

**1999
AUSSI MASTERS'
NATIONAL SWIM**

**FINAL
REPORT**

DARWIN
July 1999

24TH AUSSI MASTERS' NATIONAL SWIM 1999

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30 July 1999

Mr Ivan Wingate
Executive Director
AUSSI Masters Swimming in Australia (Inc)
PO Box
MARLESTON SA

Dear Ivan

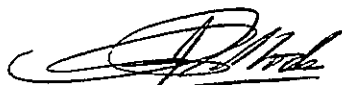
Enclosed is the Final Report on the 1999 National Swim and the Auditor's Report.

The swim was a sporting, social and financial success, with the final profit amounting to \$12 914.28.

You will note that the Auditor's Report refers to a profit of \$13 924.78. The National Swim books were closed on 22 June 1999 in order to meet the deadline for submission of the final report and audit to the Board. At this date an invoice from St John's Ambulance was still outstanding, despite repeated requests to the organisation for it to be provided.

This invoice (copy enclosed) for \$1012.50 was subsequently received and paid by the NT Branch. This, plus a \$2 refund from the credit union, had the effect of reducing the actual profit to \$12 914.28. A cheque for \$6457.14, comprising 50% of this amount, has already been sent by the Treasurer, NT Branch, to the AUSSI Finance Director.

Yours sincerely



JOHN POLLOCK
Meet Director

OVERVIEW

Organising Committee

The Organising Committee was formed in April 1997 and met on a two-monthly basis from May 1997 until January 1999, thence more frequently until the Meet. Despite the early start, with the exception of marketing and basic arrangements such as pool and dinner venue bookings, there was not a great deal of activity until the last six months prior to the meet.

Sub-committee portfolio responsibilities changed somewhat between April 1997 and May 1999, but the main sub-committee convenors were:

Organising Committee/Meet Director	John Pollock
Program	Joan Curtain
Finance	John Edwards
Marketing	John Pollock
Technical	Gwen Gabel
Social	Christine Jeffs
Safety	Ted Giblin
Merchandise	Anne Walker
Information	Marion Shaw

While some members of the committee had experience in organising major meets, others in key positions did not and this led to some administrative errors prior to and during the meet. The need for clearer delineation of responsibility amongst different areas also became apparent during preparations for the meet.

Timing/Program

The meet was held over four days, 11-14 May, at Casuarina Pool in Darwin, with the Open Water Swim on 15 May at Lake Alexander, Darwin. The selection of these dates, which are later than normal for a National Swim, was dictated by the need to eliminate, as far as possible, any problems with wet season weather, particularly cyclones.

The closing date for entries was set at 12 March, ie, eight weeks prior to the meet. This attracted some criticism but was in accordance with the National Swim Meet Guide - it may be that the National Board might wish to consider whether a lead time of this size is necessary and whether it places any potential competitors at a disadvantage. In the event, several late entries were accepted for various reasons, on the basis that every effort should be made to facilitate participation rather than place bureaucratic obstacles in the way.

Pool events were held from 0800 h each morning of the four days, thus leaving afternoons and evenings free, an innovation which appeared to be well received.

The Venues

Casuarina Pool has significant limitations for a meet of this kind compared with the venues now available in most capital cities, principally its lack of a warm-up/warm-down pool and its open air nature. The first of these was solved partly by using Lane 8 as a warm-down facility, which worked reasonably well. The second was a minor health hazard (sun) and a major logistical problem in obtaining enough tents/shade cloth for the various official purposes and for spectator cover. What could have been a very large expense was kept to a minimum through assistance provided by the Defence Force (tents) and the loan of shade cloth by two of the local amateur swimming clubs.

The pool was booked out for the entire four days of the meet. This obviated any possibility of a conflict with other pool users caused by the day's program taking longer than scheduled.

Lake Alexander was a reasonably successful venue for the 3 km Open Water Swim. It is close to the CBD, where most participants were staying, and had clean but not particularly clear water; however, the relatively small size of the lake dictated a 500 m circuit, which provided some competitors with difficulty in counting the number of laps they had completed.

Ancillary Services

The two ancillary services organised - catering and transport - were popular. A mobile caterer was on site each day at the pool and at Lake Alexander, providing good value and nutritious food and beverages as an alternative to the normal range of food available from the pool kiosk - the quality of which has been a cause of complaints at some recent National Swims. This was arranged as a business deal between the caterer and pool management and, while the organising committee received no income from it, it also had no commercial or logistic responsibility for it.

