Triathlon Queensland Administrative Documents

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Recommended Citation

QUEENSLAND

ASSOCIATIONS INCORPORATION ACT 1981

Section 12
Regulation 7

No. 6555

CERTIFICATE OF INCORPORATION
OF AN ASSOCIATION

This is to Certify

that

TRIATHLON ASSOCIATION OF QUEENSLAND INCORPORATED

is, on and from the twenty-eighth day of November, 1989,

incorporated under the Associations Incorporation Act 1981.

Under Secretary,
Department of Justice.
I gave Lyn Bollen more this impression. I
MANAGEMENT STRUCTURE OF TRIATHLON QUEENSLAND

- The Executive meets once a month to make major decisions regarding the
direction of the sport, including cooperation with Triathlon Australia and other bodies
and financial spending.
- The Management Committee includes the Executive and decides issues which
affect clubs and individuals (e.g., each club of less than 50 members)
Management Committee Representatives and Executive members have 1 vote. (If
a club has more than 50 registered members they get 2 votes.) Other interested
parties may attend the meetings but do not have a vote.

Executive of Triathlon Queensland
President (2 votes)
Vice President (1 vote)
Vice President (Athletes’ Vice President) (1 vote)
Treasurer (2 votes)
Administrative Assistant in part-time position
Coaching Development Officer in part-time full-time part-time position
Development Officer in part-time position

Management Committee of Triathlon Queensland
Sanctioning Officer (part-time position)
Race Director (Part-time)
Technical and Appeal Committee
Race Directors’ Representative (Volunteer)
Equity Officer (Volunteer)
Schools Director (Volunteer)
Special Projects and Awards (Volunteer)
Elite Athletes (Volunteer)
North Queensland Vice President (Volunteer)
Medical (Volunteer)
Delegate from AITC

Other Interested Parties
Race Director in part-time operation
Junior Development Committee
MANAGEMENT STRUCTURE OF TRIATHLON QUEENSLAND

- The Executive meets once a month to make major decisions regarding the direction of the sport, the action required with Triathlon Australia and other bodies and financial spending.
- The Management Committee includes the Executive and decides issues which affect clubs and individual athletes. Each club (if less than 50 members), Management Committee Representatives and Executive members have 1 vote. (If a club has more than 50 registered members they get two votes.) Other interested parties may attend the meetings but do not have a vote.

Executive of Triathlon Queensland

President (2 votes)
Vice President (2 votes)
Vice President (Immediate Past President) (0 votes)
Treasurer (2 votes)
Administrator (1 vote) full time paid position
Coaching Development Officer (1 vote) full time paid position
Development Officer (1 vote) part time paid position

Management Committee of Triathlon Queensland

Sanctioning Officer (paid by coaching)
Race Judge Director (volunteer)
Technical and Appeals (volunteer)
Race Directors’ Representative (volunteer)
Equity Officer (volunteer)
Schools Director (volunteer)
Special Projects and Masters (volunteer)
Elite Athletes (volunteer)
North Queensland Development Officer (volunteer)
Medical (volunteer)
delegate from each club

Other Interested Parties

Race Directors (Commercial Operators)
Junior Development Committee
WHO WORKS WITH WHO IN TRIATHLON QUEENSLAND?

- Elected Executive Members
  - President
  - Vice President
  - Treasurer

- Sanctioning Officer
  - Race Directors
  - Race Judges

- State Coaching Development Officer
  - Clubs
  - Selection
  - Magazine
  - Junior Development Committee
  - Schools
  - Regional Qld
  - QAS
  - Coaches Association

- State Administrator
  - Clubs
  - Magazine
  - Marketing
  - Special Events and Masters
  - Triathlon Aust.
  - Race Directors
  - Race Judges
  - General Public

- State Development Officer
  - Clubs
  - Special Events and Masters
  - Magazine
  - Race Directors
  - Junior Development Committee
  - Schools
  - Triathlon Aust.
Date: 09/11/98
To: The Executive
From: Rachel Phillips State Administrator
RE: Office Procedure and general administration

Please find listed below a number of office procedures and changes needed:

1. All messages left on the answering machine must be recorded in the incoming phone message book. Initial if you have followed up the message, otherwise Patricia will follow it up. Anything to do with registration can be dealt with by Patricia if it is not an emergency.

