

Minutes of the 1st. Organising Committee Meeting of the Scottish Age Group Championships - 1977 held in the Admin. Suite - R.C.P. on Monday 8th August, 1977

Present:	Chairman	- Geo. Philp	Apologies:	Mrs. M. Black
	Gen. Sec.	- Wm. Black		Mrs. M. Cochrane
	E.D. Sec.	- I. MacFadyen		Mr. J. Steedman
	R.C.P.	- Mr. Thomson		Mr. T. Nelson
		- Wm. Ogden		Mr. J. Law
		- Wm. Adams		Mr. C. Haggie
		- R. Taylor		Mr. T. Nichol
		- Mrs. C. Smith		Mr. W. Donaldson
				Mr. R. Smith

1. Chairman opened the meeting with a welcome to the new members for 1977 - Mr. Wm. Black - Gen Secretary, and Mr. Wm. Ogden - E.D.
2. Letters requesting advertising space in the Age Group Programme should in fact read ITV - BBC an error. Mr. Haggie to obtain estimates for hard cover with duplicated pages - also printed programme.
3. Mr. Wm. Black will propose to the sponsors that the following quantities of advertising materials are required.

Car Stickers
 20 x 30 Large Posters - 50 ✓
 10 x 14 Medium size - 200 ✓
 Library Handout size - 1,000 ✓
 Result Sheets - duplicating paper crested - 9,000
 would also cover the circulation of the Scottish entrants to clubs. - 3,000
 of this is all that is required for the result sheet service. C. Haggie will prepare the frontispiece for these.

Posters will contain the following information:-

Dates 21st/22nd October - times ^{7.15} 10.00 2.00 6.00
 Admission: 50/25p £1.50 and 75p

Parties of 20: Advance sales 10p per session (Junior)
 Closing date 8th October.

2000 Tickets available from District Age Group Conveners (~~1,000~~ each) R.C.P. and district treasurer (postal bookings) Mr. W. Donaldson - 122 Appin Crescent. DUNFERMLINE

4. Tickets to be made available from 3rd September - monies and all unsold tickets to be in the hands of Hon. Treasurer E.D. by the 15th October.
 Tickets to be numbered. ² colour coding - 200 all session £1.50 + 75p tickets to be made available.

Competitors passes as last year - check for numbers approx. (800 - 1,000) required. Detailed information as per sample pass. Mr. C. Haggie will undertake these as before.

5. V.I.P. invitations - tickets Mrs. M. Cochrane will be dealing with these, and members were requested to update the list at this time if they felt they had names to be added. Further details of V.I.P. arrangements will be discussed and formulated at a future meeting.

COMPETITORS }
 OFFICIALS } 1000
 COACHES }

VIP TICKETS 100
 ALL SESSION SENIOR 200
 JUNIOR 200

GROUP TICKETS 2000

MR. SPOTT
MR. POTTINGER
MRS. OSBORNE
MRS CAMPBELL

6. Pool administration- on our behalf during the championships
Mr. Wm. Ogden agreed to act as Pondsides Controller.
Duties mainly supervisory - all warm up sessions in the small pools, clearing the pool. Mr. Ogden also required to supply 4 girls to act as stewards. Also 4 competitors stewards.
Reminder - Toblerones to be visible and clear of clothing and competitors at all times. Banners at the discretion of Pondsides Controller.

MRS YOUNG
PRESENTATION

7. Mr. Wm. Adams will again be in charge of the officials for the Championships. Request from District Secretaries officials who will be attending the championships anyway in an effort to curtail unnecessary expenses.
12th September last date for the officials names for the inclusion in the programme.

Cronus - to be approached to supply the manual stop watches. BY. BILL BLACK

8. Press and Publicity of the entire championships will again be undertaken by Mr. R. Taylor. Dennis Gray new liason with the Milk Marketing Board.
No decision yet received regarding whether it be Pennants or Tee Shirts for finalists.