The Darwin Bus Service provided special buses from the city at reduced fares to get competitors to the pool/Lake Alexander in time to warm up for the first event each day. Private mini-buses were available for return trips to the city from late-morning onwards and competitors could also access the normal scheduled bus services from the nearby Casuarina Bus Interchange. While this is not a service that can be provided easily in large cities, it can work well in a venue such as Darwin where the accommodation used by most people is in a relatively concentrated area.

Finance

The Finance Sub Committee Convenor exercised strict control over all aspects of the portfolio and all procedures put in place were on the advice of the independent Auditor. The event was a financial success, returning a final profit of \$12 914.28 to be divided between the National Body and the NT Branch. While it is recognised that all branches benefit in the long term from this formula for distribution of profits, there is some unease amongst the Organising Committee about it: inter alia, is seen as potentially disadvantageous to obtaining local sponsorship.

Technical

Electronic timing equipment was provided by the Northern Territory Swimming Association and no major problems were experienced apart from a blackout for a short time on one day. Gwen Gabel of the NTSA coordinated the officials' roster and Ivan Wingate, National Executive Director, was Chief Referee. Invaluable technical assistance was provided throughout the meet by Mr Ron Jordan of the NSWSA and Ms Claire Labowitch of the NTSA. All officials performed their tasks efficiently and in a good spirit, earning high praise from Gwen, who has very many years' experience in refereeing at age-group swimming level.

Marketing

Sponsorship was difficult to obtain and raising the amount of \$11 079 required an inordinately large amount of time seeking sponsors "on the ground", mainly by the Meet Director. It is clear that this activity requires a person or persons with plenty of time to spend making personal contact with potential sponsors, in addition to a well prepared marketing plan.

Safety

Safety performance was excellent, with the complete package as laid down in the National Safety Policy observed fully. A full medical/ambulance/trainer/massage team was on hand throughout the meet and no major incidents were recorded.

Social

The two major social activities were an acknowledged success. 400 people attended the Welcome Function hosted by the NT Minister for Sport and Recreation at Parliament

House, where the spectacular views of the sunset over Darwin Harbour enhanced the free food and refreshments provided.

The Presentation Dinner, attended by 350 people, was held at the Darwin Trailer Boat Club, a distinctively NT outdoor venue on the Fannie Bay foreshore. This was a very enjoyable night, with low cost tickets, good food and drinks at bar prices in a very pleasant setting. Presentations were made by the Minister for Sport and Recreation and by our guest for the meet, distance swimming legend Des Renford. Outgoing AUSSI President, Glenys McDonald, made a farewell speech which was well received.

Presentations

An unfortunate combination of factors led to the omission from the presentations made at the Presentation Dinner of medals to those swimmers who had gained age aggregate medals for second and third placing as well as some who had gained equal first placing. In hindsight, this was partly a result of my concentrating on the meet itself and not checking every detail of the presentation program against the Swim Meet Guide and double checking the full program with others who have had previous National Swim organisational experience.

This omission understandably caused a great deal of disappointment to those competitors whose achievements were not recognised on the night and was deeply regretted by me. An oral public apology was given on the night and a personal letter of apology was sent to each person concerned, together with their medal. Not quite so understandable was the nature of some of the oral and written criticisms to me about the incident, both in person and via third parties. One can only stand in awe of those who have never made mistakes!

To assist in obviating this type of problem, it is suggested that the respective Branch President and the National Executive Director be provided with a copy of the program prior to the Presentation Dinner so that it can be checked thoroughly before the formalities commence.

Merchandise

Polo shirts, bathers and swim caps were made available on a pre-paid basis and an additional 25% was added to the ordered stock to cater for demand from those participants who had not placed an order. This excess stock was sold on the first day and obviously much more could have been sold. Merchandise presents a problem: with small mark-ups (in our case, 5-10%) branches cannot afford to have unsold stock and hence must make a very conservative estimate of demand above the level of orders, with the result that many people are unable to buy merchandise at the meet.

