If you don't do it now you've nothing to compare it to later.
  - 4) Have a thought for the typist and make sure it's legible.

Note: You will have to make a lot of corrections.  
It is suggested you work in 2/3 hour bursts.  
If you try to do it non-stop for days you will go troppo.

Male and female summary sheets are separate. When you have checked off the cards and they are satisfactory put the male cards in one box, the female cards in another box.

If you are using the Peter Gillett computer system you should now allocate the computer number and write it on the cards and the summary sheet.

The summary sheet must contain accurately:

1. name, 2. club, 3. age, 4. computer number.

Take copies of the summary sheet for:

1. The computer registrar to register the names and numbers on the program.
2. The person receiving the entries who keeps the accounts.
3. The person doing the seeking to check when he/she finds the errors that weren't picked up in the check off.

It is suggested you start this process as early as possible, don't wait until all the entries are in and then start it as the next task.

In Victoria we did a very inefficient process, the computer numbers were allocated in Adelaide, we got lists back, then had to unseed all the cards, re-sort them into names, write on the computer numbers, then seed them back into their heats. It took days and was totally avoidable.

#### B. Seeding

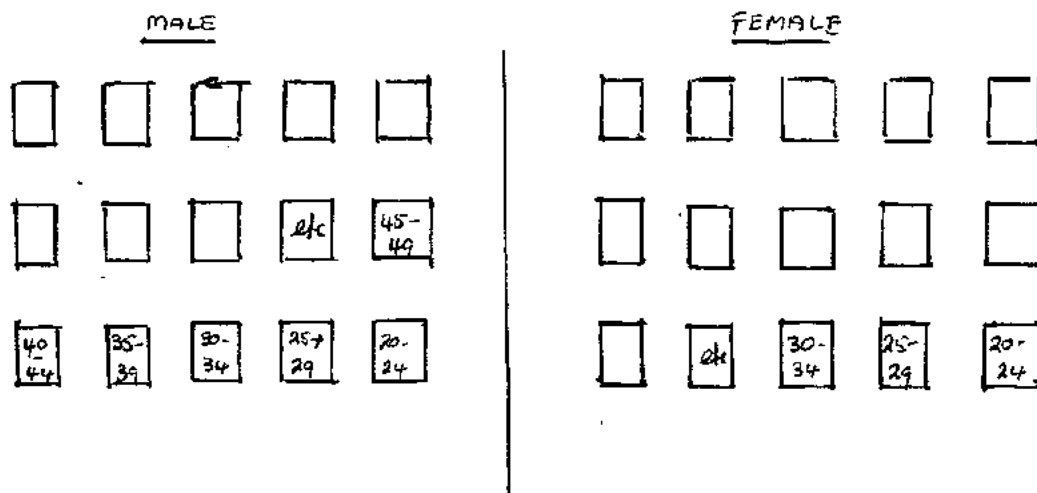
The cards are already separated by sex, keep them separate. Sort them into events, then sort them into age groups. Then sort them into submitted time order within age groups. This doesn't take long. Fastest time on top, slowest on the bottom.



# A.U.S.S.I. NATIONAL SWIM 1984

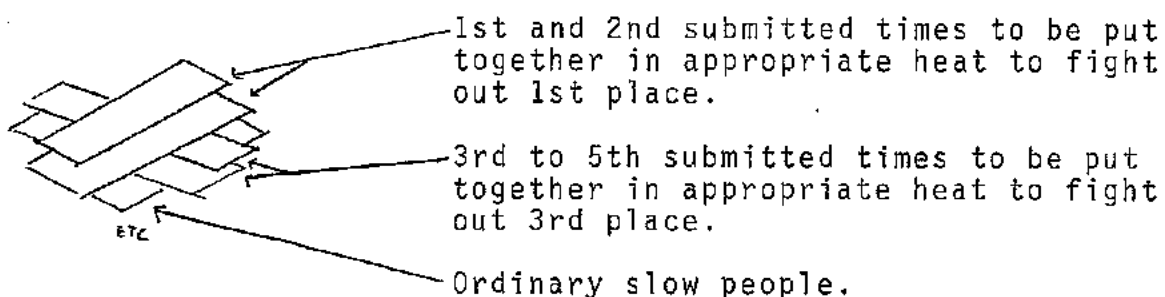
Set the cards out on a table. (all the cards for one event)

Suggested best layout:



The left to right order doesn't matter but young at the bottom, old at the top is helpful. I started out doing it the other way round and switched. Reason; you are dealing with young people's cards during the whole process, but the old people come in towards the finish. Thus you only have to lean forward for part of the time, not the whole time.

