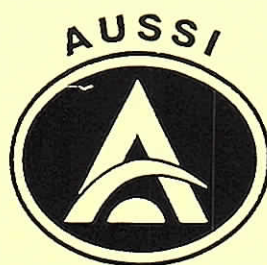


AUSSI MASTERS SWIMMING  
IN AUSTRALIA

NATIONAL SWIM 2001



**MASTERS  
SWIMMING**  
Australia

FINAL REPORT



*Hosted by:*

*Victorian Masters Swimming  
At Melbourne, Victoria  
4-8<sup>th</sup> April 2001*



**MASTERS  
SWIMMING**  
Victoria

AUSSI Masters National  
Swim 2001  
Vic Branch Organising Committee  
Final Report 2001.

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## MEET DIRECTORS REPORT

DANNY SMITH

### Introduction

The 26<sup>th</sup> AUSSI Masters National Swim was without a doubt a very successful swim meet. This success stems from the dedicated and skilful attitude and effort from the Organising Committee and their large contingent of helpers.

In the role of Meet Director, the 5 days of competitive swimming saw over 500 swimmers registering, including 139 competitors for the Open Water Swim at Hazelwood Pondage.

Problems throughout the meet were minimal in that only on one instant did the appeals committee have to meet, which was due to inconsistency with information being given to clubs and members by one of the swim meet committee members. I would like to thank our National President, Mary Sweeney and the Chief Referee, Alan Davis, for their input in helping to resolve this very delicate situation. I would also like to thank Dr. Ted Giblin for his assistance during the competition, especially at the warm ups, early in the mornings. Ted was kind enough to be available, due to our failure to secure medical coverage by the Melbourne Sports Medicine Centre for the entire sessions at the pool.

Organising of the swim started in November 1999 when contact had been made via the N.E.D. that a swimming program for the 2001 National Swim needed to be presented to the Board. This prompted the Vic Branch to get into gear and provided the impetus to get a move on with the arrangements. Unfortunately prior to this our Administration Officer of the Branch was incapacitated in hospital, work commitments and pressure from within our own environment exacerbated this.

Due to the involvement with a number of other major events, a committee had already been formed to deal with the Public Sector Games 2000, AUSSI National Swim 2001 & the World Masters Games 2002. This was set in place in late 1999 at a State meeting with the positions of Meet Director, Chief Referee & Recorder being filled by people who had the expertise to conduct such meets & who volunteered their time for the tasks ahead. Unfortunately the decision by the State committee was not met with unanimous approval. Each person took responsibility for the management of each portfolio as set out in the National Swim Meet Guide.

Monthly meetings took place at the State office in Camberwell & we were in close contact with the National Office to ensure that we were "on the right course".

**Venue-** Our new Melbourne Sports & Aquatic Centre was the venue used for the pool competition as its location is very close to the C.B.D of the City of Melbourne. This pool is a state of the art facility consisting of a 75m, 10 lane pool, which has a multipurpose aspect. Being only a few years old, it has adequate change rooms, showers, toilets, wide concourse, A.O.E. equipment, marshalling & recording rooms. Its draw back at present is that the floor tiles, while non-slip, are a hazard for some competitors. The venue management did supply an amount of non-slip matting that worked well but the management is still addressing the question of the flooring.

**Dates & Duration-** Dates & availability of venues did not, I believe, cause a problem but the duration of a National Swim Meet could vary depending on the location. As with facilities in this day & age, firm starting & finishing times are requested at the initial booking of the venue. This is very difficult, as you are unaware of numbers to compete. In our case, the numbers were low compared to prediction & we were to be charged the original quote except for some intervention by the Meet Director.

**Sponsorship/Marketing-**For some reason here in Victoria/Melbourne sponsorship was extremely hard to find. At a very late stage we did receive 2 significant responses. \$3,000 from the Victorian Sport & Recreation Department and a \$10,000 sponsorship arrangement with Federation Peak a new company dealing in underwater cameras.

**Social Activities-** Welcome Function/Presentation Dinner were both held very close to MSAC and proved to be very successful. From all reports those who attended had a very enjoyable time. Many thanks to our coordinators, Barbara Brooks & Dorothy Dickey and their helpers, for all their efforts. I have had correspondence from a Victorian club who has issues about both functions regarding costs, variety of food & false advertising. These issues have been dealt with successfully.

**Communications-** The use of mobile phones worked extremely well. A list was provided so that all involved knew whom to contact regarding each different aspects of the swim. It was a lot cheaper than hiring handsets & a lot easier.