SMALL POSTERS
BY 12 SEP OTHERS
BY 28 SEP.

Ian Stewart - the Speedo representative, shop and details to be arranged through him. % to be sought.

S.T.V. contact will be arranged by Mr. Wm. Black notifying them of the Publicity Officer for the championship.

9. Mr. W. Donaldson - Hon. Treasurer for the championships.

Mr. J. Steedman - Stewarding arrangements

Mr. Wm. Law - Announcing

Mrs. Laidlaw - Recording table with 3 other members

10. R.C.P. Mr. Thomson agreed to supply Front Car Park Tickets for ~~Mr. MacFadyen to circulate to V.I.P.'s and Officials.~~
Mr. Wm. Black will supply S.A.S.A. Official tickets. ✓

Estimates requested for: Lunch - ? Salad 1.30
Tea - Saus. egg/chips 1.15
Coaches meals as last year 95p

Bags for the competitors clothing. + 6 TO MAKE 32 ALL NUMBERED
St. Andrews service to be notified.
Telephone point - Duplicators - Electric Typewriters - supply point.
Co-operation regarding the split times. - JOHN ANDERSON ON THE MACHINE

Mr. Thomson requires the posters and advertising materials as soon as possible. Also requested consideration be given to the style of the posters for maximum publicity. Again a request for an outdoor banner. Pinta girls in the foyer or cafe etc. Raffle fund raiser to be in the form of a Lucky Dip under the direction of Mrs. Mgt. MacDonald.

PHOT. RECORDS

11. Miscellaneous: Disco - Mrs. Pottinger to be approached 300p approximately - time 9.00 p.m. - 11.00 p.m. Juice and crisps.
Medals - ordered cording to be dealt with by the Committee.
Possibility of using an electric typewriter with golf ball head, and miniature print, Mr. Adams to try and obtain.
Trophies for Speedo and M.M. Bd. to be confirmed.
Mr. Wm. Black informed the members that D. Wilkie had indicated his hope to be present.

Next meeting - 29th August at the R.C.P. 7.15 p.m.

" " 12th SEPT " "

2nd. Organising Committee meeting of the 1977
Scottish Age Group Championships held in the
Administration Suite - R.C.P. 29th Aug., 1977

Presents: George Philp - Chairman Apologies: W. Donaldson
Wm. Adams J. Steedman
R. Betteley
C. Haggie
I. MacFadyen
T. Nelson
Wm. Ogden
R. Taylor
Mrs. M. Cochrane
" C. Smith

Amendments to the minute of the 1st. Organising meeting.

Insert: Friday evening 7.15 p.m. start.
Amend: Junior ticket No. to 2000 - total,
to be numbered.
Delete: 5 colour coding this should read 2 colour
Amend: All session ticket numbers to 250 @ 75p
250 @ £1:50
No. of competitors tickets should read 1000
Insert: Dunfermline to the address of W. Donaldson.
Delete: Car Park stickers to be supplied by Mr. Thomson.

Programmes - Mr. C. Haggie.

It is hoped that the advertising will cover the cost of the programmes. The members present felt that it would be inadvisable to deviate from normal procedures at this point and attempt to produce the programmes by ourselves rather than professional printers.

Price of programme30p

Number of programmes to be printed 1200. 150 required for officials together with the requisite number for the V.I.P.'s to be finalised later.

MILK FOR ENERGY to be prominent on the front cover.
Programme to include Presidents address - calendar of coming events if possible. List of the officials for the championships.

Result service prices as per last year. 5p per Session.
Postal Results service - 40p.

V.I.P.'s - Mrs. M. Cochrane.

Mrs. M. Cochrane reported that 90 invitations had been sent last year, and fully considering the request that the budget be adhered to, she would like guidance with regard to this years invitation list. For the benefit of the members present the invitation list last year was (Full list of Council members, past Presidents, Treasurers, Conveners, Sponsors, and past sponsors, 25 councillors.) Following a discussion where it was decided that although it was imperative to cut costs, it was not feasible to do so at this particular part of the programme, vital contacts were often made at this point of the proceedings, and both Mr. Taylor and Mrs. Cochrane felt that if any change were to be made it should actual be an increase in the number of invitations sent. When the list is finally collated a further discussion will take place. The proposal to use V.I.P. invitations and complimentary tickets was not passed.