When setting out the cards I looked for obvious groupings and turned the cards sideways to remind me to keep those people together in the same heat. Thus each pile might look like:



Or you might have one person far ahead of the rest to swim in a separate heat, but four with close times to swim together to fight out 2nd place. Occasionally you can make a whole heat of the 8 leading entrants in an age group when the submitted times are close.

If you arrange the cards like this you know what you are dealing with when you start seeding, if you don't you can only see the top card and end up shuffling round for ages trying to make appropriate heats.

Starting with the fastest, make heats of 8, keeping people of the same age and sex together where practical. If you have the cards set out as suggested you will find it easy to keep them together; to shuffle the ages and sexes would be harder. When you have seeded nearly all the cards in an event and there are approximately 20 cards left, reverse the order and seed the

## A.U.S.S.I. NATIONAL SWIM 1984

slowest 8 people, 2nd slowest 8 people, the leftovers become spares to be slotted into vacant lanes by the marshal on the day of competition. Don't leave the slowest few as the spares because they are usually event winners in elderly age groups and it would hold up the program waiting for them to finish all in different heats.

In two events we re-seeded on the day to use up scratched people's lanes and eliminate a heat. It was more trouble than it was worth to save 3 minutes. Don't bother.

When you have seeded all the heats (fastest to slowest) you then go back and write the heat and lane on all the cards starting with the slowest heat as heat one. You then pass the seeded cards on to the person responsible for typing the program.

### The 400 with Double Lanes:

First sort your cards into age, sex and time order as normal. Then pick out your single lane people. I took anyone who had a chance of winning his/her event allowing for the possibility of the top seed scratching. In most of the older age groups approximately 4 or 5 people had a single lane. You might get more if the times were close together. As it turned out, 4 people from double lanes won placings, one 2nd place and three 3rd places.

For men the cut-off where you got a single lane in younger ages was a submitted time faster than 6 minutes. For younger women it was about 6 minutes 40 seconds. Anyone faster than that got a single lane irrespective of how many there were. Heats 11 to 24 (14 heats) were single lane people. Heats 1 to 9 were double lane, Heat 10 was composed of double lane leftovers.

When you have selected your single lane people, count them. Divide by 8 to get the number of heats. Select some 6 minute men to make up the exact number. Then seed your single lane people as normal. In the 400 mingle your sexes, reason; there are less people and the times spread out more, but still keep grouping little groups of the same age and sex to fight out their event.

In the 50 and 100's I maintained a total separation of sexes except for the very slowest heats, reason; men swamp women on the dive and it's unfair to leave them wallowing in the stops. Besides the times don't spread out much.

In Melbourne we seeded the double lane people into heats in advance. I suggest you don't bother, just list them all in time order and let the marshal seed the heats on the day. Some will have to be given a single lane e.g. form stokers, people with poor sight, a brain damaged man. When you get to the last heat, if you have a full or near full heat, swim it. If you have half a dozen or less leftovers put them in scratched lanes in the single lane heats.

## A.U.S.S.I. NATIONAL SWIM 1984

However if you swim the 400 in the morning, swim the double lane people first but if the 400 is held in the evening, swim the single lane people first. The single lane people, the outstanding competitors who are trying to win and set records should be given first option on the best time of the day for swimming. We should avoid the situation in Perth in 1981. The final heats of the 400 were held just before 12 midnight, for eastern states people it was nearly 2 a.m. The pool was open, there was a cold wind, a lot of people swam very bad times. Let the non-competitive double-lane people endure the hardships if hardships are to be endured.

### Relays:

Relay entries come in with their own cards and summary sheets. The only difficulty is that very few of the entry cards, particularly from the larger clubs, have submitted times. It is suggested you have previous years' relay results at hand to help with seedings according to probably strengths of the clubs. You usually get approximately 1½ heats worth of entries per age group and you should try to get the best terms together in the same heat.