JOHN POLLOCK
Chairman, Organising Committee
Meet Director

FINANCE COMMITTEE REPORT

The event was a financial success. A surplus of \$12 194.28 was made from a total cash income of \$40 918.67 (excluding repayable grants). (Note: The Auditor's Report shows a profit of \$13 924.67, but this excluded an invoice for \$1012.50 which could not be obtained before the books were closed.) Sponsorship, both in kind and cash, was generous and the Meet Director is congratulated in his efforts to obtain significant community support for the 24th National Swim.

The initial budget process started by the local organising committee some two years before the meet was cumbersome and to some extent futile. Because of the nature of our organisation (very transitory membership) and the hesitation of government and most local business and other organisations to make a two year forward commitment, budget estimates became a "chop and change" effort which continued up to about six months ago. The eighteen months' lead time, set by the National Board for final budget approval was an unrealistic time frame for our committee. Consideration needs to be given for some mechanism to approve revised estimates if and as required.

The procedure for handling entry fees and dinner tickets worked well. The decision to separate the sale of merchandise (a Branch matter) from these was a good one. However, in more than a few instances, cheques submitted by clubs for entries included money for merchandise and in some cases cheques made out for merchandise included money for entry fees and dinner tickets. The Finance Committee was puzzled as to why this happened. Perhaps the summary sheet provided to clubs led to this confusion. A few personal cheques were received and processed although most club secretaries followed the requested procedure. Cheque account facilities were provided by one of our local credit unions. They gave excellent personal service and advice. By using credit union facilities we avoided the usually high bank fees.

The audit of accounts was carried out by an independent accountant. The committee paid a small honorarium for her service. She assisted with the initial setting up of books and records. The use of numbered receipts, petty cash vouchers and cheque requisition forms for all cash/cheque transactions made for an easy, quick and accurate audit. They also provided a method for comprehensive budget control and issuing timely financial reports to the Meet Director.

Finally, a few observations/comments:

1. Some sub-committee chairmen are "budget minded" - others are not. The use of well documented requests for cheque payment/cash reimbursement along with committee approval for all expenditures helped with budget control.
2. The use of a professional event organiser/fund raiser could be considered in the future. Previous experience has shown that he/she can pay for themselves and at the same time tie together the inevitable last minute "loose ends". Swimmers like to swim. Organisers like to organise.
3. A more equitable arrangement needs to be made in respect of local cash sponsorship. Money raised from local businesses and others should remain in the relevant state/territory and be available for local branch development.
4. Cancellation insurance (purchased by the organising committee) should be considered for all future events. We did have a power outage at the pool; fortunately, it did not last long enough to affect the meet - but it could have. This type of one-off insurance is inexpensive and could be carried by the National Body.
5. The organising committee should have had a clearly stated refund policy. Some refund cheques had not been presented when the account had to be closed to meet National's 60 day final report/auditors statement deadline.

JOHN EDWARDS

PROGRAM COMMITTEE REPORT

Entry summary at time of program being printed was:

Individual Entries

Women	210
Men	186
Total	<u>396</u>

Clubs 77

Relay Entries

Teams 178

Confirmation of entries for all competitors were sent to all clubs. They were given 2 weeks to advise any discrepancies with entry times, numbers, etc.

Approximately ten competitors either emailed, telephoned or faxed their changes within the requested time frames. Two clubs made contact after the deadline and it wasn't possible to make changes at this stage as the program had already been printed. Where possible changes were made at the meet.

The Northern Territory Swimming Association lent the committee their software program—Meet Manager by Hytech.

Mr Ron Jordan (President, NSW Swimming Association) and Mrs Claire Labowitch (Secretary, NT Swimming Association) were in control of the Automatic Officiating Device and associated equipment for the duration of the meet. They took this opportunity to trial the equipment prior to the Arafura Games which were held the week after the National Swim. Their assistance was much appreciated.

Two recorders worked full time doing all other recording duties. Given that there are usually two additional people working in the recording area at a meet of this size—the AOD operators and recorders did an excellent job under sometimes difficult conditions.

The relay events were run youngest to oldest. Apparently there is an unwritten rule that the relay events should be conducted oldest to youngest. As there are no regular meets conducted in the NT, we were not familiar with this rule. This has been noted for future reference.

There were four disqualifications in individual events in the pool; two of these resulted in protests, both of which were dismissed.