2. The top tray on Patricia's desk is for registration forms dealt with by other staff while Patricia is not here. This way Patricia can check that they have been entered into the computer and a membership card has been sent. Please leave a clear note as to what you have completed with regards to the rego form. For Example: Paid 22/10, cash, receipt # 12340

3. If you print a fax or email that has not already been read by me, leave a copy on my desk and a note if it has been forwarded to the correct people.

4. We need to notify other states and Triathlon Australia of camps and courses that we are running

5. Please find attached a Questionnaire designed by Patricia to go to members in the next Ultimate Challenge. Please make any changes, do you think we need it? Return to Patricia. We would also like to do one for Race Directors/coaches/clubs, what do you think?

6. I need to get business cards printed, does anyone need more cards or anything else printed. NO

Find attached a letter from ASIB – Troy Weston regarding the Insurance Fees. Members Declaration numbers for insurance and for Triathlon Australia affiliation fees do include all members. This does include athletes, coaches and officials.

Also find attached the security procedure if you come into the building on the weekend.
POLICY STATEMENT

TRIATHLON QUEENSLAND OFFICE

Triathlon Queensland will operate an office, with the main focus on customer service, in the most efficient method possible.

Triathlon Queensland will firstly services the needs of it's members and associates then service the needs of new potential members and associates.

The Triathlon Queensland office will act as an information collection and distribution service in the most efficient method possible.
1. TELEPHONE COMMUNICATION

A) ANSWERING THE PHONE
- Pick the phone up as soon as possible
- Answer: Good morning / afternoon, Triathlon Queensland, ______ speaking.
- If there is another call then politely ask the first caller if they mind being put on hold and answer the other call. Explain to the second caller that you are already on a call and ask if it is O.K. to put them on hold. Go back to the first caller. If the first call requires action that will take a long time go to the second caller and ask if you can ring them back in a few minutes.

B) OUTWARD CALLS
- Identify yourself as ______ from Triathlon Queensland. Leave a message if the person is not there.

C) MESSAGES
- Return all calls as soon as possible. If the person cannot be reached then keep trying until they can be.
- When taking messages make sure that the message is correct, do not be afraid to ask people to repeat their message. Read back the information that has been given to make sure that the message is correct. Write the message in the relevant persons message book.

D) RECORDING CALLS
- Record all of your in and out phone calls in your Phone Record Book.

E) THE ANSWERING MACHINE
- First thing in the morning play back all of the messages, record them and then turn the answering machine off.
- Whenever the office is unattended (even to go to the toilet etc.) turn the answering machine on.
- At the end of each day turn the answering machine on.

2. CORRESPONDENCE

A) INCOMING MAIL
- Record all incoming mail in the Incoming Mail Record Book
- Receipt any cheques
- Date all of the correspondence at the top of each piece.
Copy and distribute any correspondence that needs to be circulated. Always keep the original in the TQ office.

Put any mail that does not require action in the "In" tray.

For other correspondence proceed with any action that is required and then file the correspondence in the "In" tray.

If the correspondence required a return letter to be sent then staple the in and out letters together and then file in the "Out" tray.

B) OUTGOING MAIL

- Respond as soon as possible.
- Photocopy all original outward letters and file in the "Out" tray.
- Record in the Outgoing Mail record book.

C) E-MAILS

- Check the Internet every day for any incoming messages.
- Print all of the messages and treat them in the same way as incoming mail.
- Respond via the Internet if the person expects a response.
- Do not delete any Emails sent or received. Save them in the Email folder in My Documents.
- Save the paper copy in the "In" tray.

D) FAXES

- As soon as the letter icon appears on the computer screen bring up Inbox on the bottom bar.
- Go to the message at the top of the list in bold and print it.
- Treat the fax as per mail.
- Save the paper copy in the "In" tray or the "Out" tray if there was a response sent.

