



FINAL REPORT

"Be Active" AUSSI National Swim 2003

Perth, Western Australia

23 – 27 April 2003

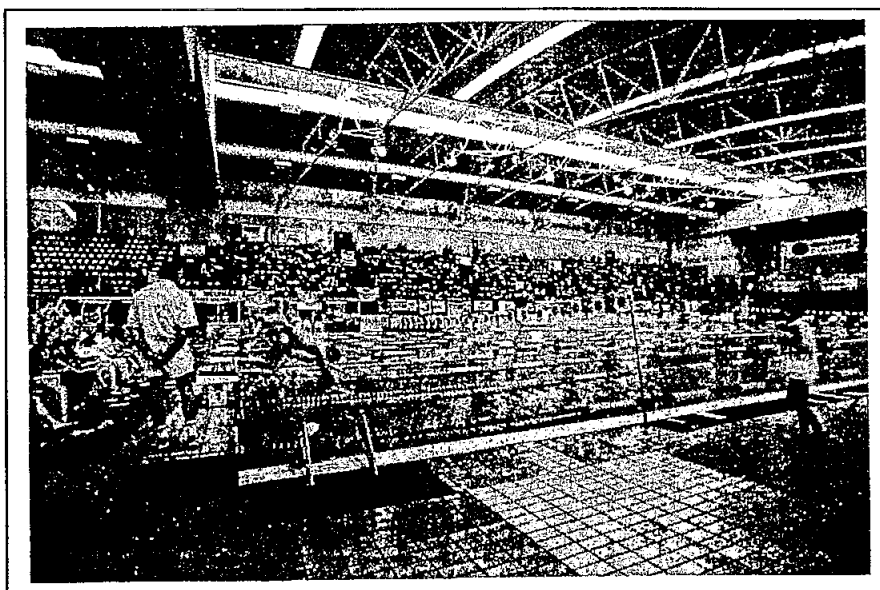


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CHAIRMAN

It is a pleasure to introduce the report for the "Be Active" 2003 AUSSI Masters National Swim conducted in Perth from the 23rd – 27th April 2003. The swim was the culmination of some 22 months of preparation by the organising committee and the work of an enormous group of volunteers, mostly from AUSSI Masters Swimming in Western Australia. The event itself consisting of 4 days of pool events at Challenge Stadium in Perth and an open water swim at Leighton Beach in Fremantle was judged a success by all present. Despite minor hiccups, the program ran efficiently in a wonderfully friendly atmosphere.

In preparing for the swim, the organising committee worked on a budget of 450 participants. The actual event generated 605 entrants including 226 Eastern State registrations and 3 from overseas. This guaranteed the financial bottom line of the swim and created some pleasant new "challenges" for the organising committee. Most notably, the longer distance events (the 400 and 800 metres freestyle events) necessitated two swimmers per lane. All events, except backstroke, were conducted with over-starting and the Presentation Dinner required the use of two rooms to accommodate the almost double the expected number of attendees. The number of actual pool swims was 3312 and 180 competitors took part in the open water swim (see breakdown of entries in Appendix at page 38).

The organization benefited from a very experienced and enthusiastic organising committee which consisted of myself as Convenor, Jenny Williams as Secretary, Perc Edwards in charge of finance and merchandise, Lynne Malone as Meet Director, Kay Cox in charge of the technical portfolio, Jack Busch in charge of Marketing, Alan Green in charge of programming and recording, Wendy Duperouzel responsible for hospitality and social, Maurie Junk in charge of the Open Water Swim and Wendy Holtom, the Western Australian Branch Executive Officer worked with Jack Busch on publicity and marketing and provided organisational and administrative support across a wide range of areas. Five members of this committee (Bob Dunstan, Perc Edwards, Lynne Malone, Kay Cox and Alan Green) were members of the organising committee for the Pan Pacs meet held in Perth in 1999 and the last four were also involved with the organising committee for the previous national swim in Perth in 1995. The committee worked harmoniously together, meeting regularly and with increasing frequency as the swim approached.

Associated events included the media launch and sponsors' welcome held at Challenge Stadium on Friday, February 21st. This included the launch of our promotional poster with the introduction of the "faces of the meet". The officials and volunteers briefing was also conducted at Challenge Stadium on February 27th. The Opening Ceremony was conducted at 11.00 am on the first day. The Hon Graham Giffard, Parliamentary Secretary to the Minister for Sport and Recreation, officially launched the event and the opening ceremony included an inter-sport race and the challenge relays. Anzac Day, which fell on the third day of pool swimming activity, was recognised in a moving ceremony, which included two buglers from a local boys college at 11.00 am. The service included the reading of the Ode, the last post, one minute's silence and reveille.

Social activities included the Welcome function on the Tuesday night and the Presentation dinner on the Saturday night. The Open Water swim was conducted in superb conditions on the Sunday morning and concluded with a breakfast/presentation. Two Happy Hours were also conducted, the second including a fun fashion parade by the Melville Club from Western Australia. The first Happy Hour included the Members' forum conducted by the National President and was well supported. A swimmers' seminar was conducted on the Wednesday at lunch-time by Shane Gould. The organization also included a billeting plan for visitors of which half a dozen took advantage.

Welcome packs were prepared and distributed to all attendees and entry passes with free entry were provided to all officials, competitors and visitors.

Most importantly, Sponsorship met its targets, thanks to the hard work and professional approach by Jack Busch and Wendy Holtom. Individual event sponsors were obtained for 16 of the 22 pool events. Main sponsors were Healthway, State Department of Sport and Recreation, Mayne Health and RetireInvest. Other sponsors included recherch  Software Development, Best Western Australia, BOGGS, Sports Travel, Water Corporation, Copyworld Toshiba and Dale Alcock Homes.

I wish to take this opportunity to thank all members of the committee for their contributions and the many volunteers who worked with the committee to make this a successful event.

BOB DUNSTAN



MEET DIRECTOR

What a great carnival. I enjoyed working with a talented and hard working group. I think that it is a great idea for at least one member of the organising committee to have attended a National Swim recently. After getting approval for a date, the program was set, a flyer produced and work began in earnest.

1. The Program

- Using the program in the swim meet guide as a starting point, it is a good idea to take into account relevant points. We ran the 800m on Day 1 as it was a working day in WA and we thought it would take up considerable time. Locals who wanted to swim need only take a half-day off to fit into the afternoon.
- It is worth considering that with two non-working days, it was expected that entries would be comparatively higher for these days. This proved to be so true, that on the Saturday we were forced to swim the 400m two to a lane so that we could all make the Dinner in time.

2. The Entry Form

- Pages 2 and 3, The Individual Entry Form worked well with the Financial and Entry details being on separate pages and being able to go to two different areas.
- Although I think it is a good idea to have the relays listed on Page 2 so that swimmers can see on what day they are, I think that the entry time square should be blanked as this provided some confusion. The alternative is to take them off this page and put them on the relay summary sheet.
- The Club Summary sheet worked well, although I think that the relay entry form should have had an entry time for each relay (see relay discussion below).

