

FINAL REPORT

“Be Active” AUSSI MASTERS National Swim

Adelaide, South Australia

30th March – 4th April 2004

**John Gamlen
Convener**

**Craig Smith
Branch President**

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CHAIRPERSON – ORGANISING COMMITTEE

It is a pleasure to introduce the report for the 2004 AUSSI Masters National Swim conducted in Adelaide from the 31st March – 3rd April 2003. The swim was the culmination of some 18 months of preparation by the organising committee and the work of an enormous group of volunteers, mostly from AUSSI Masters Swimming in South Australia. The event, consisting of 4 days of pool events at the Adelaide Aquatic Centre and an open water swim at the beautiful Seacliff beach on Adelaide's Southern Metropolitan coast, was judged a success by all present. The program ran efficiently in a wonderful and friendly atmosphere.

The event generated 437 entrants, including 261 from interstate but none from overseas. This guaranteed the financial bottom line of the swim and created a wonderful atmosphere for the organisers. The number of actual pool swims was 2652 and 142 competitors entered the open swim.

The Organising Committee consisted of myself as Convener, Secretary and Meet Director, Phil and Leanne Beames (programming and recording), Claire Nayda (open water swim) Craig Smith and Lorraine Pietrafesa (publicity and marketing), Lorraine Pietrafesa and Helen Parsons (social), Andrew Martin (Safety Officer), Len Mayton (Medals), Margaret Doddridge (volunteers & officials) and Grant Hancock (Treasurer). The committee worked exceptionally well together, and met regularly with increasing frequency as the event approached. Along the way we had other members involved and then withdraw to other commitments. We were able to co-opt the expertise that we required at appropriate times. Committee members were well supported by family and friends (too many to mention) to produce a great team effort.

Social activities included the welcome function on Tuesday night, and the Presentation Night on Saturday evening. Happy hours were conducted three evenings after the last event.

Welcome Packs were given to everyone that attended and identification passes were provided to all officials, competitors and spectators free of charge.

Sponsorship was difficult with this event. The SA Government through the Dept of Recreation and Sport was the main sponsor with promotion of the Be Active - Find 30 campaign. Individual event sponsors were obtained for 18 of the 22 pool events.

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 very successful event.

John Gamlen
Convener, Organising Committee

MEET DIRECTOR

Wow! What a fantastic carnival! It was a wonderful experience to have worked with such a talented and fastidious group of people.

1. The Program

The event consisted of a 4 day pool program followed by an Open Water swim on the final day. All deadlines were met with setting program and notifying swimmers across Australia.

The option of two swimmers per lane was left open for 800 f/s, 400 f/s and 400 IM but it was decided after entries were received not to take up this option. This was greatly appreciated by competitors. Having a short event on day one – before the Opening Ceremony – worked very well. It was also good to start with an event that is slower to finish to allow volunteers / timekeepers to become accustomed to duties.

The option of entering 3 events per day was well received. Data on number of swimmers taking this option are detailed elsewhere in this report.

18 swimmers swam the maximum number of pool events – 12. Of these 10 competed in the OWS.

The majority of swimmers (84) swam 5 events as has been traditional at a National Swim where there is pressure on water space. 184 swimmers swam between 6 and 9 events indicating that most swimmers felt that they could manage 2 swims per day – as well as a possible relay.

The 12 swim option also encourages more swimmers to stay and so add to the spectacle and carnival atmosphere. It also provided extra helpers and larger crowds at Happy Hours. Overall, a very good option for smaller branches.

2. The Entry Form

Some changes were made on WA recommendations and they all worked well. Entry forms were posted to all clubs in Australia – according to the National Office list. Only two returned to sender. The only thing that would be good to include would be a spot on page 2 for the swimmer to enter their address. There were a few people to follow up at various stages of the event (and after) and this would have been very useful to have on hand. There was a spot for emergency contact – the address of the swimmer could be included here.

A very small number of swimmers sent individual entry forms directly to the committee – and not through their club. This presented a minor inconvenience but they were accepted due to the low number and the adequate timeline.

3. The Volunteers

- Once again, a refreshment room in the Theatrette was a fantastic idea. It provided an opportunity for volunteers to escape the poolside and relax. The workers too get valuable downtime which is needed during a tedious four day event.