## **PROGRAM SUB-COMMITTEE**

### **Kate Greenway**

The program sub-committee was split into smaller groups, which covered different areas. Each of those sections has provided a separate report. I will concentrate on the actual recording of the Meet.

#### **Recording**

The entry forms were received in one large package 3 days after entries closed. They were then entered into the computer by a small band of dedicated workers over two weekends. There was a problem with some entries being received with no current registration, but after contact with clubs/person involved all resolved before the Meet.

Another weekend saw the cards being sorted, relay cards written out (due to a change in relay entries) and split sheets completed with the appropriate details on them.

The first day started bright & early. Thanks to forward planning & the use of the recording rooms the equipment had previously been set up. During each day a trusty & hard working band of 5-10 people occupied that room. The clubs had been rostered & notified as to their "time" in the recording room. Other people who had experienced in recording were also used on a rotating basis. They were supplied with refreshments & lollies to keep their minds up to the task. I thank them all for their hard work.

#### **Results**

The results each day were not up on the web due to a problem with a sponsor who was to tackle that job for us. I must thank Pauline Samson who undertook the job for us & all results were on the site within days of the Meet finishing. Each club who competed, all Branches, Board members and National Management Committee were furnished with a copy of the results within the 30-day time frame.

#### **Entry Notes** by Bruce Hocking

Bruce handled the acceptance of entries & had the task of separating the information & sending it to the relevant people. - Kate for program. Barbara for Social/Merchandise. His comments are as follows.

"It is our recommendation that the Board considers these points."

- Having separate Summary Sheets for Merchandising, Functions and Club Totals was an advantage for processing & filing.
- Swimming information, required for the program preparation should be recorded on a separate sheet to social & merchandising information. Swimmer names should be recorded on all relevant entry sheets.
- More time is needed between receipt of swim entries etc for checking and processing by Entries Officer and entry of swim names, times etc by Kate Greenway into computer database for program preparation.

Although entries came in at various times the bulk (90%) arrived on the last day & well into that week. This did not leave a lot of time for processing & crosschecking of information & monies received for all the different sections.

- Clubs should be encouraged to include correct payment with their entries to reach the Entries Officer by the designated closing date. Clubs should check that all numbers & monies balance before sending information in.

#### **INFORMATION** by Lynette Davis

At the Melbourne Sports and Aquatic Centre we were able to position the information desk on the mezzanine floor. That was the entrance path to the seating area and pool access for competitors and also close to seating for swimmers and spectators. At the information desk we handled Merchandise, Badges, Books, Shirts, Caps. Also made available leaflets of local tourist information. Raffle tickets were available but we were not responsible for the overall sales of these tickets. The sale of Dinner tickets for the Presentation /Dinner Dance was also available.

Bus tickets to the Open water swim and other information- this was smaller than anticipated- about two thirds of a bus load instead of possibly 2 buses. Desk was also the pickup and return point for Relay cards that need careful checking on return. Message slips and protest slips were issued from this point with information where to find the person to give them to.

There is a consistent stream of swimmers looking for information. Some questions take time and discussions. Others only seconds. The ideal is not to have queues at information, people need answers quickly.

My recommendations for this section are in the later section covering recommendations.

#### **AWARDS** by Ian Matthews

This report pertains to the National Awards only. The State awards were done separately & differently.

This report contains the following:

An explanation of the system & why it was used

An explanation of how well it worked.

Comments & Recommendations.

Before the Meet began 3 sets of cardboard pigeonholes were purchased.

They were labelled in club order from the names of competing clubs entered.

An A4 sleeve was placed into each hole for the collection of medals. After the results were posted a separate sheet of awards was produced by the

Recorder & delivered to the desk. Awards sorted into the A4 sleeve for the

relevant club & stored ready for collection. After sorting was complete an

announcement was made that awards could be collected. For this a swimmer had to produce his or her program for proof of identity & then sign the sheet next to their name for receiving the medal. Not all awards were collected each

day, so the pigeonholes were stored each night locked away in the recording room. At the end of the Meet a second set of award sheets were produced.

Any uncollected awards were then noted on these sheets.

Both awards & sheets were then placed into envelopes & sent by post by the Thursday after the Meet. The Victorian clubs received theirs but the Interstate clubs were sent via their Branch so the mailing addresses were correct. No medals were handed out at the Presentation Dinner.

I did not attend the Open Water Swim & medals were handed out by one of the organising committee. Surplus medals ribbons & spare award sheets were held by me so that any queries could be handled both swiftly & efficiently.