3. The Volunteers

- A refreshments room away from the action is a fantastic idea for the volunteers to have somewhere to go and relax and be able to have tea, coffee and lunch. It provides time out for the workers, which is needed for a four day carnival and also is a tangible thanks for the work they are doing.
- The Help Desk always seems to work well situated on pool deck where the workers can keep up with what is happening and feel that they are part of the swim. Duties included:
 - collection of results
 - distribution of medals
 - collecting newsletter articles
 - handling results queries
 - dispute forms
 - relay cards
 - change of relay sheets and delivery to the computer room
 - selling merchandise and sausage sizzle tickets

- taking orders for merchandise. Very little extra merchandise was ordered and probably not worth the effort
 - counting and balancing the day's takings
 - general information for visitors and ushering VIP's
 - timekeeping when a gap arose
- Medal distribution was facilitated by having a manila folder for each event, distinguished by colour, pink for female, blue for male and green for relays. The results were stapled inside and the event name boldly written on the outside. It made the events easy to identify and more than one event could be dealt with at a time. A series of sheets were prepared with medals available up to event No. ____.
 - The raffles were a great success. Having each club prepare a hamper as a raffle prize was a great money raiser. Selling this at the pool entry raised a lot of interest.
 - Accessing TAFE students to do some of the timekeeping as part of their practicum was a bonus for us.
 - Sourcing a good announcer adds a dimension to the carnival. We were very fortunate in this respect.

4. Organisation

- **Relays:**
 - We need to think carefully about the relays and the entry system. We took entries for the relays and asked clubs to nominate in which age groups they wished to swim. Once this was published we allowed no changes of age groups as it was then easy for clubs to see where they had a better chance. Unfortunately, this meant that due to sickness or injury, some clubs were forced to forfeit their relay swims as they could no longer make the age group. Would it be a better system not to publish the relay team swims until all the cards have been collected, giving us a little more flexibility in allowing age group swaps or is this inviting wholesale changes after strengths have been assessed?
 - We definitely need an entry time so that we can seed the relays and make them as exciting as possible.
 - If a Challenge Relay is on the program, we should have names as well as entry times submitted. One club decided to put in a different team in search of a record. This team swam nowhere near their entry time and thus detracted from the spectacle. It also meant the exclusion of a team who would have qualified for the final with a faster entry time. This also raises the question of allowing a record attempt or not in this type of swim. If the event was declared a novelty event on the program, then there would not be a problem, but if not there seems to be no valid reason for disallowing a record attempt.
- A number of swimmers who thought that they were in the incorrect event had their entry forms checked and found to be entered correctly as per the forms

sent by their clubs. Care needs to be taken by clubs with their entry forms. We didn't allow any changed in events that people were swimming.

○ **Records:**

- A recording sheet per age group for records was organised and the details of a record transferred to this when identified.
- These sheets were then useful for working out the Swimmers of the Meet.
- There were 40 individual National records, 2 relay National records and 2 World Records.

○ **ANZAC Day:**

There was some concern about us swimming on ANZAC Day, but anyone who witnessed the ceremony I'm sure would have felt that we paid due respect to our National Day. We were very impressed with the playing of the Last Post by the boys from Hale School. It certainly added to the day. We had a problem with lack of public transport on the day and perhaps should have arranged buses. These problems were circumvented by an appeal for locals who could help out with transport. A number of these arrangements were made at the Help Desk.

○ **Daily Newsletter:**

- It is great to have a Newsletter during the carnival, but it is a lot of work and needs to have contributions from the participants.
- I organised a friend of mine to come and put this together, but it would have been better if we had had an AUSSI person driving it as it required more time than I thought to point her in the right direction. In saying this, I thought she did a superb job.
- When sourcing a photocopier it is worth noting that some do a better reproduction of photographs if we have the Newsletter in mind.

All in all, I was pleased with the Meet - it was worth the hard work. I would recommend to any AUSSI member who is thinking about taking on an organising role to just get involved and I am sure you will enjoy it as much as I have.

LYNNE MALONE

TECHNICAL DIRECTOR

The Technical report will cover four areas of the swim:

1. Referee's Report
2. Safety Coordinator and Warm-up Supervision
3. Medical Supervision
4. Seminars

1. REFEREE'S REPORT

Summary:

	Hours of swimming
DAY 1	7 Hours and 35 minutes
DAY 2	7 Hours and 35 minutes
DAY 3	8 Hours and 6 minutes
DAY 4	7 Hours and 40 minutes

Note: The Opening Ceremony on Day 1 took 38 minutes with the relays taking up 6 minutes of this. The ANZAC Day ceremony on Day 3 was well done and only took 7 minutes to complete.

TOTAL HOURS of the program: 30 Hours and 46 minutes

Conduct of the Meet:

The response for officials to run the meet started well with over 80 volunteers turning up for the initial briefing meeting some months before the swim. A team of some 40 pool officials and well in excess of 80 timekeepers worked tirelessly to make sure the meet ran efficiently, met the planned time schedule as well as maintaining a warm and friendly atmosphere. No major problems were encountered during the four days of swimming. The start on the first day incurred a slight delay of 10 minutes as some equipment was not quite ready. This was quickly sorted out and the swim got underway without any inconvenience to swimmers. Due to the large number of entries, the 800 and 400 metres freestyle events were swum 2 per lane and they were also deck seeded. Where swimmers indicated they would swim form strokes, these swimmers were allocated a lane to themselves. For the most part this ran well however, in the 800 metres during the first heat, 2 swimmers collided. Neither was hurt and both swimmers continued the swim. There was also a near collision in the 400 metres. The swimmers were repeatedly instructed via the program, newsletter, announcer and marshals about swimming 2 per lane, however, sometimes these lapses in concentration are unavoidable. Four officials from other States nominated to help out at the swim. They fitted into the team well and their participation provided an opportunity for us all to compare notes and discuss issues of mutual interest regarding the rules and their interpretation.

Timekeeping:

We operated with 2 Chief Timekeepers, Gail Gray and Tom McGuire for most of the meet with others such as Di Coxon-Ellis (NSW) helping out from time to time. We were fortunate to have the help of approximately 18 Central TAFE students for 3 days of the meet. Thanks to Tom McGuire for conducting the training course for these students. Their assistance was most welcome especially for the 800 and 400 metre events. In these events we had to use manual stopwatches rather than electronic timing as 2 heats were run simultaneously. This required 48 timekeepers – a difficult task when an event is the first event of the meet. However, this was achieved with a minimum of fuss. Having a team of trained timekeepers who are not swimming is a great help when conducting long events with large numbers and this is recommended to organisers of future events. The use of lap counters for the events of 400 metres and over, always seems to pose a challenge for the timekeepers. However, after a few friendly reminders and a few heats into the event they became quite adept at this task. The reliance on manual stopwatches donated from various local clubs often seems to present a problem at meets. There are so many varieties of watches on the market so timekeepers run the risk of not being familiar with some of these. It is recommended that complex watches not be used in this situation and that timekeepers need to become as versatile as possible in learning how to operate many different types.

The AOE timing was expertly conducted by the team of Muriel Jefferson and Julie Stoner who run the system for WA Swimming and Challenge Stadium. Their assistance was invaluable. The good communication system between the Chief Timekeepers and the Referee meant that the events flowed well with minimum time in between heats and events.

Marshalling:

Val Mancini and her team of marshals from the Somerset club did an admirable job. They were friendly, efficient and very accommodating throughout the event. The deck seeding in the 400 and 800 metres Freestyle events worked effectively and did not pose too many problems for swimmers. The check starters were very efficient in making sure the correct swimmer was in each lane. The organization of the marshalling area and the roping off of paths to the starting end contributed to the ease of flow and movement of swimmers. The notification by marshals of Medical Disability swimmers (MD's) and record attempts was very useful for officials particularly when record attempts were being made in relay events.

The pre seeding of relay teams worked extremely well and this resulted in very efficient marshalling and very little delay in conducting relay events. Well done, this was done superbly.

Starting:

The starters team was led by Chief Starter Glenn Boorn who was assisted by Col Ellis (NSW) and John Pollock (NT) who shared the majority of the events. They were ably supported by assistant starters Gordon Medcalf, Sandra Smith, John Hancock and Ron Gray. One of the main reasons for disqualifications (6) was

breaking at the start of the race. In most cases, this appeared to be due to "nerves" and this perhaps highlights a disadvantage of the 'one-start' rule. An excellent standard of starting was achieved at this swim, well done to those concerned.