No. of invitations to be printed 120 to be sent out a month before hand.

^{enquire} Regarding the reception on the Saturday - Mr. T. Nelson, agreed to ^{obtain} the refreshments.

Officials - Mr. Wm. Adams.

Awaiting replies from the other districts. The application to Cronus for the watches had been undertaken by Bill Black.

Milk Marketing Board - Mr. Betteley replied on all questions apertaining to the Sponsors:

As yet they had received no indications from the M.M.B. about paper or posters, the trophies etc., or indeed the form of the advance publicity for the championships in the form of uniforms or pinta girls.

Pondside Administration - Mr. Ogden.

Presentation Steward Mrs. Young to be approached as in the past she had carried out this job expeditiously, and most of the older swimmers knew her.

Competitors Stewards Mrs. Campbell and Mrs. Osborne, Mr. Geo. Philp will undertake to ask them for Mr. Ogden. Mr. Sprott and Mr. Pottinger to be asked also.

Procedures 1 heat of 1 final in advance. Presentation steward 1,2,3. in rear.

Publicity - R. Taylor

District Council have agreed to circulate notice of event provided the small posters are available before 12th September. The event will also be published in the District Councils list of events in Edinburgh during October.

Mr. Taylors name has been circulated to sponsors as the publicity and press office.

Mr. I. Stewart - Speedo representative is on holiday, although Elliots have already indicated they wished to be considered. Again % to be sought.

Championships Administration: - Mr. D. Thomson

Lunch salad/sweet/coffee a set meal £1:30 (accepted.)
Tea saus. egg & chips £1:15 "

Coaches 95p Lunch Soup/salad/tea.
95p Egg & Chips Bd. Butter.

Tickets for this will be available at the championships - Mr. W. Donaldson.

6 more competitors clothes bags to be purchased.

Regarding the consul being assisted by a member of the S.A.S.A. this had been cleared and Mr. Thomson hoped we would undertake to appoint a suitable person. Main quality even-tempered and with a good knowledge of swimming. It was agreed that Mr. John Anderson be asked. Mr. MacFadyen agreed to do this.

St. Andrews Service - Mr. Philp agreed to write to clarify their attendance, Mr. Thomson has already made 'phone contact.

Dr. Dawson - the Scottish Office will write and invite her to be in attendance.

Shallow and Deep end starts will be required - duplication of equipment.

2 rows of V.I.P.'s seating. Telephone contact.

Competitors 350 - 500 in all. Seating on poolside 100 at a time.

Waldie Trophy to be brought from the west for display.

Parade of officials - new music to be obtained variety of musice to be seen too. Tape for Scotch on the Rocks to be one of the pieces supplied.

A.O.C.B.

Mr. Adams requested officials colours to be restated to check the bands. Mr. Ogden undertook to issue coaches with badges which are available on production of their competitors tickets.

Disco - Mrs. Pottinger has undertaken this more details later.

Next meeting the 12th September, 1977 - 7.15 p.m. R.C.P.

Minute of 3rd. Organising Committee Meeting of the 1977
Scottish Age Group Championships held in R.C.P. 5th Sept.

Present:	Mr. G. Philp (Chairman)	Apologies:	Mrs. M. Black
	Mrs. M. Cochrane		C. Smith
	Mrs. McDonald		Mr. Wm. Black
	Mr. Taylor		Mr. Betteley
	Mr. Donaldson		Mr. Ogden
	Mr. Haggie		Mr. Thompson R.C.P.
	Mr. MacFadyen		
	Mr. Nelson		

New business arising from this meeting.