It was decided to use this system because: -

- (a) It had been used before successfully at our own State Meets
- (b) The number of awards for each club could be easily checked at any time.
- (c) The awards are completely sorted by the end of the Meet. Any uncollected medals are ready to be sent as soon as the swim finishes without any extra process.
- (d) The impracticality of marking off awards on sheets that are identical to the results would have resulted in more work for the awards people with no apparent time saved.

Judging by the small number of queries & mistakes discovered after the meet, I have to conclude that this system was a resounding success.

The desk, to communicate with the recording room & other various officials during the Meet, used mobile phones. This worked well even with the high level of background noise. The cost was low & it saved a lot of walking & time. It was decided before the Meet, that identification (swimmers program) was required to be shown when collecting awards. This was for accountability purposes. As the Meet progressed we got to know a lot of people & so relaxed a little on identification (driver's licence Ok if no program), as long as the person collecting the award, signed for it.

After the Meet all enquires were directed to me & not the Branch Office, as I was the one who had collated the awards.

The awards desk opened between 9.30 & 10am each day. Awards could be collected up to approx 6.00pm each day. As awards were sorted each day, collection was available first thing the next day except when there had been changes to results. I would recommend that the swimmers be encouraged to collect their medals each day. I found that many waited until the last day to collect all their medals "in one hit" which put pressure on the desk to deliver awards quickly & some long delays were experienced on the last day. At least 2 people are needed on the desk at all times but on the last day 3-4 may be needed.

Swimmers need to be aware that just because results are up it does not mean that they can collect their medals. Many have no idea that there is a time for protests etc. More information is needed in the program & at the desk to inform them of the time frame in collecting awards.

There was some criticism about the length of time in getting results & medals but these were overshadowed by the compliments & thanks received by most of the competitors.

## **FINANCE SUB COMMITTEE**

**Bruce Ripper**

### **INTRODUCTION**

This financial report focuses on the actual monetary outcome of the 26<sup>th</sup> AUSSI Masters National Swim Meet which was held in Melbourne. It should also be recognised that the real cost of running this form of Meet in terms of voluntary person hours is hard to quantify but it should not be overlooked.

### **THE BUDGET**

The advance of \$2000 from the National Body was found to be inadequate. To pay necessary venue deposits etc the Victorian Branch was required to outlay \$3456 at the time of the year when its reserves were at a minimum. The budget was established prior to the introduction of the GST and at the time it was difficult to predict what the ramifications of the tax would be. The Victorian Branch took on the responsibility to include the National Swim finances into its Branch BAS return to the ATO. This was necessary in order to claim the credits on all GST affected items associated with the Meet. The side effects of this being a more complicated return and a very large BAS payment in the Jan-Mar quarter. The latter was caused by the two factors: most of the Meet's income came in and very little had been paid out; most of the Branch's annual registrations were received. There were very little credits to offset the BAS payment and the Victorian Branch was required to pay it. Another implication of the tax is that the time allowed for completing the financial report on the Meet needs to be extended to allow for the quarterly BAS.

### **RESULTS**

In accordance with the National Swim Meet Guide, certain revenues and expenses were to be accounted for as core National Swim financing, while other related costs were to be excluded from these results and were the Victorian's Branch responsibility. These costs related to merchandising, raffles sausage sizzle and the Welcome Function. Against the wishes of the National Body the Victorian Branch opted to use one account to handle the entire Meet's associated finances. This gave a more realistic picture of the lead up to and running of the Meet. It also made it easier for the auditor to check the books because most entry cheques covered payment for a combination of the National's and Branch's responsibilities. The supplied Statement of Income and Expenses is presented in the format as required by the National Body, that is, it does not cover the merchandising, raffles etc.

### **CONCLUSION**

The 26<sup>th</sup> National Swim Meet conducted in April 2001 resulted in a surplus of \$7,552.04 with 528 competitors entering the Meet. This surplus was split 50/50 between the National Body and the Victorian Branch.

### **ATTACHMENTS**

Audit report and the Statement of Income and expenses

AUSSI MASTERS SWIMMING VICTORIAN BRANCH INC.  
2001 NATIONAL SWIM MEET  
FINAL REPORT September 2001

**STATEMENT BY EXECUTIVE COMMITTEE**

It is the opinion of the Executive Committee that :-

1. the accompanying Statement of Income and Expenses is drawn up so as to give a true and fair view of the profit of the Meet for the period 4<sup>th</sup> May 2000 to 30<sup>th</sup> August 2001,
2. at the date of this statement there are reasonable grounds to believe that the Victorian Branch will be able to pay its debts as and when they fall due.

Signed for and on behalf of the Branch.