Refereeing:

The three main Referees of the swim were Kay Cox, Gary Hoff and Perc Edwards. Max Gerber from WA Swimming and Sue Pow also assisted. They were supported by Judges of Strokes, Sandra Smith and Peter Maloney. We were fortunate to have a good pool of Inspectors of Turns and False Start Stewards who performed their tasks exceptionally well. These roles are often thankless ones and it's reassuring to have these people continue to volunteer to assist.

As Chief Referee, I was approached on two occasions whilst poolside questioning disqualifications and asking to lodge a protest. These approaches were made by swimmers, any protest should have been done by the team captain. The procedure for putting in a protest was outlined in the program, however, swimmers still appear to think they can protest against a referee's decision. One complaint went to protest stage only to provide clarification. Swimmers need to be aware that the referee's decision is final. Constant education of swimmers is needed in this regard. In any case they should not confront officials while on duty and should certainly not be trying to influence a decision. Swimmers also completed Protest forms for clarification of results. This should have been on a separate form as it was not a protest, just a check on times posted. A special form was made up for this after Day 1 and it is recommended that this be added to the Swim Meet Guide. There were only 20 disqualifications over the meet and apart from the breaks at the start, the only other consistent infringement was turning off the back at the finish of the backstroke or not returning to the back after the turn.

A debriefing meeting at the end of each day of the key officials gave us the opportunity to do an ongoing evaluation of how the meet was running, talk over events of the day and to make adjustments to procedure when and where necessary. This is highly recommended for all meets particularly if briefings are not possible en masse prior to the day's swimming.

Recording:

The recording was well done without any major problems and will be reported on elsewhere. The record checking when done by hand is a task requiring expertise and diligence. Caryn Kiellor and Helen Rubin (NSW) made up the backbone of the team over the 4 days. There was a problem getting the updated records on the first day of the event but this was sorted out and all proceeded well for the rest of the meet. The request for only one Referee to verify the records is a demanding one especially if the Chief Referee is also 'on-deck'. This means that time has to be put aside during breaks or at the end of a long day. This is particularly difficult when the event goes over several days. It is recommended that the other main referees for the day's swimming be delegated to verify the record and sign the Certificate of Performance (COP) form. The practice of interstate swimmers asking for COP, whilst done willingly, this also adds to the work of the record checking team. It is

recommended that a relief team is also available to help out. Even though this is a National swim it is easier for the Branch records of the host team to be checked at the same time. This was not done at this meet as the priority was for national records. It is also recommended that an electronic record checking facility be added to AUSSI software as soon as possible to avoid errors and dispense with a lot of manual work.

Medical Disabilities:

There were some people with Medical Disabilities in the swim. Unfortunately, some who had long-term MD's had not had their MD's renewed in time. This caused concern before the swim however, there did not appear to be a problem with disqualifications. Further disqualifications occurred due to swimmer error or them not knowing the rules.

Disqualifications:

As noted, there were 20 disqualifications over the four days of swimming. This is about 20% lower than those that occurred in the last National swims in WA. However, the reasons for disqualifications seem to be focused on breaking at the start (6) and the backstroke turn and finish in both backstroke events and medley swims (7). Some of the infringements were basic and it was evident that swimmers were new to competition and/or not familiar with the swimming rules. Relay changeovers were well done and were not a problem in terms of disqualifications.

Equipment:

The conduct of a good meet is governed by having access to the right gear at the right time. This task was done expertly by Ron Gray whose experience as branch meet director in the past gave him invaluable insights into the requirements for the meet. Ron also assisted with the communication with clubs and the rostering of timekeepers for the meet. The fact that Ron was available to set up the pool the day before the event was an added bonus and is recommended to those organising future meets.

Open Water Swim:

This will be reported on in detail in another report. However, this committee was responsible for appointing the key officials for the swim. The majority of officials were highly experienced people from the Somerset club. The Race Director on the day was Kevin Holtom and the Referee was Richard Verboon. Both of these officials are FINA accredited Referees for Open Water Swimming (OWS). David Cummins was appointed starter. Kevin attended a meeting with the organising committee and had other meetings with the OWS Coordinator where the necessity for an 'in-water finish' was discussed. However, on the day it was considered that this was not appropriate. It is recognised that this is a requirement of the swim and this should have occurred. It is recommended that this rule be enforced and the National Technical Committee investigate practical ways in which this may be implemented.

Conclusion:

The swim was conducted efficiently, within time and in a warm and friendly environment. The ongoing training of officials conducted by WA Branch and the WA Technical Committee meant we were well placed to manage all aspects of the swim. However, this training must be continued as this type of event, particularly when it is over 4 days with 2 of those being working days, requires a big effort from volunteers. From a Referee's and organiser's point of view, it is a delight to have people so willing to officiate. Thanks to all officials for their competent and willing work 'on-deck' and behind the scenes, they all contributed to a very successful swim.

Recommendations:

- Having a team of trained timekeepers who are not swimming.
- Training on the use of lap counters is reviewed thoroughly with specific training when swimming 2 swimmers per lane.
- That complex manual watches not be used.
- Timekeepers need to become as versatile as possible in learning how to operate as many different types.
- Swimmers be educated that protests are not for refuting a Referee's decision.
- The procedure for lodging a protest be followed.
- A special form for verification of a swimmer's time be implemented and added to the Swim Meet Guide.
- Pre seeding of relay teams.
- Swim meet referees be delegated to verify records and sign COP forms.
- An electronic record checking facility be added to the swim meet software.
- Provision of lunch and a venue for officials to have a break is a necessity, especially when the meet is over several days.
- At least one person be available the day before the meet to make sure all the equipment is at the venue and the venue is fully prepared.
- In open water swimming, the finish must be in the water.
- The National Technical Committee should review this requirement and should list practical ways in which this can be met.
- Swimmers re-entering the water to warm down after the event must be instructed to remove their event swim cap so as to not confuse the official recording of results.

KAY COX

Chair of Technical Sub-Committee

Chief Referee

REFEREE'S REPORT SUMMARY NATIONAL SWIM PERTH 2003
DAY 1 WEDNESDAY 23RD APRIL

Event No	Event	Number of Heats	Average Time (mins)	Swim Time (Hours:mins)	Disqualification	Reason
1	800 Metres Freestyle (2/lane)	25 (13)	21:18	4:38	1	Break at start
	OPENING Challenge RELAY	1 1	3 3	38 3 3		
2	50 Metres Free	41	1:57	1:20	1	Break at start
3	100 Metres Butterfly	14	2:55	0:41	1 1 DNF	Non simultaneous touch at finish
4	4 x 50 M Mixed Med Relay	7	4:25	0:31	2	1 Break 1 Alternating kick

DAY 2 - THURSDAY 24TH APRIL

Event No	Event	Number of Heats	Average Time (mins)	Swim Time (Hours:mins)	Disqualification	Reason
5	400 Metres Ind Med	11	8:43	1:36	1	Turned off back at Bk touch
6	100 Metres Free	39	2:06	1:22	0	
7	200 Metres Back	22	5:21	1:58	1	Kick independent of the turning action
8	100 Metres Breast	25	2:34	1:04	0	
9	200 Metres Fly	9	4:40	0:42	0	
10	4 x 50M Mixed FS Relay	8	3:37	0:29	0	