The first was from a swimmer who entered the water in the 200 m backstroke but failed to leave the wall on the signal to start. He claimed that he heard a noise after the starter's command to "Take your marks" and thought that the start had been aborted. He subsequently requested permission to swim 200 m backstroke in a vacant lane in a later event. Permission was granted on condition that, while a time would be recorded, no points or placing would be awarded. The swimmer did not take up the offer.

The second was from a swimmer who did breaststroke kick and no arm stroke for the duration of the 200 m butterfly, claiming that the rule regarding arms clearing the water applied only if a stroke was attempted. The referee ruled that the intent of the rule was clear and has since written on the matter in the July edition of the National Newsletter.

There were 120 confirmed starters for the open water swim. Due to the large number it was decided to run two heats based on entry times. Swimmers numbered 1 to 60 were to swim in the first heat and those numbered 61 onwards were to swim in heat 2.

Timekeepers had individual sheets listing their designated swimmers' numbers and names.

Immediately prior to the start of the first heat, two female swimmers (numbered above 60) requested that they be allowed to swim in the first heat. To avoid unnecessary delay to the start, timekeepers noted the swimmers' names and numbers and they were permitted to enter the water. Unbeknown to timekeepers or officials two male swimmers (also numbered above 60) entered the water and swam in the first heat. There were no times recorded for these two and, following consultation with the referee, both were disqualified.

The results book, individual certificates, uncollected medals and relay ribbons were mailed to all clubs at the beginning of July. The following week it was noted that an incorrect point score system had been used for the relay events. These events were rescored and this then changed the result for the 200+ Relay Trophy with Adelaide Masters being the winner and not Darwin Stingers.

The overall club point score changed slightly following the rescoring of the relay events. It did not affect any trophy winners with regard to total club points.

Amended relay results and club point scores will be forwarded to all clubs.

JOAN CURTAIN

SAFETY COMMITTEE REPORT

It is pleasing to report that, from a safety perspective, the 1999 Darwin National Swim was a complete success. I believe it is the first time that a safety sub-committee has been able to deliver for a national swim the complete package as laid down in our National Safety Policy.

Our task began several months before with the organisation of shaded seating stands and adequate shading for officials and competitors. In addition, we provided water points around the pool, free sun block and inexpensive cold drinks. Disabled access was ensured for the pool, pool maintenance was completed and a Medical Resource List was prepared for inclusion in competitors' welcome bags. The usual medical indemnity waiver was included in the registration material for the meet.

Personnel

Two medical practitioners (also swimmers) were on deck at all times and sometimes three; a professional ambulance officer was in attendance with a fully equipped ambulance including ECG, monitor, oxygen resuscitation and defibrillator. Two sports trainers were in full-time attendance and a full-time pool lifeguard. Two masseurs were available each day and proved very popular. In addition, the Open Water Swim used the resources of the Surf Life Saving Club and the Triathlon Club.

Equipment

A dedicated First Aid Room was fully set up at the pool. The ambulance had quick access and egress. A courtesy vehicle was used to transport injured competitors to hospital and medical appointments. The usual oxygen and resuscitation equipment was available, together with spinal boards, Stifneks, medical kits and defibrillator.

Daily Routine

The Safety Team, including ambulance, arrived 30 min before warm-up each day and the Safety Convenor reported to the Meet Director 30 min before the commencement of

the first event. An emergency checklist was completed before each day's events and Injury Report Forms filled out for each contact during the day. A full medical briefing was given early on the first day of the meet. At the Open Water Swim a well-marked course was patrolled by 10 skis and rescue boards and two larger boats. The full safety team was in attendance and shade and showers were available.

Results

Water temperature at Casuarina Pool was 26 deg C on each day; at Lake Alexander it was 25.5 deg C.

A total of 15 incidents was recorded. There were no *major* incidents.

Four significant incidents were:

1. acute asthma, treated at pool side;
2. moderate/severe cellulitis of the leg, necessitating doctor's appointment, X-rays, medication and careful monitoring, including adequate correspondence to carry home for further attention;
3. cardiac arrhythmia, checked by ECG at the pool;
4. abdominal pain and syncope requiring medical appointment.

Eleven minor incidents included 4 shoulder strains, 2 knee strains (with one doctor visit), 3 lacerations and 2 grazes.

DR TED GIBLIN

TECHNICAL REPORT

The technical officials' roster was prepared on the basis of self-nomination prior to or at the meet. Unlike Australian Swimming Inc meets, formal rosters were unique but very helpful at this Masters' meet.