- The Registration Desk and Medals Desk, situated at the entrance, worked well. The duties included:
 - Distribution of results and medals
 - Collecting newsletter articles
 - Handling results queries
 - Relay cards
 - Selling merchandise and dinner tickets
 - Taking orders for merchandise
 - general information for visitors and competitors

- Medal distribution was facilitated by stapling the results sheets together according to event and sex. When a medal was collected the name was highlighted in yellow, unless engraving was ordered in which case the name was highlighted in green.
- Having the use of the TAFE students was invaluable to the success of the event. The event would not have succeeded without them. This was the first time such a large number of outside volunteers was used which created some catering difficulties (they were asked to provide their own lunch). Refreshments and snacks were provided.
They performed such duties as:
 - Timekeeping
 - Ushering
 - Marshalling
 - Check Starting
 - Media duties
 - Announcing

4. Organisation

Engraving

Engraving was done off site by emailing a spreadsheet daily to the engraver who was then able to use computer printing onto metal disks. Engraving was collected the following morning and available for collection by swimmers.

On the last day (and for the OWS) \$1.00 was added to cost of engraving to enable disks to be posted early the following week.

Approximately one quarter of medal winners ordered engraving (\$5.00).

Medal purchasing was done after the number of entries were known. This reduced the number of medals needed. However, with a smaller number the cost went up – so it actually cost more overall. We would recommend medals be purchased on initial numbers – and throw the remainder in a bin! The timeline is also too short if medals are ordered after entries close.

Pool

AAC again proved to be a popular venue and adequately coped with the 437 entries. Proximity to the city, accommodation and eating venues was a great attraction for interstate visitors and locals. Facilities are adequate for recording, marshalling etc. Lane hire is quite expensive. Water depth at the shallow end is inadequate for a block start. This was overcome after day one with starts switched to the deep end for F/s, Fly and Breast.

Officials

Referee

Local referee, Phil Beames, did a fantastic job as Chief Referee. His knowledge and experience were invaluable. We had an excellent response from interstate officials who assisted in conducting an efficient well organized swim.

Marshalling/Check Starting

Di Simons and Mary Phin were super (as always) with excellent help from TAFE students as check starters.

Some comment was made about the marshalling area being away from the main pool. However, space around the main pool is very limited and this position prevented overcrowding that would have otherwise occurred. Others saw the position an advantage as it was adjacent to the warm up / cool down pool.

Timekeepers

The use of electronic timing enhanced the meet in many ways – including ease of operation for timekeepers. Some delays were experienced with 50 metre events (days 2,3 and 4) when switching to manual timing.

We had great help from the TAFE students, local volunteers, interstate competitors and spectators. The roster of officials worked well. Special thanks to Marg Doddridge, Jenny Bradly and Leonie Webb for managing this big task.

Recording and Records

We had a fantastic team upstairs – Leanne Beames, Bill Edwards, Chloe Steveson, Jan Gamlen, Darryl Hawkes and Joan Edwards. The AEO was operated by Ray Parkinson.

Starting

We used a number of different Starters over the 4 days. Local stalwart, Des Mulqueen, did a great job over the first few days with assistance from a range of local and interstate people.

Equipment Stewart

SA Swim Meet Director – Brian Skeates managed all equipment needed. Brian set up warm up signs daily as well as watches, boards etc for any manual timing required. The Branch purchased new watches in case we had 2 swimmers per lane – or needed to switch to manual timing at any stage. We were well prepared and luckily had only one breakdown of electronic timing.

Catering

We were served brilliantly by the Norwood Swim Club under the leadership of David Bishop. They catered for the Opening ceremony, Welcome Function and Officials. It was magnificent.

REFEREES'S REPORT SUMMARY NATIONAL SWIM ADELAIDE 2004

DAY 1 WEDNESDAY 31ST MARCH

Event No	Event	No of Heats	Average Time (mins)	Swim Time (hours: mins)	DQ's	Reason
1	400m Individual Medley	11	9.2	1hr:41m	4	1 BaF, 1 GA, 1 BaH & 1 GK
	4x 50m Mixed Challenge Relay	1	3.0	3m	Nil	
2	100m Freestyle	33	2.5	1hr:22m	1	1 GA
3	50m Backstroke	25	1.9	47m	2	1 BaF & 1 GJ
4	100m Breaststroke	20	2.8	57m	3	2 GA & 1 BrK
5	4x 50m Mixed Freestyle Relay	7	3.6	25m	1	1 GA

DAY 2 THURSDAY 1ST APRIL

Event No	Event	No of Heats	Average Time (mins)	Swim Time (hours: mins)	DQ's	Reason
6	800m Freestyle	22	15.1	5hr:33m	Nil	
7	200m Backstroke	18	4.9	1hr:28m	1	1 GA
8	50m Freestyle	33	1.6	54m	2	2 GA
9	200m Butterfly	9	4.7	42m	2	1 BfF & 1 GK
10	4x 50m Mixed Medley Relay	7	3.0	21m	1	1 RE BfF – Fly Leg