DAY 3 – FRIDAY 25TH APRIL

Event No	Event	Number of Heats	Average Time (mins)	Swim Time (Hours:mins)	Disqualification	Reason
11	200 Metres Breast	21	5:08	1:48	1	Non simultaneous touch
12	50 Metres Fly	24	1:42	0:41	0	
13	200 Metres Freestyle	38	4:30	2:51	2	Break at start
14	100 Metres Back	31	3:19	1:43	1	Off back when leaving wall at turn
15	4 x 50 M Med Women	6	5:00	0:30	1	Break by swimmer
16	4 x 50 M Med Men	6	4:12	0:21	2	1x1 hand touch BR 1 turned off back at finish BK

DAY 4 – SATURDAY 26TH APRIL

Event No	Event	Number of Heats	Average Time (mins)	Swim Time (Hours:mins)	Disqualification	Reason
17	400 Metres Freestyle (2 per lane)	29 (17)	8:17	2:21	1	Break at start
18	50 Metres Breast	29	2:00	0:58	(2 technical false starts)	
19	200 Metres Ind Med	24	4:37	1:51	2	Fly u/water recovery BK turned off back
20	50 Metres Back	35	2:10	1:16	2	2 Turned off back at finish
21	4 x 50M FS Relay Women	6	4:40	0:28	1	Break at start
22	4 x 50M FS Relay Men	6	4:20	0:26	0	

DNF= Did not finish the event
Total 20 Disqualifications, 1 DNF

SAFETY COORDINATOR AND WARM-UP SUPERVISION

The National Swim was a safe Meet. No major incident arose, although a number of minor incidents served to underline the need for effective implementation of the National Safety Policy.

This report documents how this was achieved in the areas of warm-up and swim down procedures and medical supervision. Several other observations and recommendations are made, and some minor amendments to the National Safety Policy are suggested in an addendum to this report.

Warm-up and swim down procedures

Detailed attention to this matter is given in the National Safety Policy, which was adhered to as closely as possible in the circumstances of the meet. Stroke instruction signs to the number and specifications required by the Policy were prepared by the Equipment Officer, Ron Gray, and were laid out at Challenge Stadium half an hour before the first event of each day, in accordance with the following plan:

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
Starts	Freestyle	Freestyle	Freestyle	Freestyle	Breast-stroke	Back-stroke	Butterfly
Deep End	Fast	Medium	Medium	Slow			
Turns	Freestyle	Freestyle	Freestyle	Freestyle	Breast-stroke	Back-stroke	Butterfly
Shallow End	Fast	Medium	Medium	Slow			

Just before the day's events commenced, the signs were shifted to the western end of the diving pool, where six lanes were available throughout the meet for stroke practice, although no start or turn practice was possible in this pool. While all strokes were catered for at all times, some allowance for upcoming events was made in the lane allocations.

Lane Supervision:

The National Safety Policy specifies the minimum number of lane supervisors, or monitors, required during warm-up and swim down procedures. A call for local volunteers from the WA Branch Office resulted in 55 offers of assistance being received. A warm-up and swim down supervision roster was prepared by Gordon Medcalf, and the volunteers notified as to when their assistance was required. Lane monitors were provided with clipboards containing a statement of their duties and advice for dealing with swimmer infractions. It was at once apparent that the warm-up and swim down procedures were unfamiliar to many swimmers, and close supervision was required during the first day. By the end of the meet however, most competitors were adequately aware of requirements and the supervising role had become much easier.

No adverse incidents were reported during warm-up or swim down, reflecting the success of the arrangements made. A recurring problem however, was non-attendance of volunteers at their rostered times. This threw an increased burden on the volunteers who did attend, a number of whom remained on duty for prolonged periods in order to ensure that adequate supervision was provided.

It was difficult to chase up non-attending monitors. On one occasion a call for volunteers was arranged with the announcer. On another occasion, a direct appeal was made to a club when a number of its members were identified as being rostered on for the following morning. This tactic resulted in a satisfactory turn out. Although the initial response was encouraging, the process of calling for and rostering individual volunteers cannot be rated as successful overall even though clubs were allocated responsibility for providing the required number of lane monitors for designated blocks of time. Unfortunately on the last day inadvertently the signs were cleared too early which could have caused a safety issue.

One non-swimming volunteer pointed out to me that the only neck tag designations available were "Competitor" and "Official", neither of which she felt were suitable for her. (There were other tags available for VIP's and "Spectators"). It should also be noted that these tags were devised to assist Challenge Stadium which provided free entry into the event. She suggested the alternative designation of "Volunteer" and I undertook to pass this suggestion on.

3. Medical Supervision

The National Safety Policy requires the presence of at least one doctor with current CPR certification and equipped with resuscitation equipment for the duration of the competition.

Sports Medicine Australia (SMA) was able to fulfill this requirement only on one morning and one afternoon of the meet (when their doctor and a nurse attended). The rest of the time was covered by an experienced General Practitioner supplied by the AMA Locum Service. We arranged to hire a defibrillator from Sports Medicine Australia and their first aid kit was also made available to us and we paid for

consumables. The Locum also had his own medical bag. I relieved the doctor for short periods at morning tea, lunch etc.

SMA had limited ability to provide cover for the event due to the fact that the meet was over working days and then over a long weekend. Two problems were encountered with SMA not being able to provide all the cover for the event. Even though we were able to access a Locum service this was more expensive. We and the WA Branch had to enter into contractual arrangements with the AMA to hire a Locum. These had certain obligations which were administratively very difficult. Expecting a volunteer committee to enter into such a contract with its resulting legal implications is unreasonable and unwise. It is recommended that this situation be investigated fully at National level before other Branches are also caught up in this situation. It also meant that we had to make sure all of the necessary equipment was available in case of an incident.

Challenge Stadium has adequate and easily accessible first aid facilities, but consideration should be given to maintaining a supply of oral histamines (see comments below).

Although no medical emergency or major incident occurred during the meet, a total of 19 medical incidents were reported over four days of competition, ranging in severity from suspected prolapsed inter-vertebral disc to headache. These incidents eloquently demonstrated the necessity of complying with the requirements of the National Safety Policy concerning medical supervision.

Medical Incidents

The break down of medical incidents was as follows:

- 2 suspected prolapsed inter-vertebral discs
- 2 muscle/joint strains
- 5 minor grazes/lacerations
- 3 cases of overexertion
- 7 miscellaneous (one each of ripped nail, infected abrasion, bee sting, abdominal pain, headache, reaction to asthma medication, weak ankle requiring precautionary strapping).

Three of the above incidents occurred in non-swimmers. Of the 16 swimmers affected, 13 continued competing while the other 3 were unable to swim again on the day of the incident. None required removal for further treatment off site, but re-assessment by their normal health practitioner that evening or the following day was suggested in four cases.

The bee sting occurred in an allergic individual and the administration of an oral antihistamine was requested. Challenge Stadium supplies only antihistamine injections, but their use was not warranted in this case. It is **recommended** that consideration be given to requesting Challenge Stadium to provide a supply of oral histamines.

Abrasions to the left foot were sustained by a swimmer who put her foot through defective wet-deck matting on the northern side of the diving pool. A section of

approximately six plastic cross struts was missing at the time of this incident, although when I inspected the area an hour or two later, it had been repaired by pool attendants.

A wider inspection revealed signs of wear and tear in this matting in a number of places, such as struts being loose, incorrectly aligned or partially depressed, although none presented an imminent danger. Staff had informed the swimmer that the matting was in need of replacement and this was to take place in the near future. This is something that should be checked with Management in due course.

At-Risk Notifications

The National Safety Policy provides for competitors to forward written notification of confidential medical information for the use of the supervising doctor should he or she have to attend them for any reason. Only two such notifications were received, suggesting that this provision is not as widely known as it should be. One related to the use of prescribed anti-clotting medication and the other to respiratory and other symptoms. Neither competitor came to the attention of the supervising doctor during the meet.