Ivan Wingate was asked to be Chief Referee and he coordinated the placement of efficient officials in key positions, which proved highly successful throughout the meet. Not one position was left "unsupplied". Substitutes were available and willing volunteers answered calls when and where appropriate.

Announcers (local officials) kept the meet moving in an efficient and happy manner.

The few delays caused by electronic problems were soon rectified. Queries which came from competitors were all handled with dignity and satisfaction. Improvement in swimming times and techniques were very obvious and welcome.

My duties slipped into the background after the first session and it was praiseworthy how well you "Masters" accomplished all areas of difficulty throughout the four days at the pool and the great 3 km swim at Lake Alexander.

Congratulations. Thank you for your confidence in me - it was a pleasure to work with you all.

GWEN GABEL

INFORMATION/SALES REPORT

The Information Booth for the 1999 AUSSI National Swim was responsible for a number of functions. One major function was to hand out medals and ribbons to swimmers once the results had been posted. Another was the sale of merchandise associated with the '99 Swim, including items such as T-shirts, bathers and swim caps.

Local knowledge was important when directing swimmers to points of interest, bus stops and the time needed to visit particular areas along with many other items of information

Volunteers on the booth found themselves selling ice-cold drinks. This turned out to be a great fund-raiser. Photographs of the swimmers in and out of the pool were popular. A daily news bulletin was distributed from the booth and items for inclusion in the next days' bulletin were delivered to the booth.

Suggestions for Future Meets

- The distribution of medals and ribbons be conducted in an area removed from the information booth, perhaps adjacent to the posted results, with small baskets or similar to place 1st, 2nd and 3rd medals in.
- Separate tables for merchandise and general information.
- Coat hangers for display of polo shirts, etc, and rope or twine for same.
- Cash float - most important.
- Separate containers for cash for merchandise, photos, result payments, etc.
- If drinks are to sold it should be a separate function from the Information Booth.
- An on-site engraver would be a welcome addition to the provision of service of the booth. (Note: We requested the engraver to attend this time but he would not.)
- Sufficient room should be available to enable all activities at the booth to be conducted in a stress free manner.
- It is important to have sufficient volunteers to ensure all activities of the booth are carried out to the satisfaction of all. With the majority of our volunteers being swimmers as well, it was a major feat of juggling to achieve adequate coverage at all times. In future it would advantageous to have non-competitors as the major convenors of the booth.
- Requirements for future meets:
 - tables
 - chairs
 - pens / pencils / rulers / coloured pens
 - paper
 - stapler
 - clip boards
 - bulldog clips
 - paper clips
 - paper weights
 - telephone book
 - street maps
 - bus time tables
 - taxi and mini bus business cards

MARION SHAW, ANNE WALKER

AUSSI SWIM NATIONAL 99

Audit Report

I have audited the books and records of the AUSSI Swim National 99.

It has not been possible to establish control over the income prior to its entry in the accounting records. My examination was therefore limited to the amounts recorded.

Subject to the above qualification, in my opinion, the books and records have been kept in a proper manner and the attached financial statement presents fairly the financial activity of AUSSI Swim National 99.

A handwritten signature in cursive script, appearing to read 'Fiona'.

FIONA STANLEY ASA

13th July 1999

AUSSI National Swim 99

11th – 15th May 1999

Darwin NT

Financial Statement

	BUDGET	ACTUAL
REVENUE		
Entry Fees	20,750	20,175.00
Sponsorship	8,500	11,079.00
Presentation Dinner	9,000	9,630.00
Repayable Grants	3,500	3,500.00
Interest Earnt	<u>50</u>	<u>34.67</u>
	41,800	44,418.67
EXPENSES		
Office Facilities	2,330	1,310.63
Printing & Stationery	5,700	4,591.53
Postage & Telephone	1,500	1,192.75
General Services	1,060	375.43
Salary & Honorarium	3,150	2,060.33
Miscellaneous	250	167.19
Grant Repay	3,500	3,500.00
Marketing	1,450	225.60
Program	9,615	6,743.10
Technical	400	1,256.80
Safety	1,300	0
Social – General	800	344.05
Social – Dinner	<u>6,450</u>	<u>8,726.48</u>
	37,505	30,493.89
Surplus	4,295	13,924.78