### Late Entries:

In Victoria in 1984 there was confusion about the correct address to send entries to. A lot were sent to the State Secretary instead. In the resultant confusion we were sometimes unclear what was a late entry and what was a misplaced in time entry. In the end we accepted the lot. We advertised a closing date for entries, it was never our intention to rigidly enforce it.

In the interests of practicality it is suggested you advertise a closing date but in practice accept entries for about a week afterwards. Even after that you may get a very compelling case to accept an entry. e.g. an entrant trains for months in advance, arranges his annual leave to coincide, books his trip in advance and pays a non-refundable air fare from Perth or Townsville etc. and gives his entries to his club secretary. By oversight, negligence or whatever misfortune the club secretary submits the club's entries without including our intrepid hero's cards. The omission is discovered after the closing date. Would you accept the entries?

Bruce Rowe  
25/6/84

## A.U.S.S.I. NATIONAL SWIM 1984

### ENTRIES

Due to delays in forwarding summary sheets to club secretaries prior to the meet, entry information received was very poor. In addition a great deal of incorrect information was received together with incorrect fees.

A check with registration prior to the meet also revealed that a number of unregistered competitors had entered. The Committee thanks Carol Davis for the many hours in following up this aspect.

Due to the state in which entries were received, members of the Organizing Committee had to spend many hours in completing summary sheets (for computer use) and correcting mistakes or omission of details (such as age group). This caused delays in finalising the printing of the programme.

After finalising the programme a number of calls and correspondence were received by the Organising Committee requesting late changes of events, late entries etc. In line with the spirit of A.U.S.S.I. every effort was made by the Organising Committee to comply with these requests if they could be easily catered for.

The Committee would strongly suggest that future Organising Committee's examine thoroughly the method of submitting entries with a view to improvement.

JACKI CAMPION

## A.U.S.S.I. NATIONAL SWIM 1984

### RESULTS & RECORDING

Since the South Australian Branch through the National Recorder Peter Gillett had already developed a computer programme for the collation of results of their State Swims, Peter was approached to see if we could use that system for the National Swim. After negotiating a fee of \$400 to the programmer for its use it was then agreed to use the South Australian system and that Peter Gillett would take on the responsibility of the processing and collating of the results of the National Swim.

Peter advised the Organising Committee that it was his intention that the recording in Melbourne would be first class. With that mind and the fact that his expertise in computer programming was very limited, the South Australian Branch had decided to bear the cost of bringing Colin North who was the programmer to Melbourne for two reasons, 1. to make sure the recording was first class and 2. as an insurance in case anything went wrong.

Despite a mishap in printing the progressive results on the Saturday night, we believe the recording was first class and for this we thank Peter, Colin and also Florence Walker for their great efforts.

### INPUT

To be able to record and produce the results the following matters were attended to:

- a back up computer was arranged. This was used for printing results whilst the South Australian one was used for input;
- copies of all the properly completed entry summary sheets were forwarded to South Australia to input all the basic data for each competitor and the issue of a listing with a code number for each competitor which was returned to Melbourne;
- from the listing each competitor's card was coded prior to the swim meet;
- during the swim meet the only entries then required by the computer were the competition code number and time for each event the details of which were obtained directly from the cards.

### SUMMARISING RESULTS

Results for each event and progressive overall club results were issued promptly after the completion of each event with very few problems. Inevitably in some 7,000 entries some input errors did occur which were promptly rectified.

Due to a computer malfunction the individual age group results had to be manually calculated which on double checking resulted in 6 errors out of 73 results. Each person concerned was written to with apologies from the committee with the forwarding of medallions.

Relay results were collated manually which presented no problems.

Overseas competitors' results were not programmed into the computer and these were also calculated manually.

### CERTIFICATES

This year certificates were issued to placegetters in each individual event. Despite some pre recording of events and age groups on the certificates this proved a mammoth task in order to achieve the aim of completing the some 1000 certificates ready for the Presentation Dinner.

This aim was not achieved and the certificates were then forwarded to each Club secretary with the final printed results.

### PUBLISHED RESULTS

Due to Easter, loss of some information from the National Recorder in the mail, New Zealand Swim and printing problems the final results were not issued till 4th June. However the Organising Committee feel that the quality of the publication more than offset the inconvenience of the delay.