  
.....  
President or Meet Director

  
.....  
Treasurer

.....SEPTEMBER.....2001.  
Dated at Melbourne

Incorporation Registration No. A 0012378J

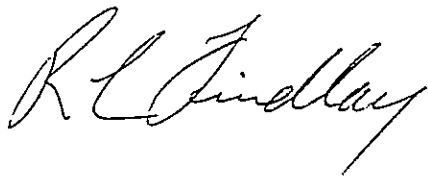
AUSSI MASTERS SWIMMING VICTORIAN BRANCH INC.					
2001 NATIONAL SWIM					
STATEMENT OF INCOME & EXPENSES					
FOR PERIOD ENDED 30th Aug. 2001					
	BUDGET PREMISS	BUDGET 2001	ACTUAL ENTRIES	4th May 00 To Date	VARIANCE TO BUDGET
	\$	\$	\$	\$	\$
<b>INCOME:</b>					
INDIVIDUAL ENTRIES	11 700 x \$55.00	38,500	529	29,040	9,460
RELAY ENTRIES	12 250 x \$12.00	3,000	190	2,280	720
OPEN WATER ENTRIES & bus fr	13 150 x \$6.00	900	139	1,174	-274
PRESENTATION DINNER & spor	14 400 x \$45.00	18,000	300	14,405	3,595
N/A	15	0		0	0
SPONSORSHIP Cash	16	3,000		13,900	-10,900
SPONSORSHIP In kind	17	500		0	500
NATIONAL FLOAT	18	2,000		2,000	0
VIC BRANCH FLOAT	19	3,456		3,456	0
BANK INTEREST	110	50		65	-15
MISC. / GST	111	5,500		3,865	1,635
<b>TOTAL INCOME</b>		<b>74,906</b>		<b>70,185.50</b>	<b>4,721</b>
<b>EXPENSES:</b>					
POOL HIRE (+survey \$320 x 2)	E 1 6.5 Hrs per day ave	13,319	25Hrsx\$479	12,224	1,095
MEDICAL COVER	E 2 \$60 x 25Hrs	1,500	\$110x23Hrs	2,530	-1,030
OFFICIALS S. V. & AUSSI	E 3	1,000		1,314	-314
OFFICIALS REFRESHMENTS	E 4	1,500		1,492	8
COMPLEMENTRY REFRESHME	E 5	500		201	299
PRINTING: PROG. & RESULTS	E 6	6,500		5,893	607
POSTAGE, STATIONARY, P/Cop	E 7	800		1,885	-1,085
MEDALS, RIBBONS, TROPHES	E 8	7,000		7,647	-647
CERTIFICATES COMPETITORS	E 9	600		237	363
COMMITTEE EXPENSES, Phone	E 10	1,500		984	516
OPEN WATER EVENT	E 11	1,000		2,635	-1,635
PRESENTATION DINNER	E 12	12,150		13,438	-1,288
N/A	E 13	0		0	0
MARKETING	E 14	2,500		1,736	764
WEB SITE	E 15	125		121	4
AUDIT FEE	E 16	250		0	250
REPAY NAT. FLOAT	E 17	2,000		2,000	0
REPAY VIC. BRANCH FLOAT	E 18	3,456		3,456	0
BANK ACCT FEES	E 19	75		264	-189
MISC. GST	E 20	5,500		4,607	893
<b>TOTAL EXPENSES</b>		<b>61,275</b>		<b>62,663.46</b>	<b>-1,388</b>
<b>NET SURPLUS</b>		<b>13,631</b>		<b>7,522.04</b>	<b>6,109</b>
<b>DISTRIBUTION OF SURPLUS</b>					
				\$3,761.02	
				\$3,761.02	
				<u>\$7,522.04</u>	
Nat0901.xls					

## AUDIT REPORT

**To the Members**

**Aussi Master National Swim 2001**

I have audited the Financial Report of Aussi Masters National Swim 2001 for the period from 4<sup>th</sup> May, 2000 to 30<sup>th</sup> August, 2001. In my opinion, based on examination of all receipt and payment vouchers and bank statements supplied to me, the Financial Report of Aussi Masters National Swim 2001 presents fairly the receipts and payments for the period ended 30<sup>th</sup> August, 2001.



Rod Findlay A.S.A.  
3<sup>rd</sup> September, 2001

28 Lechte Road  
Mount Waverley  
Victoria 3149  
Phone 9802 0425

## MARKETING SUB-COMMITTEE

David Mason, who is now in Sweden, headed this committee. He came on board at a very late stage & did an excellent job in finally securing a major sponsor for this event. Patrick Galvin was instrumental in gaining sponsorship from the Government, who along with Danny Smith & Barbara Brooks had various meetings with State Government representatives.