The notification form does not provide for the competitors to nominate the events which they are entering. This would assist in identifying heats in which such competitors will be swimming, thus helping to alert the doctor to the possibility of their presenting for medical attention. A suggested amendment to the form appears in the Appendix accordingly.

Open Water Event

The 2 km open water swim was held on the last morning of the meet, off Leighton beach. The well-appointed first aid room of the Fremantle Surf Lifesaving Club was available for the supervising doctor, but an inspection 45 minutes before the start of the swim revealed that the defibrillator was missing. Despite assurances given as recently as the opening day of the meet, it turned out that it had been sent off to State headquarters!

Fortunately, Kay Cox was able to dash off to Challenge Stadium and borrow their defibrillator, which was on stand by throughout the swim although thankfully, it remained unneeded.

The water temperature was just over 23C but several entrants found this too cold and pulled out of the swim. One man had to be assisted from the water but a formal diagnosis of hypothermia was not made. The swim was otherwise uneventful from a safety point of view.

Other Observations and Recommendations

Each morning the announcer reminded those present of the slipperiness of the tiled pool surrounds and asked them to take care when walking in the vicinity of the pool. There is no reference to **safety announcements** in the National Safety

Policy and the announcements were not requested by me. Nevertheless, it is encouraging that no cases of falls were reported to the attending doctor.

Consideration should be given to more systematic use of safety announcements at major meets. It would, for example, have helped to familiarise competitors with the warm-up and swim down procedures if the announcer had asked them to observe the stoke instruction signs in the designated lanes and to comply with the directions of the lane monitors. Also, it could have been useful for the location of the medical supervision table to have been announced more frequently. A suggested amendment to the Policy appears in the Appendix accordingly.

A case of **collision** between two swimmers in the same lane in the 800m freestyle was reported to me. No injury was sustained and neither swimmer attended the doctor on duty. I understand the swimmer who strayed from her side of the lane was quite elderly. Having swum in this event myself, I can attest to care with which instructions were given to the competitors, both in the marshalling area and before the start of their heats. The only addition I could suggest would be to warn swimmers to keep an eye on the other competitor in their lane, until they are satisfied that he or she is keeping to the correct side.

Consideration could also be given to identifying swimmers who might have difficulty complying with the instructions, and allocating them separate lanes. I hesitate to suggest self-identification as this could lend itself to abuse. Perhaps one heat could be set aside for swimmers who for various reasons should have a lane to themselves.

The **Open Water** event commenced with a mass start of 220 swimmers in the water. The pre-race briefing requested entrants to self-seed (to reduce the risk of injury at the start) and this may have worked as no injuries were recorded. Nevertheless, 220 swimmers seems a lot to be starting together and it is **recommended** that consideration be given to the National Safety Policy requiring the use of waves of swimmers beyond a specified number of entries and prescribing the maximum number of entrants per wave.

The pre-race briefing also instructed entrants not to wear watches or other heavy jewelry, in order to reduce the risk of injury. This has become a common requirement in open water swims, and yet the National Safety Policy is silent on this matter. It makes sense to include such a requirement and a suggested amendment to the Policy appears in the Appendix accordingly.

Acknowledgements

When I accepted the position of National Swim Safety Coordinator in August 2002, it was initially intended to form a safety sub-committee as envisaged in the AUSSI Swim Meet Guide. This did not prove possible but I was immeasurably assisted throughout by the Chair of the Technical Committee, Dr Kay Cox and by Gordon Medcalf who generously stepped into my shoes while I was unavoidably absent from Western Australia during the crucial five weeks leading up to the swim. I am indebted to both of them.

Thanks are due to WA AUSSI (Ron Gray) for the provision of the warm-up and swim down lane stroke instruction signs and to Barry Tester who ensured that they were correctly laid out each morning, and for the many other ways in which he assisted with the warm-up and swim down procedures.

Dr David Davies, a qualified anaesthetist, kindly volunteered his services for the medical supervision of the open water event, and his contribution to the meet is gratefully acknowledged.

Finally, my thanks are due to the competitors who acted throughout the meet in a cooperative and safety-minded fashion. The successful accomplishment of my brief would not have been possible without the goodwill that they demonstrated.

Recommendations:

- Identification tags include "Volunteer" as well as "Competitor", "Official", "VIP" and "Spectator".
- There is a necessity to comply with the requirements of the National Safety Policy concerning medical supervision.
- 'At Risk' notification forms be more widely encouraged.
- The National Board investigate the implications of hiring Locum Service Doctors on contract and the legal and administrative implications ie workers compensation, confirming that the Doctor is qualified to practise in the State and that he/she has their own professional indemnity (MDA cover).
- Consideration be given to requesting Challenge Stadium to provide a supply of oral histamines.
- The Safety Officer to ensure that the warm-up and swim down signs remain in place for 30 minutes after the last event each day.
- Safety announcements be made more frequently during the swim and this be included in the National Safety Policy.
- In the OWS, consideration be given to the National Safety Policy requiring the use of waves of swimmers beyond a specified number of entries, and prescribing the maximum number of entrants per wave.

Dr. RICHARD LUGG
Safety Coordinator

4. SEMINARS

The Seminar program was initially set up by Kay Cox and during the meet it was implemented by Roslyn Soanes. The program was limited to a Swimmers forum and an Educational seminar to fit in with the time available.

Members Forum:

In an attempt to increase the participation in the Swimmers Forum it was included in the program, advertised in the Newsletters and circulars were distributed during the meet along with announcements during the swim and this was just before Happy Hour on Day 1. These tactics seemed to work as approximately 50 were in attendance to discuss issues with the National President, National Executive Director and members of the National Board.

Issues discussed included:

- Swimmers not aware of branch to board reporting procedures for expressing complaints.
- Swimmers not happy that international swimmers can break national records even though they are not residents of Australia and just visiting for a national meet.
- Swimmers were very happy to have the opportunity to air their grievances (so to speak) and felt that they were being listened to.

Recommendations:

- The Forums be continued at future events.
- More interest be generated from members in the planning stage.

Educational Seminar:

Shane Gould was asked to give a talk on training for Masters Swimmers. She chose the topic "What is your Aquatic Signature? – the road to first class leverage swimming". Shane juggled the talk in amongst her ZOGGS sponsorship commitments and her own swimming program. This was well attended and very well received. She was asked by several members to repeat the talk for those who could not attend, however this was not practicable. Our thanks to Shane for volunteering her time and expertise and allowing us the opportunity to catch up on the latest in training approaches.

ROSLYN SOANES and KAY COX

OPEN WATER SWIM COORDINATOR

"BE ACTIVE" NATIONAL 2000m OPEN WATER SWIM **SUPPORTED BY DALE ALCOCK HOMES**

Somerset AUSSI Masters Swimming Club has with the approval of our local State branch management, been given approval to conduct the State open water swim for the past four years. The experience gained, and a number of initiatives added to the event to make it the best conducted open water swim on the annual calendar had the State Association invite Somerset AUSSI to conduct the National open water swim.

Planning for the event commenced in July, 2002 when final approval was received to conduct the event. Approval was also required from Fremantle City Council to hire Leighton Beach, Fremantle Surf Lifesaving Club to hire their premises and the Department of Planning and Infrastructure for approval to conduct the event over the distance in Manageable Waters. Insurance for \$10,000,000 Public Liability was also required (this was available as part of the current WA AUSSI Insurance Policy).

Negotiations were then commenced with Fremantle Surf Lifesaving Club to set up the beach for the event, place buoys around the course, undertake safety procedures during the event by providing rubber duckies, paddlers and first aid facilities as required in AUSSI Open Water Swimming Rules.