Speedo Shop - Mr. Philp wrote to 'Lillywhites' 'Sports Conscious' 'Elliot Sports' and R. & W. Forsyth' to invite tenders for the shop during the Championships. Offers to close on 20th Sept., should any of the firms query approximation of the tender figure we are looking for £50 plus a percentage on the ~~gross~~ nett profit for the championships.

STV Mr. Philp to phone Russell Galbraith re-programme.

Programmes: Mr. Haggie said he had £270 in advertising - printing costs £370. Mr. Nelson and Mr. Philp to do the alteration to programme - list of finalists amendments and return to Mr. Haggie as soon after 22nd. September as possible.

Tickets: All printed and ready for sale.

V.I.P.'s: The V.I.P. list has been reviewed and brought up to date Mrs. Cochrane now has V.I.P. tickets circulating.

Chief Steward: Mr. A. Cowie agreed to do this particular job.

Young stewards meals - Lunch 75p - Tea 50p. Mrs. McDonald will organise a raffle in each of the 4 sessions. Mrs. MacDonald requests use of Pool Basket for wishing well

Publicity: Mr. Taylor had received and was in the process of circulating 2,000 handout posters.

Date of the next meeting will be the 26th September, 1977.

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Minute of the 4th Organising Committee Meeting of the
the above, held on the 26th September, 1977.

Present:	Mr. G. Philp (Chairman)	Apologies:	Mrs. Black
	Mr. T. Nelson		Mrs. Cochrane
	Mr. R. Taylor		Mr. Black
	Mr. C. Haggie		Mr. Thomson
	Mr. I. MacFadyen		Mr. Ogden.
	Mr. A. Cowie		
	Mrs. C. Smith		

Business arising from the minutes of the previous meeting, which were read to the meeting by Mr. George Philp.

STV. Mr. Russell Galbraith had indicated that there would be no live ~~recording~~ telecast of the Age Groups Championships, there would, however, be a telerecording on Friday evening, Saturday if it was required and the major showing would be on Sunday afternoon Scotsport. Request had been made for a programme to be sent to Russell Galbraith as soon as it was available.

Programme: Proof reading completed now and in the hands of the printers.

V.I.P.'s: 100 invites circulating and a request has been made to have the correct addresses of the district age group conveners and to have them added to the invitation list.

V.I.P.'s cont'd. Car Park stickers to be returned if non-attending.
3 presentation stewards have been appointed.

Shop: Tenders had been received from all the people who had been contacted. The tender from R. & W. Forsyth was £40, with the opportunity to up this figure another year if they had been unsuccessful. Elliot Sports, tendered £50 open to negotiation if unsuitable - this became £75 plus 10% nett profit. Swinwear 5% off current prices. They also wished a 3 year contract. This can only be done by Scottish Office. Lillywhites - £100 again a 3 year contract, if co-operation was possible. Proposal that the tender of Elliotts be accepted, particularly with the clause available that current prices would be with 5% to the swimmers, and that large stocks would be available.

Recommendation made that the Age Group organising committee make the Scottish Office aware of their feelings that although an approach had been made for a 3 year contract, the committee did not agree with this, and felt the negotiable feature of the tendering situation fluctuating yearly was more commendable and the one most likely to bring the most revenue to the event.

Stewarding: Mr. Philp still to contact Mrs. Young.
St. Andrews Ambulance Brigade.

Mrs. McDonald: Permission given for Wishing Well. Short sharp raffle on Friday evening.

Disco: No details. Tickets still to be seen too - old ones will do overstamped.

Treasurer: A/c for tickets £72.09 - No tickets sold as yet.

Publicity: All small posters out - publicity dept. had 400 outlets. Edinburgh District Council news circulations will cover the meet in their October calendar. Mr. Rae will be indicating other possibilities immediately prior to the event.

Radio Forth can we publicise that David Wilkie will be there and getting his Life Membership? Mr. Taylor wished to contact STV about this first. T. Nelson to clear with Council about the conferring off this particular life membership outwith an AGM.