DAY 3 FRIDAY 2ND APRIL

Event No	Event	No of Heats	Average Time (mins)	Swim Time (hours: mins)	DQ's	Reason
11	400m Freestyle	26	7.9	3hr:25m	1	1 GA
12	50m Butterfly	21	1.7	35m	1	1BfF
13	200m Breaststroke	16	5.0	1hr:20m	Nil	
14	100m Backstroke	23	2.9	1hr:07m	1	1 GK
15	4x 50m Women's Medley Relay	4	6.7	27m	Nil	
16	4x 50m Men's Medley Relay	5	3.6	18m	Nil	

DAY 4 SATURDAY 3RD APRIL

Event No	Event	No of Heats	Average Time (mins)	Swim Time (hours: mins)	DQ's	Reason
17	200m Freestyle	30	4.0	2hr:01m	1	1 GK
18	50m Breaststroke	22	1.9	43m	1	1 GA
19	100m Butterfly	12	2.7	32m	Nil	
20	200m Individual Medley	19	1.3	24m	2	2 BfE
21	4x 50m Women's Freestyle Relay	5	3.8	19m	Nil	
22	4x 50m Men's Freestyle Relay	4	3.5	14m	1	1 RD

DAY 5 SUNDAY 4TH APRIL

Event No	Event	No of Heats	Average Time (mins)	Swim Time (hours: mins)	DQ's	Reason
23	2000m Open Water Swim	1	52	52m	Nil	

SAFETY COORDINATOR and WARM-UP SUPERVISION

Warm-up and swim down procedures:

Warm-ups held in the main pool before each day's events. Supervision was adequate and swimmers adhered to the signage very well. The plan as in the Swim Meet guide was used.

During competition 3 lanes were provided in the diving pool. The lanes were clearly signed and supervised throughout. During the week days when other demand on pool space was low, swimmers swam in public lanes without being asked to move to marked lanes by pool staff. In one respect this was appreciated but in another it did create a risk factor as public lanes did not have signage or meet authorized supervisors.

Three lanes were not really enough and they became crowded and swimmers did not observe the signs or, at times, follow the instructions of the supervisors. This was disappointing and added a risk factor that we were trying to manage ie swimmers diving or swimming on the wrong wide or not doing the prescribed stroke.

On Saturday, when swim classes were being held and public numbers were higher AUSSI swimmers did not co-operate with pool staff or supervisors. Part of the problem is that swimmers arrive at the pool when they think their event will be held and then expect a full warm-up facility to be available when the main activity is swimmers cooling down.

Lane Supervision:

Lane supervision was provided by volunteers and TAFE students at all times when the facility was being offered. Signs were used and well displayed.

MEDICAL SUPERVISION

Two Safety Officers were appointed for the meet – Craig Smith and Andrew Martin.

Incident Report forms were available at the Information Desk and the Safety Officers.

Prior to the event the Branch requested exemption from the Category 4 requirement of the National Safety Policy Clause 6. This meant that a trained Medical Personnel was not required to be present at all times.

Category 4 requirements could do with a review to take into account the facilities available at the pool.

At the Adelaide Aquatic Centre fully trained pool staff are available at all times. They have CPR qualifications and First Aid and know the pool's emergency procedures. They have a clearly identified First Aid area.

The requirement of the Doctor to have current CPR is a potential difficult as many may not see CPR as necessary for their daily work. Then they are also required to have resuscitation equipment – which would almost certainly be available at the pool.

For events the size of a National Swim in Adelaide (400 swimmers) the lower category of 3 would appear to be adequate – and might be an outcome of any review of Clause 6.

Medical Incidents:

Two Injury Report Forms were received. One was the result of a collision in the warm up pool. The swimmer was able to return to swim session. The second was a volunteer who walked into the OWS trailer when assisting with setup prior to Open water swim. Bruising occurred but no medical treatment resulted.

Open Water Event:

A Doctor was engaged to provide medical cover at Seacliff for the duration of the swim. There were no incidents reported.

Acknowledgements:

To all pool staff who assisted in various ways over the Swim Meet.

Recommendations:

Review Clause 6 – National safety Policy

4. SEMINARS**Members Forum:**

The Members Forum was conducted on the evening of Day 1 – at the Happy Hour Location. It was hosted by the National President, Mary Sweeny.

OPEN WATER SWIM COORDINATOR

The Open Water swim was conducted Sunday 4th April at Seacliff Beach. On the day, the weather and water conditions were favourable for the swim with 115 participants who registered on the day completed the 2km swim. Effective water cover was provided by Seacliff Surf Life Saving Club.

Thanks to all the members who on the day provided assistance in setting up, registration, marshalling and officials, the recorders and refreshments. The presentation was held at the Brighton and Seacliff Yacht Club, with many people attending. Overall it was a successful event.