The Surf Club also undertook to provide a breakfast for competitors after the event and provide equipment for the presentation of medals.

In discussions with the Surf Club, in the event of adverse weather conditions, an alternate swimming course was surveyed.

Duty of Care letters were forwarded to Fremantle Hospital and St. Johns Ambulance Association advising them of the event.

Entries for the swim were called for at the same time as the pool events and a total of 220 competitors were involved. Entry fee was \$15 per swimmer plus \$10 for breakfast.

Closer to the event a meeting was held with Race Director, Kevin Holtom, Referee, Richard Verboon and Technical Director, Kay Cox.

Swimming caps were ordered with the National order as with Place medals.

Dr David Davies joined with the Race Director and the Referee to form the Safety Committee.

On the day of the event, Somerset AUSSI members began arriving at Leighton Beach at 6.00 am to assist in the setting up of the beach, establish a Registration area, a Briefing Station and Finishing Recorders tent.

A Duty of Care Officer and Assistant were positioned at the finish on the right hand side of the swimmers finish to record competitors' numbers. Three timekeepers and place disc distributors were also stationed at the finish.

Drinking water donated by the Water Corporation was positioned along the swimmers race leading to the recorders tent.

Registration by competitors was carried out from 7.30 am to 8.30 am with five registration points being set up in age group and gender. Each competitor received their swimming cap and breakfast ticket. They were also requested to have their number marked on their right arm.

Briefing by the Meet Director was carried out at 8.10 am.

The 2000m Open Water Swim commenced at 8.30 am and was a mass start in the water. Water temperature was 21C – conditions perfect. Ambient (air) temperature was 8C. Fremantle Surf Lifesaving club paddlers escorted the swimmers around the course without incident. In addition, a "lead paddler" headed the competitors around the course. A further paddler was stationed at the rear of the event.

Competitors were timed and place recorded at the waters edge. The Duty of Care officer recorded swimmers' numbers and place discs were distributed in order of finish. Drinks were distributed in the swimmers race way. The recorders manned five stations established by gender and age. Competitors handed in their place discs and number recorded on their right arm.

Competitors then congregated with fresh water and fruit whilst all swimmers completed the course. They were then admitted to the Surf Club premises for breakfast while the recorders finalised placings.

Presentation was conducted by the Open Water Swim sponsor Dale Alcock who competed in the event – as did his wife Jan, and AUSSI National President, Mary Sweeney. Numerous 'spot' prizes from supporters and donors were also drawn from the list of competitors.

The presentation completed a wonderful National Championship.

Special thanks to all volunteers who made the event an outstanding occasion.

MAURIE JUNK

PROGRAM AND RECORDING DIRECTOR

I would first of all like to thank all those people who worked so tirelessly on the Program and Recording Sub-Committee to make the "Be Active" National Swim 2003 such a success, especially my wife Penny who spent many a late hour recording all the entries. The majority of volunteers on the Program and Recording Sub-Committee came from my own club, Osborne Park AUSSI Masters. Our club has taken on this responsibility over many years and I have found this to be the most efficient way to work. I mean, taking on a particular project as a club.

The computer program

As Challenge Stadium had upgraded its timing and scoreboard equipment it would have been ideal if the new National AUSSI computer program had been finalised and made available for the event. This would have allowed direct entry of the data and individual names on the scoreboard. Unfortunately, this was not the case and, as a consequence, data had to be transferred manually from Challenge Stadium's timing equipment to our program. This created significant additional work. It is important that this is addressed for future events.

Competitor Entries

The majority of entries were received right at the last moment, with only one entry received after the due date. Despite requests for interstate registration data to enable ease of recording entries, only two States sent the data, it arrived far too late, I mean only a couple of weeks before the start of the meet. This created difficulty and a great amount of work. As for unlimited number of events a swimmer can enter? The computer program handled it okay. I was surprised to see relatively few swimmers took up the option to swim the maximum number of events, but at least we all had the same opportunity.

According to the entries as received, there were no errors in the competitor's program. However, we received a number of queries regarding same. All were found to be computer related ie. entered wrong event, entered wrong time, name spelled incorrectly by club official etc. In future, entry forms must be checked and rechecked before submitting entries to the host branch.

Sponsors and Suppliers

Advertising data was requested by the end of January for inclusion in the program. This proved impracticable and the majority arrived within the last few weeks before the program went to print.

The Program

This finally went to print but only after one final change on the day. A special "announcer's" program was produced which was also used by the marshals. The main difference between the "announcer's" program and the competitors' program was the club names were in full to make it easier for the announcer to call an event.

In conclusion, I don't think we could have done the job any better, different maybe. It was fun and I, once again, thank the recording team for a job well done. Thanks.

ALAN GREEN

MARKETING DIRECTOR

The marketing portfolio comprised the key elements of sponsorship, promotion and media liaison.

Because of the excellent work being done by Wendy Holtom, Executive Officer, WA AUSSI marketing and promoting AUSSI Masters Swimming in Western Australia I worked in close partnership with Wendy on all marketing matters.

We were greatly assisted by a Marketing Sub-Committee of Nicolle Jenkins and Kaye Verboon, both of whom provided specialist expertise, and Evan Jones who was of singular assistance regarding individual event sponsorship.

We were delighted that we were able to exceed our sponsorship objectives:

- o Our budget target for cash sponsorship was \$15,000 and we achieved \$15,500.
- o Our contra (in kind) target was \$2,100 and we achieved \$8,900.

Most importantly we formed very positive partnerships with a number of sponsors new to AUSSI Masters Swimming, partnerships which we are keen to continue in the future.

Overall our key strategies were:

- o Establish an overall partnership between WA AUSSI and Healthway (WA Health Promotion Foundation) which included support for the "Be Active" AUSSI National Swim 2003. Healthway became a very strong supporter and naming rights sponsor for the National Swim.
- o Obtain support from the State Government through the Department of Sport and Recreation, which is an ongoing supporter of AUSSI Masters Swimming in WA. They were very supportive.
- o Enter into partnerships with 2 Premium Sponsors. We were delighted to have Mayne Health and RetireInvest agree to be Premium Sponsors and they provided terrific support.
- o Involve our current sponsor of our State Open Water Swim, Dale Alcock Homes. Dale agreed to increase his support for the National swim.
- o Work with the 2 National sponsors, ZOGGS and Sports Travel. Both were very helpful, with ZOGGS in particular providing excellent assistance with discounted quality products, arranging for Shane Gould to help with promotion of the event and other support.
- o Obtain support from sponsors to provide essential products and services. recherch  Software Development (computers, and support), Best Western Australia (accommodation and function support), the Water Corporation (water) and Copyworld Toshiba (photocopier) were very enthusiastic and supportive.

- Obtain individual event sponsors. We were successful in getting 14 such sponsors to join us, three of whom provided contra (one, Wavelink provided the phones). The remainder provided cash.

Overall, we enjoyed terrific relationships with our sponsors and there were many innovative ideas and suggestions to maximize their exposure and opportunities.