This Branch had great trouble in firstly finding someone who had the expertise & then the time to take on this mammoth task. Due to the Olympics, when companies were approached in 2000, they all said their money had all gone to the Games. Their budgets had all been spent.

Our search for sponsors started way back in 1999 when the then State Secretary, Dorothy Dickey approached a number of companies including George Adams (Tattersall), Orica Australia P/L. Other companies approached in 2000 were Fila, Rip Curl, Speedo, Addidas, Vichealth and Carlton United. They all responded in the negative.

The branch, through Darien Thompson was able to secure smaller sponsors for events & raffle prizes & also a sponsor to fill our Show bags.

The big sponsor still proved to be elusive. It was not until late February 2001 that David Pope, an AUSSI member, showed interest. He had just started a new company, which produced underwater cameras & was looking for some kind of exposure. The National Swim Meet was his opportunity & we jumped at it. Meetings were set up with the two Davids & an amount of \$10,000 was agreed on. The 2001 National swim was now the Federation Peak National Swim.

There are still some issues being finalised with the sponsor.

Also please refer to the appropriate section for recommendations to the Board regarding sponsorship.

**TECHNICAL SUB-COMMITTEE**  
**Alan Davis**

**Chief Referees Report:**

The Committee for the 26<sup>th</sup> AUSSI national swim was chaired and well led by the State Committee president, Danny Smith who also carried the role of Meet Director.

The decision was made to invite officials from all States to participate as officials at the National Meet with the aim to have a levelling effect to reduce inconsistencies that can creep into National organisations such as ours.

There were seven officials from other states: -

4 NSW- Opal Eddy, Keith Wake, Colin Cliff, Helen Rubin

1 QLD- Ken Liddy

1 WA- Perc Edwards

1 ACT- Judy Ford. With Victorian officials making up the majority. The interstate officials were rostered with the Victorian officials to enable discussion and exchange views. The officials roster required some juggling when 3-4 officials with to officiate for the same session and only 1 person is required. Some additional rearrangements to the roster were required when numbers for the swim were some 150 less than anticipated. Number of swimmers entered was 533. This meant we had an opening ceremony scheduled for 1-15pm on the Wednesday April 4<sup>th</sup>. This was the only time available for the Minister of Sport to officially open the swim. We needed to lose 1-3/4 - 2hrs over the possible finishing time. We deliberately started ½ hour late and cleared the water between heats instead of starting over the top and had a 1/2-hour lunch break. This meant we were still swimming when the Minister arrived so that he could see what we were about.

This National Swim Meet was swum with a 4-day program.

Day 1- Wednesday- 8.45am to 1.45pm- 5.00hours

Day 2- Thursday 8.45am to 2.55pm- 6.20 "

Day 3- Friday 8.45am to 1.50pm- 5.05 "

Day 4- Saturday 8.45am to 12.55pm- 4.20 "

Total Hours 20.45 hours

Less the late start and lunch on Wednesday the final total for officiating was 19.45 hours. Swimming Days 2,3,4, the events were started over the top and not stopping for lunch. Officials were rostered for lunch when freestyle events were on with assistance from officials not rostered.

Other statistics for the Meet were: -

23- Disqualifications: 4- Did not finish: 3- Individual medley Backstroke

Finish/Turn/Butterfly Stroke: 3- Butterfly stroke: 4- Breaststroke: 1- Backstroke

5- Relays- 3 for breaks; 1 for start; 1 for Butterfly. 4 swimmers swam with Medical Disability certificates, swimming a total of 9 heats. 2 females- 3 heats; 2 males- 6 heats.

### **TIMEKEEPING-**

Timekeeping and Runners were rostered from clubs entered by both Victorian & Interstate. These timekeepers were under the watchful eye and capable coordination of Bruce Ripper who meticulously organised the team for the 4 days assisted by Greta Nixon.

The runners routine was to collect from the timekeepers, pick up AOE print out, infraction report from the referee in charge & then take to the announcer & then onto the recorder. Two runners were required for most events and 4 used for the 50metre events. AOE & SAT Electronic timing equipment were operated by the Swimming Victoria team lead by Geoff Hare and Bob Ness. Glad to say another faultless operation

### **MARSHALLING-**

The Marshalling team was led by John Willems and capably assisted by Alan Pask. 2 marshals & check starters were needed & handled the swimmers without confusion or delay for the 4 days. These officials were also a combination made up of Victorian & Interstate people.

### **STARTING**

The majority of starting was under the experience eye of Ken Liddy (QLD) and Leigh Hansen (VIC). 2 other capable starters assisted for single sessions & they were Dorothy Dickey (VIC) & Colin Cliff (NSW). Swimmers & starters did a great job with only 3 false starts over the 4 days.