GEOFF JAMES

## A.U.S.S.I. NATIONAL SWIM 1984

### FINANCIAL REPORT

#### BUDGETS

At the mid year conference of AUSSI held in September 1983 a preliminary breakeven budget was presented for the 1984 National Swim with the following components proposed:

Entry fees and Social		
500 @ \$35	17,500	
Other Income	4,250	
		21,750
Less		
Direct Costs of Social	11,250	
Other Expenditure	10,250	
		21,750

After studying the preliminary budget Council recommended that fees be split into competitive and social.

In addition it was agreed to

- adopt a meet surcharge
- aim for social to breakeven
- plan for a profit of approx. \$5,000
- advance \$1,500 from national funds to finance deposits etc.

The above items were then adopted by the Organising Committee and the attached financial statements show that the costing structure and budgets implemented for the 1984 National Swim were successful in achieving the desired result.

#### FINANCIAL CONTROL

A separate bank account for the swim was opened and all income and expenditure passed through this account (including National). Proper books of account were maintained and Robin Sweeney of ACT Appointed Auditor.

For each item of expenditure opportunities for cost savings were examined and in considering quantities only small contingencies were allowed. Many personal friends were called upon for provision of goods & services at little or substantially discounted costs.

Surplus funds were invested which yielded some interest income. The extent of the tight control and thorough financial planning by the Organising Committee is reflected in the pleasing financial results of the meet.

#### FINANCIAL RESULTS

The appended financial statements show a net surplus of the 1984 meet amounting to \$6,700 which compares with the 1983 surplus of \$2,741.

The Social activities resulted in a profit of \$98 compared with a budtet of \$100 which was a direct result of the tireless work of the Social Sub-committee.

The major area of variation from plans was a shortfall of \$1,735 in revenue from the marketing advertising and concessions. This shortfall however was more than offset by overall cost savings in expenditure.

GEOFF JAMES



## A.U.S.S.I. NATIONAL SWIM 1984

### SUMMARY AND RECOMMENDATIONS

In conclusion based on the many favourable comments received and the sound financial result, the Organising Committee feels the 1984 National Swim was a great success and many thanks go to all those who assisted.

### RECOMMENDATIONS

- All mail and enquiries be directed to one address or mail box.
- System of entries be reviewed and improved.
- The National Office maintain an up to date register of all club secretaries together with their telephone numbers.
- All documents of each meet be forwarded to the Organising Committee of the next meet.
- Marketing and Sponsorship responsibilities be handled by a person with qualifications in this field.
- Ensure as many tasks as possible are completed prior to Christmas.
- Re-examine the inclusion of the Speedo Relay in the programme both as to the financial justification and to difficulties this presents.
- Maintain the cost structure and financial arrangements used for this meet.
- Use experienced ASA officials.
- Ensure Social programme similar to that used for this meet be maintained.
- Ensure appropriate thanks is expressed to all persons who assist.

→ not part of Swim prog. Only a promotional event.

## APPENDIX I

A.U.S.S.I. NATIONAL SWIM 1984STATEMENT OF INCOME AND EXPENDITUREINCOME

Entry Fees		
Meet Surcharge	4,990	
Individual Events	5,952	
Relays and Other	1,107	
	<hr/>	12,049
Sponsorship & Advertising		
City Mutual	1,500	
Other	515	
	<hr/>	2,015
Profit on Sale of Clothing		269
Net Income from Raffle		251
Profit Social Activities as attached		98
Bank Interest		311
		<hr/>

14,993

LESS EXPENDITURE

Swim Meet		
Pool Hire	2,135	
Officials Catering	170	
Gifts	291	
	<hr/>	461
Programme Costs	1,524	
Medallions, Patches & Certificates	1,236	
Computer Programming	400	
Printing Results	595	
Sundry Pool Costs	101	6,452
	<hr/>	
Marketing & Publicity		
Film, Postage & Copying	60	
Photographer	100	
	<hr/>	160
Administration		
Printing & Stationery	442	
Postage & Freight	445	
Telephone	102	
Tee Shirts Officials	113	
Organizing Committee Expenses	447	
Insurance	52	
Bank Charges	43	
Sundry	37	1,681
	<hr/>	<hr/>