With respect to promotion and media liaison we pursued a number of strategies, including:

- A promotional poster. This featured three local AUSSI swimmers, each with very different stories about how they became AUSSI swimmers (for media and other promotional use). Autographed posters were used to thank sponsors at the media launch of the poster.
- Both Community News and The West Australian newspapers were individual event sponsors.
- Two media personalities (with Channel 9 and ABC Radio), both of whom are swimmers, agreed to promote and support the event.
- The "Be Active Intersport Sprint" as part of the Opening Ceremony featured elite sports people from the West Coast Eagles, the Fremantle Dockers, the Perth Wildcats, the Perth Lynx, the Western Warriors and the Perth Orioles. As well as adding something special to the Opening Ceremony, it was used to promote AUSSI Masters Swimming in the media and to recognise some major sponsors.
- Enhanced an existing strong working relationship with Challenge Stadium. In addition to their professionalism in and around the pool, they provided additional assistance in promotional matters such as signage, maximising impact of the new electronic scoreboard, graphic design of the promotional poster and a number of other initiatives.
- Optimising existing avenues such as Newsletters and websites (State and National) and branding WA AUSSI letterhead and email banners to recognise sponsors and promote the event.
- Optimising the WA Executive Officer's regular column in Have a Go News, a very successful publication for people over 45. (Have a Go News also sponsored an individual event).
- Encouraging clubs to pursue promotional strategies with both local media and through their members.

- Exposure in sponsor's official/organization publications.

Overall, we were very pleased with the outcomes, especially as the number of entrants exceeded our target of 450. There was also significant value in the increased profile for AUSSI Masters Swimming in Western Australia, which can be built on in the future.

The area we did struggle most in, and this was expected, was to gain the desired level of media exposure.

The only recommended areas for review are:

- The draft sponsorship agreement in the Meet Guidelines. We found it had to be significantly modified to suit sponsorships for a specific event such as this. Our thoughts on this have been canvassed with Julia Phillips, National Executive Director.
- There was a lack of clarity regarding the National sponsors and whether their agreements with the National body encompassed the National swim. This needs to be very clear, including how they should work with the event organisers. In the end however, it worked very well for us especially with respect to ZOGGS.
- The approach of creating the event as a separate business entity and being GST free. This created a number of issues with sponsors and suppliers and we had to be very explicit up front to let them know when we were negotiating for their support. We appreciate this approach did on the other hand relieve us of the need to complete business activity statements etc.

JACK BUSCH

FINANCIAL & MERCHANDISE DIRECTOR

Merchandise:

The decision was made to include an Order Form as part of the Entry Form to pre order, polo shirts, t/shirts and caps.

An arrangement was made with the shirts' supplier to get more polo shirts if required (the T-shirts were screen printed and another set-up cost would have been necessary). We sold another 13 polo shirts during the event, in addition to the 124 polos and 97 T-shirts pre-ordered. 300 caps were ordered from ZOGGS who provided silicone caps at a significantly reduced cost. We took orders for 100 caps at \$6 each. With some hard sell by the Announcers and the Help Desk volunteers, we did very well and sold most of the remainder during the event. The few we have left are being sold or used as gifts and prizes. By pre-selling, we had no excess merchandise and WA AUSSI has a tidy surplus.

Finance:

It was decided to charge a Registration fee of \$40 and a fee of \$5 per swim, thus putting the cost on a user pays basis. Pool entries ranged from 2 to 12 per swimmer, averaging 5.52 per swimmer against a budget of 7.

Budgets were prepared in early 2002 up to 550 entries (with 450 being the target) and when extended to the actual number received, proved reasonably accurate. We actually received 604 entries but received 4 genuine claims for refunds before close of entries.

Medals and place ribbons were under budget and until we knew that we could afford ribbons on the medals we held off ordering them. We would have saved \$1300 without ribbons on the medals but once the entries were received, the committee decided to supply them.

A big saving was made on the Printing budget in part due to sponsorship in kind, ie. provision of a photocopier.

Telephone costs were reduced and poolside communication enhanced by a sponsorship arrangement for the provision of radios for use at the pool.

Overall it was an excellent financial result, ahead of budget.

PERC EDWARDS

To the Members,

AUSSI MASTERS SWIMMING IN AUSTRALIA INC.

Scope

We have audited the financial report of The Aussi Masters National Swim held in Perth from 23rd April to the 27th April 2003 as set out on the following pages. This is a once a year national event with the Western Australian Branch of Aussi Masters Swimming in Australia hosting the 2003 year's event. The financial reports are special purpose reports and are prepared for the period 4th February 2002 to the date of this report. Aussi Masters National Swim 2003 Inc.'s Committee is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia, the Associations Incorporation Act (WA) and the Association's Constitution so as to present a view which is consistent with our understanding of the Aussi Masters National Swim 2003 Inc.'s financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit opinion

In our opinion the financial report present fairly in accordance with applicable Accounting Standards, other mandatory professional reporting requirements, the Associations Incorporation Act (WA) and the Association's Constitution the financial position of Aussi Masters National Swim 2003 and the results of its operations.

RJ BYERS & ASSOCIATES PTY LTD



RJ Byers
292 Rokeby Road
Subiaco, W.A. 6008

14th August 2003

AUDITED FINANCIAL STATEMENT AS AT 14/08/03

RECEIPTS

National Advance	2000.00	
Sponsorship	14950.00	
600 Registrations	24000.00	
Pool Swims	16560.00	
272 Relays	2720.00	
220 Open Water Swim	3300.00	
236 Presentation Dinner	9440.00	
Bank Interest	<u>16.59</u>	72986.59

EXPENDITURE

Advance Repaid	2000.00	
Pool Hire	13960.00	
Trophies/Medals	6819.75	
Promotions	1224.14	
Printing	5446.86	
Postage	1106.75	
Stationery	906.30	
Telephone	223.83	
Open Water Swim	1391.80	
Medical Support	2834.74	
Presentation Dinner	9606.00	
VIP's, Dinner etc	2784.00	
Committee Expenses	610.95	
Volunteers Meals/Function	1647.32	
Buglers (ANZAC Day)	50.00	
Officials Shirts	824.18	
Bank Charges	92.97	
Auditor's Fee	<u>100.00</u>	<u>51629.59</u>

SURPLUS as per Bank Account		21357.00
Less:		
	50% National AUSSI	10678.50
	50% WA Branch	<u>10678.50</u>
		<u>\$ 00.00</u>

Sponsorship in Kind		<u>\$8900.00</u>
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SOCIAL DIRECTOR

Welcome Function

The Welcome Function, on Tuesday 22nd April 2003, was a Sundowner held at the Surf Club Fish Café on Port Beach, North Fremantle. The venue was chosen due to its close proximity to the beach, and to the Open Water Swim course (enabling interstate competitors to see the course prior to the swim). The venue was also close to Fremantle and possible social activities in Fremantle were promoted in the newsletters prior to the event. Tickets for the night were purchased via the National entries. There were 192 tickets sold via the entries. Further tickets were made available in the week preceding the Nationals as we were unrestricted by the venue size with the number of people that could be accommodated.

The \$15 cost of the ticket covered entry, Cocktail Food and the entertainment. A cash bar was also available. The choice of using a cash bar rather than including the drinks in the ticket enabled us to keep the price of the tickets cheaper. (The price per head to provide beer, wine and soft drinks would have been a minimum of \$18 per head on top of the ticket price.) It also meant that attendees who were not drinking alcohol the night before the first day of competition were not being charged for consumption.

The function was advertised from 6.00 until 8.00 pm, however guests started arriving from 4.30 pm onwards so the bar was opened earlier than planned.

Welcome Packs not already been collected prior to the function were available to competitors on the night.

A three-piece jazz band provided upbeat, background music. The Chairman of the Organising Committee welcomed the competitors, sponsors and guests in a brief speech, and the formalities were kept to a minimum.

Interstate guests without transport were offered lifts home by the local members which proved popular.

The welcome function provided a valuable opportunity for people to meet, and set the tone for a 'friendly' Nationals event.

Happy Hours

Two happy hours were held during the meet. The venue initially planned was a local AUSSI club's rooms at Challenge Stadium. Once the National entries were received and the number of swimmers participating was known it was decided that the original venue would not accommodate the potential numbers. The clubrooms of a local Water Polo club also within Challenge Stadium grounds were hired for the two functions.