### **ANNOUNCING**

Announcements over the 4 days were presented in a professional manner by Carole Anderson who assisted marshalling by announcing call up of heats in addition to the AOE electronic display. Infraction reports were taken to Carol by the runners & were announced immediately.

### **REFEREES**

Referees in charge of each session were rostered from Victorian Qualified Officials. These included Alan Davis, Barbara Brooks, Roy Clee, Grace Day, Laurie Henry, Leigh Hansen, Don Coupe, Shirley Malcolm, Ken Peters, Danny Smith, Doug Tantau and Ted Tullberg. This was done to give them some experience at this level. Several referees from other states that volunteered were rostered with Victorians as Judges of Strokes or Inspectors of Turns to enable discussion about their task at hand to build National uniformity and a united association. I am pleased to say that there was no conflict of interpretation of the rules. Competitors volunteered feed back about the fair & consistent start standard throughout the meet.

### **CONCLUSION**

To conclude I will go back to the beginning to thank Danny Smith the Meet Director of the 26<sup>th</sup> AUSSI Masters National Swim for his professional direction in all aspects of the organisation of this meet. The most important ingredient to a successful swim meet on the day is to have good communications and confidence between the Meet Director and the Chief Referee right from the planning stages.

I was glad to have a confident & competent team of officials. This was backed by the amount of verbal feed back and letters from competitors both local & interstate. I say well done to all officials and volunteers. Congratulations & thank you to all the officials & volunteers who assisted over the 4 days. Also a big thank you to Jan Williams who led a great bunch of volunteers who kept the officials feed & supplied with drinks over the 4 days. The cooperation of the Interstate officials was exceptional in that they were prepared to assist even when they had not been rostered.

#### **MEDICAL**

Dr Ted Giblin reported that only 11 injury reports were filed. These included-  
Musculoskeletal- minor-2  
Trauma-minor-5  
Cardiac-moderate-1  
Respiratory-minor-3.

There is a recommendation to the Board regarding the medical coverage needed at the National Meet. Please refer to that section.

#### **SAFETY**

Colin Mc Craith took on this responsibility. He followed the guidelines from the Swim Meet Guide & the Safety Policy. The signage was very clear during the warm up times in the main pool & when the competition started & the diving pool used for Warm Up / Cool Down, those signs were then moved to that area for the swimmers benefits. There were no reported incidents with this format.

## **SOCIAL SUB COMMITTEE**

### **Barbara Brooks & Dorothy Dickey**

In November 1999, Barbara and Dorothy were asked if they would form a committee to handle the Social functions at the 2001 National Swim. Approximately 12 people were co-opted to take on this responsibility. A few problems along the way such as sponsorship and extra responsibilities were worked through to a satisfactory conclusion.

Early planning for the National Swim social venues is imperative and it is recommended future committees book suitable venues well in advance. We found the National Swim Guidelines very helpful and these were followed as much as possible.

#### **ADVERTISING:**

At last year's National Swim in Gladstone, 400 show bags, consisting of brochures on Melbourne, the first issue of Tram Tracks and a draft program flyer were distributed to all swimmers. Barbara and Dorothy handled this task. The first issue of Tram Tracks was to be sent to all clubs in Australia, but unfortunately the Victorian Office did not do this.

In Victoria, we provided all members with a bumper sticker advertising the National Swim. Cars with this bumper sticker displayed prior to and during the National swim had their registration number recorded and these were placed in a hat and the winner was drawn at the Presentation Dinner. The winner received a dinner for two at a local restaurant.

Tram Tracks, our official newsletter, was distributed prior to and during the meet.

#### **ACCOMMODATION:**

The accommodation for the Board was booked after careful consideration of the many hotels available in Melbourne. The N.E.D provided us with flight times and designated members met interstate board members.

#### **OPENING CEREMONY:**

Initially a letter was sent to the Premier, Steve Bracks, from this committee inviting him to open our National Swim Meet. The Government delegated the Minister of Sport, The Hon. Justin Madden to attend and open the Meet. The official Party consisted of our main sponsor represented by Mr. Dennis Hatcher of Federation Peak, Mary Sweeney, our National President, Barbara Brooks, President of Victoria, Julia Phillips, our National Executive Director, The Mayor of Port Phillip, Councillor Julian Hill and various members of the Victorian Branch.

#### **VENUES:**

The venues for the Welcome Function, The South Melbourne Soccer Club and the Dinner Dance at Albert By The Lake were booked well in advance and chosen because of their close proximity to the Melbourne Sports & Aquatic Centre. Tickets for both venues were designed and printed by a member of the Social committee.