Milk Marketing Bd. Will supply 200 ^{CARTONS} children on Friday and 500 on Sunday it is expected that it will be cartons of milk not supply points.

Jury of Appeal: This had been indicated by Mr. ^A Taylor at District Meeting, and it was also stated that Mr. T. Nicholl would be the Chairman - again could Mr. Nelson have this clarified with Scottish Office, particularly regarding the other members of the jury, and as and when it would be required to meet. Mr. Philp explained that in the past if it had been necessary he had called meetings between sessions. Verify also the terms of reference of this committee.

Mr. Cowie: Requested help with the setting out of the list personnel he could contact regarding stewarding duties, this over and above the main personnel he already had engaged for the championships.

Duplicating supplies etc., large envelopes to be obtained. Mr. Nelson hoping to bring with him another duplicator, this would be advantageous to have two machines working at once. Envelope size C.4.

Date of next meeting Tuesday evening 11th October, 1977.

Minutes of Organising Committee Meeting of the Scottish Age Group Championships held in R.C.P. on Tuesday 11th October, 1977.

Present: Mrs. Cochran, Mr. G. Philp, Heggie, Cowie, Nichol Donaldson, Adams, Ogden, Taylor, Nelson, Flockhart R.C.P.

Apologies: Mrs. Smith, Mr. MacFadyen, D. Thomson R.C.P.

R.C.P. Pool refuse to work overtime on Saturday 22nd October. We will have to do pond duties ourselves. Mr. Ogden to organise the following:-

2 Pond side lifeguards

2 persons for the changing rooms, male and female from 8.30 to 10.30 a.m. and from 6.00 p.m. for the evening session to take charge of the locker keys

Mr. Donaldson to man the cash desk for the same times

Clear pondside of chairs and equipment

Litter from spectators seats

A request from pool staff to hand over the electronic equipment to out staff on Friday at 5.30 and then they will go on stand-by. Committee say that this is too early and the most suitable time is 30 minutes before the start of each session.

S.T.V. still to contact the pool

Press Mr. Taylor has posters out and the handbillshave been sent out Still to contact S.T.V. re David Wilkie.

V.I.P. Mrs. Cochran sent out invites and had replies for 24 Friday, 18 Saturday a.m., 35 p.m., 39 evening.

Duplicator Mr. Nelson brought one from Mr. D. Anderson of his club for the result sheets. Mr. Taylor has the paper from the Milk Marketing Board.

Programme A proof print was approved and sent to be printed

Disco Still no details, halls not available. Appeals Committee Mr. Nichol Chairman, Mr. R. Smith and ~~Mr. Black~~ Mr. Philp to find if the following are at the Scottish Office:

MRS BLACK

1. Watches
 2. Medals
 3. Trophys (Speedo and Milk Marketing Board)
 4. Waldie Trophy
 5. Pennants for swimmers
- Mr. Nelson had this

Announcing Mr. Law will not be available, Mr. Ford has agreed to do this

Officials Mr. Adams has 20 from West and Midlands, many from East.

Date of next meeting 17th October, and invite Milk Marketing Board.

Mr. R. Taylor

Minute of the Final Organising Committee meeting of the 1977 Age Group Championships to be held in the R.C.P. on Friday and Saturday 21st - 22nd. October. Meeting held on Monday 17th October, in R.C.P. Admin. Suite.

Present: Mr. Geo. Philp - Chairman
Mrs. M. Cochrane
Mrs. C. Smith
Representatives R.C.P. (2)
Mr. Wm. Ogden,
Mr. McFadyen
Mr. Haggie,
Mr. W. Donaldson,
Mr. R. Taylor
Mr. Wm. Black - Scot. Secy.