PROGRAM AND RECORDING DIRECTOR**The Computer Program:**

Leanne Beames (SA Branch Recorder) was responsible for all aspects of recording using usual Swim Meet Program.

An experience AEO (Ray Parkinson) was appointed and a training session was held prior to the meet to train interested volunteers to operate the second computer. This task was primarily carried out by Joan Edwards. All events except three 50 metre swims starting at the shallow end, were recorded electronically.

No difficulties were reported.

Competitor Entries:

There was a minor problem obtaining the data base for the Swim Meet program. It would be useful if this confusion could be overcome ie who should provide what information and what exactly is “private” information.

Sponsors and Suppliers:

The marketing group tried earnestly to attract major sponsorship but none was forthcoming. A grant from Sport and Recreation (\$1,000) was the only amount received. Individual event sponsorship was

offered at a fee of \$250 or free to sponsors in kind. This enabled all events to have a named sponsor and provided publicity for all concerned via the Swimming Program.

The Program:

This was probably the most difficult task. Entries closed well before the meet – 6 weeks – but it was still hard to meet the deadlines. There was a minor delay in getting the Program approved by NMC – and late changes could not be made. Not sure if there is a solution to the tight deadlines.

The quality of the Program was excellent – thanks to the hard work and support on 4 Hour Printing (John Davis).

MARKETING DIRECTOR

The prime task of the Marketing Committee was to promote the event to obtain sponsors. As mentioned previously, this was a difficult task. Lorraine Pietrafesa and Craig Smith were the prime movers.

The major marketing exercise was to forward relevant information to clubs Australia wide and through the National Web site.

In terms of the event the swim meet itself the offering of a free Welcome Function was the major marketing exercise and accounted for the marketing budget. This was a very popular social event.

MERCHANDISE AND FINANCE DIRECTOR

Merchandise:

Merchandised was contracted to an Adelaide company. We negotiated what merchandise we would like, included it on the entry form, collected the money and orders and passed details to the company. This worked very well. We ordered a few extra of each item and them for sale at the Information Desk. Sales were good and we did have to order extra of some items. We received good service from the company and all outstanding orders were filled quickly. The Organising Committee received a 10% commission on total sales.

The design and colours were well liked. The women's Polo shirt was poorly sized and caused many problems with shirts being too small. We were able to exchange many, but we did end up with leftovers of very small sizes.

Finance:

We appointed a Treasurer, Grant Hancock, who had no other branch position, which enabled us to operate very independently of other branch transactions.

We did have a few problems in the area of finance – I hope due to being the first time that a National Swim operated under new conditions. As a result of our experience, some aspects of finance need to be reviewed. I will make a separate submission to outline possible areas to review when I intend to report against the Swim Meet Guidelines.

In Summary here:

The Committee expected financial autonomy once the budget was approved. The budget was approved at the regular time – but when changes needed to be made there was confusion and frustration at our end about what financial “autonomy” meant.

The Financial Report included with this report outlines the receipts and expenditures. Sponsorship was low and the efforts of the Branch to cover expenses from raffles and Happy Hours was excellent.

FINANCIAL STATEMENT

	\$
RECEIPTS	
Registrations (437)	26,220.00
Events (2,652)	13,260.00
Ocean Water Swim (142)	2,272.00
Relays (203)	3,045.00
Presentation Dinner ()	10,150.00
Bank Interest	667.12
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Total Receipts	\$55,614.12
PAYMENTS	
Postage & Stationery	1,727.51
Bank Fees	73.85
Gifts & Other Expenses	96.00
Medals/Trophies	9,744.40
Accommodation	
- National President	662.50
Official's Catering	3,207.85
Opening Ceremony	200.00
OWS Expenses	220.00
Pool Hire	12,905.00
Cool Down	553.14
Timing Operator	200.00
Function Centre	475.00
Presentation Dinner	11,106.01
Printing	5,423.00
Sanction Fee	3,300.00
Marketing	1,000.00
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Total Payments	\$50,894.26
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NET SURPLUS	\$ 4,719.86

ENTRIES BREAKDOWN

CLUB	No of ENTRIES	No of EVENTS	OWS	Relays	Dinner (not confirmed)
TAS	5	23	1	-	1
QLD	34	204	7	7	6
ACT	3	17	2	-	-
NT	9	73	5	4	2
SA	176	937	85	90	57
VIC	64	424	13	27	31
WA	21	119	7	2	15
NSW	125	859	22	73	61

TOTAL ENTRIES 437

No of Events Participated In	MALE	FEMALE
1	4	3
2	8	8
3	11	22
4	24	18
5	46	38
6	36	25
7	28	21
8	18	27
9	18	11
10	8	14
11	5	5
12	8	10
13 (including OWS)	8	2