Unfortunately, with no sponsorship for the Welcome Function we had to charge for the meal. Many swimmers chose not to attend the function but still collected their bags arriving earlier than the advertised time. In hindsight, the Dinner Dance venue would have been the perfect venue for the Welcome Function but without sponsorship, the cost was way beyond our means. The Welcome Function was advertised at 4.30-7.00pm, but unfortunately the swimmers arrived at 3.00 and a last minute addition of time keeping duties to the show bags by our recorder, delayed the collection even more. Unfortunately this information did not filter through to the swimmers. A recommendation to the Board regarding the handling of the show bags is included in that section of the report.

#### **FUND RAISING:**

A raffle with prizes donated from local businesses and AUSSI members was run and drawn daily. This proved to be a successful and worthwhile proposition.

#### **CATERING:**

The task of catering during the 4 days of swimming was overseen by a catering coordinator with assistance from the 4 larger clubs. An AUSSI caterer delivered the food daily, with the urn kept boiling throughout the meet.

#### **ENGRAVER/PHOTOGRAPHER:**

An Engraver was engaged to attend daily and proved very popular with the swimmers. He was located near the Information Centre and Awards desk. A Photographer was also present for part time at the pool but did not attract many customers. A different Photographer was engaged for the Dinner Dance and photos were produced for sale.

#### **HAPPY HOUR:**

The Sausage Sizzle on the Thursday was the result of an "in kind" sponsorship from Tooheys. We would not recommend any such sponsorship again as this proved to be rather costly and not worthy of all the work contributed by so many.

#### **MEDALS/TROPHIES:**

Although the medals were not the responsibility of the Social Committee, I took on the job in my role as Vice-President. I designed and ordered the appropriate number and arranged for them to be collected by the Awards person prior to the meet.

The trophies were delivered to the Presentation Dinner Dance venue during the afternoon by the Meet Director and arranged as per presentation order.

### **PRESENTATION/DINNER DANCE**

The Presentation/Dinner Dance at \$45 per head was good value with a three-course meal and a 16-piece dance band. As there was some concern with the cost involved, a letter from our committee was sent to all Victorian clubs inviting them to either sponsor the cost of the tickets, a dance bracket or even an event in the programme. Surrey Park, North Lodge, Malvern and Doncaster all became sponsors and we appreciated their generosity. Speeches and presentations were planned between 7pm-9pm prior to the "fun" part of the night.

### **OPEN WATER SWIM:**

The Open Water swim held at Hazelwood Pondage, (some 2 hours drive from Melbourne) was catered for by the local club, Gippsland. A bus provided transport to the venue from MSAC for the interstate visitors. The lunch supplied at the end of the swim was very much appreciated by the swimmers. A Sausage Sizzle was also provided for those who required a little more and this helped the overall cost

### **CONCLUSION:**

This committee appreciates the help from all our volunteers and members. Without this help the running of the social functions and the meet would not have been successful.

We would recommend that future committees follow the guidelines set out in the Swim Meet Guide, as these were very helpful to us in managing the Social portfolio of the National Swim.

## OPEN WATER SWIM

The Open Water Swim was conducted at Hazelwood Pondage in Morwell. It was some 150kms from the pool. Although a long way to travel (approx 2hours) some 139 competitors entered this 2km swim.

When first faced with finding a venue the committee, headed by David Gordon, wanted it near the pool so that both venues would be close & encourage a greater participation. Unfortunately, the perfect venue, Albert Park Lake was unsafe for swimming. The Bay also proved unsuitable due to the time of the year (April), where the water temperature would be too cold. Lilydale Lake also proved to be unsuitable. Due to other swims held by AUSSI members & the involvement of David with a special committee set up to organise Open Water swims, the pondage became the only venue left to hold the swim.

Hazelwood Power was very cooperative & sponsored the caps worn by the swimmers on the day. The safety aspect was very thorough with David negotiating with the local S. E. S, Canoe club, St John Ambulance & other locals to set the course & provide a safe environment for the swimmers.

The water temperature was a pleasant 25 degrees but in some places it reached 30degrees which some swimmers complained that it was too hot. A brisk wind didn't help the later swimmers but only two did not complete the swim in the allotted time. The rain started just as we were packing up.