Apologies: Mrs. Black
Mr. Cowie

Business Arising from previous minute:

R.C.P. Reiteration, in the form of a letter fully exonerating the Baths staff, from responsibility in manning the electronic equipment from 5.30 p.m. on Friday and 8.00 p.m. on Saturday was before the meeting. The technical staff will be in the building and will be available should the equipment prove faulty at any given point during the championships. Otherwise S.A.S.A. responsible.

Mr. Anderson to be requested to meet with the staff and assist in the final pad check before Friday. Mr. Ford if possible to be also available.

S.T.V. had been to request facilities for the championships, although difficult and time factor very short it is expected that they will be fully accommodated. Riggers will begin work on Tuesday 18th Oct.

Playpen (to be used for wishing well - static type available)

Catering arrangements in hand - final numbers on Saturday. Reminder that coaches meal tickets will be available only for a limited time purchasable from Mr. W. Donaldson.

Mr. Elliott still has not made contact with Baths Staff re: shop facilities required, this is imperative before Friday. Mr. Philp will contact.

Locker keys for the Dressing Rooms will be handed to Mr. Ogden early on Saturday.

Typewriter point: Definitely not available at the poolside - by order of the Chief Engineer - R.C.P.

Publicity: Milk Marketing Board had indicated that they were not satisfied with the siting of 'Milk for Energy' on the invitations. This should have been incorporated in the title. It was pointed out that they themselves had not undertaken to put the slogan in this point on their publicity posters.

Press release was out to 36 outlets Local newspapers/Nationals/Radio and TV by courtesy of the Edinburgh District Council.

Mr. Philp told the meeting that Mrs. McDonald had prepared and circulated a similar letter seeking support for the occasion.

STV have indicated in their programme advertising the event. As previously stated the championships will be tele-recorded.

Programmes: Still to be made available, will immediately be forwarded to STV and to Milk Marketing Board.

Accounts for advertising will be sent to the Scottish Office.

Bank (Mr. Conroy): Everything under control at the moment. Lifeguards had been contacted - with adequate numbers to cover a break (refreshment) - if this was requested.

Mrs. Young: Available as Presentation steward.

S.A.S.A. payments are available to cover the requirement of the rules that each finalist receive same.

Following much discussion regarding the fact that the payments were also to be on the S.A.S.A. stand of articles for sale for Association funds - it was difficult to ascertain just what could be done to make these unique, Mr. Black to attempt to arrange for the (450) to be over-stamped '1977 - Finalist'

Requests were also being made regarding the purchase of Green watches. These requests to be made in a bulk order through the Scottish Office. If it was undertaken this way, Mr. Black felt a substantial discount could be negotiated.

David Wilkie: it is still uncertain the amount of time he has been able to commit to the championships - it was agreed that the presentation of his Life Membership would take place when it was most convenient to both parties.

Mrs. Black hoped sincerely to be in attendance, and as a result no formal arrangements were being made to have anyone deputise for her. It was understood, however, that Mr. Nicholl would be on hand to act in this capacity if required.

Regarding the Appeals committee, this should read that Mr. Nicholl would chair this in the absence of Mr. Wm. Black who would be at the G.D. Committee Meeting in Crewe, and other panel members would be Mr. Smith and Mrs. Black, this taking the responsibility of a difficult decision away from any personnel who might be involved in the original complaint.

Treasurer: Mr. Donaldson still to obtain 1 roll of 50p tickets, he hoped to be able to do this by contacting the West District through the week.

V.I.P. - acceptances - Friday evening 31, Sat. a.m. 06, p.m. 46 evening 40. Stewards (junior were all available). Telephone line to consul not available front seats not being used however, this will give free access from V.I.P. area to entrance desk.

Disco: Letter from Mrs. Pottinger unable to obtain a hall in the immediate vicinity of the pool. It was decided that it would be wrong to cancel the venture at this time, and it was to be left open till the 11th hour in the hope that a venue could be found for the Disco. Mrs. Pottinger and her committee had everything else organised and could undertake the Disco if suitable venue was found.

POST MORTEM MEETING:

TUESDAY EVENING 25th October, 1977 - R.C.P.