Two local AUSSI clubs offered to host a Happy Hour. The first, on Wednesday 23rd April, also incorporated a National Members Forum, which was well attended. The Happy Hour on Friday 25th April featured a well received fashion parade organized by the host club. The fashion parade featured swimwear from ZOGGS who were a sponsor of the National event.

The Happy Hours commenced straight after the end of events which meant that they were well attended.

A cash bar, managed by Challenge Stadium, was available at both functions. A Sausage Sizzle, managed by the host clubs was also available so that food could be purchased. Due to uncertainty of numbers for catering purposes tickets for the Sausage Sizzle were advertised and available at the Help Desk throughout the day, however most people attending purchased their food at the Happy Hour.

The Happy Hours were very popular with well over 50 people attending each, and would certainly be recommended for future events. It also provides the volunteers and officials with a valuable chance to socialise, as they are often too busy to in their roles throughout the day.

Catering

A café at Challenge Stadium provided food (including healthy options) available for purchase throughout the meet.

Water, courtesy of sponsorship from the Water Corporation, was available for all officials and volunteers.

A room was set up and catering was provided for the officials and volunteers throughout the meet. As well as tea and coffee stations, lunch was provided on each day of the event. Sponsorship from a local supermarket, and from a bakery assisted in the provision of food.

Presentation Function

The Presentation Function was held on Saturday 26th April at the Best Western Emerald Hotel. The venue was initially planned to accommodate up to 150 people (felt to be suitable based on attendance at previous National events).

Tickets at \$40 per head were offered with the National Entries. The price of the ticket included entry, a three course buffet dinner and entertainment. A cash bar was also available for purchase of drinks (again keeping the price per head cheaper, ensuring those present not consuming alcohol were not being charged for it).

When the National entries were received a month prior to the event it was clear that we had underestimated the level of interest, as 237 tickets were purchased. This number did not include the sponsors, the National Organising Committee and National guests that were invited to attend which increased the numbers to 270. As

it was too late to book another venue the committee discussed strategies to accommodate the numbers.

Although not optimal the other option to turning people away was to run the function in two separate rooms adjacent to each other. It was decided to honour all of the tickets purchased rather than disappoint any of the attendees by only accepting the first 150 purchased. However we were unable to sell any more tickets on the week of the Nationals and there were many people turned away as they had not pre-purchased their tickets.

The staff at the Emerald Hotel were extremely helpful in working through strategies with the committee to accommodate the greater number of people for the function. The three course buffet dinner was set up in a separate room and cash bars were in easy access to both rooms of diners.

A seating plan was done, seating people by club, or by state when attending on their own. However the table plan had to be re-done in the two hours prior to the function as the staff were unable to set up the venue in the same configuration as initially planned (ie. all tables of 10).

Guests started arriving an hour and a half before the advertised start time of 7.30 pm, and the hotel had a bar that they could be directed to. Due to the use of the two rooms there was a greeting area in the hotel foyer where two committee members directed guests to their table. A further table had to be set up when a small number of guests took exception to the seating plan and did not wish to sit with another club at the same table and chose to sit elsewhere.

From 7.00 – 7.30 pm there was a separate section in the bar set up to welcome the National Guests and Sponsors by the National Committee. The MC welcomed guests and door prizes with vouchers of accommodation for two people, donated by the Best Western Emerald Hotel, were under the seats of four guests.

The food was served soon after guests were seated. The hotel had been asked to provide generous servings, and the food provided was good quality, tasty and ample. Due to the numbers of guests the serving of the meal took two and a half hours, which was a longer duration than the committee had anticipated in it's running sheet for the evening's events. The entrée and mains were served on the buffet at the same time, and dessert and coffee were served afterwards.

After the meal finished the hotel staff re-set up the main function room and the guests from the adjacent room were invited in for the speeches and presentations. The formal speeches of the evening by the National President and the dignitaries were well received by the guests. The presentations took a great deal longer than scheduled as there were speeches made by the recipients of the awards. Feedback from the guests and the National Organising Committee was that this section of the evening was too long, and would suggest in future that the recipients are not invited to make acceptance speeches.

Music and dancing began, however the majority of guests left after the presentations ended. A good deal of the guests were competing at the Open Water

EXECUTIVE OFFICER – WA BRANCH

Hosting the Nationals is a terrific opportunity for the host Branch to further develop and promote AUSSI Masters Swimming in that State. The Branch can also provide essential office and organisational support and expertise.

I welcomed the chance to contribute as part of an excellent team and I believe we have significantly progressed and promoted AUSSI in WA as a result of the event.

The primary roles of the Executive Officer, WA Branch were:

- Working with the Chairman of the Marketing Committee, Jack Busch (the "Be Active" AUSSI National Swim 2003 was seen as a building stone for future sponsorship relationships and growing the profile and awareness of AUSSI Masters Swimming in WA).
- Liaising with the National office regarding the Annual General Meeting requirements and coordinating same, plus various other necessary tasks.
- Specific projects such as:
 - Managing the development, production and launch of promotional poster.
 - Production and distribution of Newsletters prior to the event.
 - Coordination of the Welcome Packs.
 - Coordination of the event trophies.
 - Sourcing extra volunteers (from local TAFE college).
 - Managing the design and purchase of officials and volunteers clothing.
- Operational support which included:
 - Administration assistance through phone, email and fax queries.
 - General communications with members of the Organising Committee.
 - Administration assistance with the Welcome Function and Presentation Dinner ie. invitations, running sheets, name tags, signage etc.
 - Media releases and communications with media personnel.
 - General sponsor liaison and communications.
 - General administration assistance for the Organising Committee.

Recommendations:

1. Swim Meet Guide to be simplified and gaps identified from WA Report to be investigated for implementation i.e. Volunteer Coordinator.
2. A Volunteer Coordinator should be included on the Organising Committee to source and co-ordinate volunteers for the event. It is especially important to have one person in charge of this key area, which would include poolside (officials) and non-poolside personnel. Training and rostering the volunteers was a huge job and as the volunteers form the

Swim the next morning. Those who stayed enjoyed the music provided by a two piece band with keyboard, vocals and guitar.

Accommodation was provided by the hotel for the National President, plus some of the dinner guests chose to book accommodation for the night.

A recommendation for future Nationals would be to book a venue that can accommodate an increase in numbers if necessary, and also a venue that has staff that are flexible and helpful. Although the function was not ideal due to the numbers of guests and the use of separate rooms, the staff of the Emerald Hotel were excellent, very helpful and very accommodating the last minute changes. Feedback from guests also indicated that they would prefer for the Presentation Function to be after the Open Water Swim.

Thank you Function for the Volunteers

On Sunday 22nd June a function was held at the Oxford Hotel to thank all the local officials and volunteers involved in the National Swim. 110 people attended the afternoon function and platters of food, tea and coffee were provided for the guests. The feedback from the function was very positive, as the officials and volunteers were very appreciative of the recognition of the important role that they played in the successful running of the Nationals event.

WENDY DUPELOUZEL

ENTRIES BREAKDOWN

	Number of Entries
Australian Capital Territory	4
Northern Territory	4
New South Wales	96
Queensland	25
South Australia	23
Tasmania	8
Victoria	58
Western Australia	384
International (including 1 late entry)	5
TOTAL ENTRIES	605

backbone of the event, filling this position will ensure all areas are covered appropriately.

3. Host branch to have greater autonomy, with the onus on the host branch consulting on matters identified in the Swim Meet Guide.
4. Host branch should arrange for extra administration assistance for the Branch office during the 3-month lead up to the event, either voluntary or paid (full-time or part-time depending on need).

WENDY HOLTOM