8,293

NET INCOME\$6,700

# APPENDIX II

## A.U.S.S.I. NATIONAL SWIM 1984

### STATEMENT OF NET PROFIT FROM SOCIAL ACTIVITIES

#### INCOME

Registration Dinner	1,600	
Presentation Dinner	5,772	
	<hr/>	7,372

#### LESS EXPENDITURE

Catering	3,131	
Beverages	1,637	
Hire & Breakage	539	
Band	240	
Venue Hire & Licence	356	
Decorations	204	
Helpers	103	
Happy Hour Subsidies	600	
Delegates Evening	<u>343</u>	
Postage, Telephone, Typing, Stationery	<u>121</u>	
	<hr/>	7,274

#### NET PROFIT

\$ 98

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# APPENDIX III

## A.U.S.S.I. Masters Swimming - Victorian Branch

### Budgeted Income & Expenditure Statement 1984 National Swim

#### EXPENDITURE

Pool Expenses	- Hire	2,030	
	- Electronic Timing	120	
	- Equipment	200	
			2,350
Officials	- VASA & attendants	400	
	- Lunches & Beverages	200	
			600
Trophies			1,100
Insurance			200
Programme	- Printing (600)		1,700
Final Report	- Printing & Postage		200
Results	- Processing & Printing & Computer Programming		800
Marketing	- Posters, Photos, Press Releases	400	
	- VIP Travel & Presentations	100	
	- Carnival Kit	150	
	- Printing, Stationery & Postage	150	
			800
Social	- Venue Hire	750	
	- Beverages	2,000	
	- Licences	50	
	- Entertainment	500	
	- Other excluding food	700	
			4,000
Administration-	Committee Expenses		
	Printing, Stationery		
	Postage etc.	200	
	- De briefing	200	
	- Delegates meeting costs	300	
	- Printing passes etc. and other say	800	
			1,500
Other	Contingencies		1,000
			<u>\$14,250</u>

# APPENDIX III

## A.U.S.S.I. Masters Swimming - Victorian Branch

### Budgeted Income & Expenditure Statement 1984 National Swim

#### INCOME

Sponsorship - National City Mutual	1,500	
Speedo (Gear)	500	
- State Marketing	500	
		2,500
Advertising - Programme		500
Concession - Photographs, T. Shirts, hats, souvenirs, medal stands, towels, travel		750
Raffle		500
		4,250
Entry Fees as attached		10,000
		\$14,250.

### Evaluation of Entry Fees for 1984 National Swim

The proposed entry fee is \$35 to cover the following

- entry fee for all individual events and relays
- welcoming function commencing 5.00 p.m. Thursday 12th April
- Happy Hours Friday and Saturday 5.30 p.m. (excluding beverages)
- Presentation Luncheon

The proposed fee is arrived at as follows

500 competitors @ \$35	17,500
Less Direct Cost of Food negotiated with Caterers for social functions 500 @ \$13 each	6,500
Contribution to Carnival Costs	\$10,000

### APPENDIX III

#### A.U.S.S.I. Masters Swimming - Victorian Branch

#### Evaluation of Entry Fees for 1984 National Swim

##### Historical Fees

1983	\$3 per individual event (7 events)
(Qld)	\$4 " " " for Queensland Swimmers
	\$5 per Team for Relays
	Presentation Dinner \$20
	Say average cost of \$40
1982	\$3 per individual event (6 events)
(N.S.W.)	\$4 " " " for N.S.W. Swimmers
	\$4 per Team for Relays
	Presentation Dinner \$15
1981	\$2 per individual event (6 events)
(W.A.)	Relays Nil
	Presentation Lunch \$15

##### Competitors

Actual	1981 - 464
	1982 - 565
	1983 - 530
1984 Estimates	Victoria - 180
	NSW/
	Canberra - 150
	S.A. 100
	W.A. 50
	Qld. 40
	Tas. 20
	<hr/> 540

Budget 500

##### Proposed Fees

In order to improve the social attendances at functions for the 1984 National Swim it is proposed to charge an all inclusive entry fee.

- Advantages - Improved administration re numbers at social functions
- Simplicity of bookkeeping
  - Saves clubs bearing costs of relay events
  - Increased numbers at social events
  - Increased number of events each individual competes in
  - Ensures winners of trophies attend Presentation Dinner

##### Disadvantages

- Increased cost to "one event" swimmer
- Increased cost for those not planning to attend social function