## RECOMMENDATIONS TO THE BOARD

**DECISION MAKING-** The Meet Director shall "supervise the organisation and conduct of the Meet."

**FUNCTIONS-** We found that when initial bookings took place, no real contract was signed as to service to be provided etc. For instance, at the welcome function, the caterers said they would provide 50/50 split of meat/vegetable lasagne at \$6.00ph. On the night only vegetable lasagne served at \$7.00ph. At the Presentation night again the caterers said they would provide soft drinks. Organisers advertised soft drinks would be provided, guests thought that meant for the whole night, but patrons had to pay after the first round. It is recommended that

"A written document is produced when any contract is entered into with a person providing a service for the National Swim Meet, outlining the specific services to be provided & the cost, for the actual date of the event."

**RELAYS-** Discussion had taken place, but unfortunately was not minuted, that due to the relay ages being capped (80-119 etc) & not open as in previous years, the organising committee would allow clubs to enter more than one team in any age group, on the understanding that the second, third, or any other team would not be registered for points. (It was thought at the time that it would encourage more participation & funds to the meet.) Due to a misunderstanding, two clubs lodged protests regarding relay results. A Disputes Committee met & decided that "because of the inconsistent information given to clubs, if any unofficial teams from a club came in 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place, the unofficial team would get an appropriate ribbon but no points would go to the club. That team would also not displace the official teams who would also get the appropriate ribbon and gain points for their club".

It is a recommendation that

1-"If the rules are to be changed, by the Board, affecting National Swim Meets, there must be clear & concise recording of the facts & all information passed onto Branches, Clubs & members."

**SPONSORSHIP-** A National Swim Meet sponsor should be looked for by the Board of AUSSI Masters Swimming in Australia. Some states obviously have no trouble finding sponsorship but we did. If not for a member of AUSSI wanting to get his company off the ground & supporting us we would have been unable to produce any profit. It may have been hard for us as the year before were the 2000 Olympics & all people approached advised their sponsorship dollars had all gone there.

It is recommended that:

1-"The Board approach a company to sponsor the AUSSI National Championships to relieve the burden of each state conducting the National Swim."

2-"The Board look at having a National Marketing person to assist the Branches in obtaining sponsorship"

(Item 2 could be adopted if item 1 was not put in place)

**FINANCE-** If no sponsor is found, the finance "lent" to the Branch from the National body needs to be increased to cover the initial costs of deposits for venues etc. In Victoria, each of the venues requested a \$1,000 deposit. There went the \$2,000 given to us by the National. Due to the time of booking our State funds were not very high & this put an added strain on the branch.

It is recommended that:

"The float given to each Branch for the initial running of the National Swim be reviewed each year in consultation with each Branch concerned."

**INFORMATION-** To be passed onto next Host Branch & therefore not to be considered a recommendation. It was found that we did not have enough people to staff this desk. It is therefore a recommendation to the organising committee that when looking at this section at least 3 people are needed all day on the Day One and the first 2 hours each day. 2 People could handle it outside these times depending on size of meet. Also collection of goods and registration should be handled totally separately so that the information is just that-"information for the swimmers."

**Relay Cards-** Due to the change in format for this swim there was some confusion at first. There needs to be 1-2 people assigned to this job each day. They should have no other duties other than making sure all relay cards are completed correctly & any queries are answered swiftly & correctly in conjunction with the Meet Director

## **PROGRAM**

Many of the swimmers in Victoria did not participate due to the meet being conducted over three days of a working week plus the weekend. It is a recommendation that

"The Host Branch look at a three day program using both days of the weekend to facilitate working swimmers who want to participate. The discretion of the Host Branch should also be used when planning an Open Water Swim that is not conducted on this weekend."

## **MEDICAL**

In the Safety policy it is stated that at a Category 4 Event, National / International Competition you must, "ensure the presence of a suitable number of trained Medical Personnel (that is, personnel with a medical degree plus current CPR) equipped with resuscitation equipment, for the duration of the competition." At this venue there is a medical centre on the premises with Doctors available at all times. The Centre provides a trained Pool Lifeguard as part of their safety practices. The Centre also has an arrangement with the local medical services (etc, ambulance, hospital) to obtain the highest priority for its patrons. The cost to us to have the appropriate number of doctors available on pool deck was very high - \$100 per hour. It is recommended to the Board that"

When conducting a National Swim in a venue that has its own medical service and a reputation for holding International events, that different arrangements can be made in regard to the medical presence required, but at no time are the safety requirements compromised."

## **FINAL REPORT**

According to the National Swim Meet Guide a full report must be submitted to the Board by 60days. While this may seem sufficient time, this Branch has found that our hold up has been the financial report. We only received invoices for the swimming venue in late May after repeated requests.

Expenses incurred by the sub committees were slow in coming in, as was the last instalment of the sponsorship money. This has only just been received. It is a recommendation to the Board that"

An interim report be submitted within the 60days as per the Swim Meet Guide but a final report must be submitted no later than 120days."