3. OFFICE HOURS

- Office hours are from 9.00am to 5.00pm, Monday to Friday

4. THE REGISTRATION PROCESS

A) REGISTRATION FACTS

- The registration year is from the 1st of July to the 30th of June.
- There is no pro-rata system in place.
- Cost of membership is: $55 for adults
- $50 for under 20
- $40 for under 18
- $30 for under 16

A pro-rata system operates from late April (Noo Loo Loo BAA) whereby membership is $8. plus $15 insurance (#28), $5 TA.
There is no family membership.

The main benefits of membership are:

- 24 hour insurance cover for accident and injury
- 6 editions of “The Ultimate Challenge”
- $5 off the cost of each race entry fee

B) PROFESSIONAL LICENCES

- To get a professional licence a person must first be registered with TQ then apply for a professional licence with TA.
- Application forms for a professional licence are kept in the TQ office and should be forwarded upon request.
- TA will send a list of professionals every few months.

C) THE PROCESS

- When an application form is received it should be recorded in the mail book and the cheque receipted.
- The same day or the next day the application should be processed on the computer.
- The registration card should be mailed the day that it is processed.
- The whole process from the person mailing their application to the time they get their card should only take about a week.
- If a person comes to the office to get registered process the application immediately.
- File the application forms in alphabetical order as quickly as possible.

5. FINANCIAL MATTERS

A) BANKING

- All cheques should be receipted the day that they arrive.
- All cash brought into the office should be receipted immediately.
- Cheques and cash should be recorded in the bank deposit book every day if there is a lot, otherwise every two to three days.
- After adding up the amount get another person to double check it.
- Make sure that the number of cheques is correct.
- Write the date of the deposit.
- Attach a note which tells how much was for registration, affiliation, sanctioning fees etc. and photocopy the originals.
- Take the deposit book to the bank and fill in the deposit form.
- The photocopies of the deposits should be sent to the TQ Treasurer at least weekly.

B) PETTY CASH

- The petty cash amount is topped up by the Administrator who will cash a cheque at the bank when needed.
Each month should start on a new page of the petty cash book.
All purchases require a receipt or else the money spent will not be reimbursed.
All purchases must be recorded in the Petty Cash Record Book.
At the end of each month a photocopy of the petty cash records for that month must be forwarded to the TQ Treasurer.
The receipts are to be put in an envelope marked with the month on the front and should be stored in a safe place.

C) CHEQUES
- The Administrator is responsible for writing cheques which relate to the day to day running of the office and payment of bills.
- There are four signatories for cheques for TQ (the President, the Vice President, the Treasurer and the Administrator). Two signatures are required for a cheque to be valid.
- When a cheque is written it must be recorded on the Cheque Record Form.
- The receipt or invoice must be attached to this form. The number of the cheque and the date that it was written must be clearly written on the receipt or invoice.
- A photocopy of the cheque record form and the receipts or invoices are to be forwarded to the TQ Treasurer at the end of each month.
- It is the responsibility of the Administrator to make sure that there are an adequate number of cheques signed by another signatory to allow the efficient payment of bills.

6. PERSONNEL

A) HOLIDAYS
- Whenever a staff member wishes to take holidays they must fill out the holiday application form.
- This is given to the Administrator who will forward a copy to the President for approval.
- The holiday application forms will be filed under "Personnel"

B) SICK LEAVE
- When a staff member is required to be working at the TQ office and is unable to do so due to illness or injury they must ring the office as soon as possible to 9.00am as is possible. If there is no answer then a message should be left on the answering machine.

C) ROSTER
- All staff must write their work hours and place of work on the whiteboard in the office, two weeks ahead.
- Do not state out of hours' activities.
24th July, 1988

The President,
Palm Beach Currumbin Triathlon Club,
11 Cassia Court,
PALM BEACH. QLD. 4565

Dear Sir,

As you will be well aware Queensland is without an active State Triathlon Association. At a time when the sport should be growing strongly it is disappointing to see triathlon in Queensland directionless and with no immediate sign of improvement.

On a national basis Tri-Fed Australia is planning a number of initiatives which will assist the growth and development of the sport in Australia. These initiatives are involved with junior and school development, coaching and coaching accreditation, technical rules and safety standards, race sanctioning, marketing and promotion, running of National Championships, providing assistance to elite triathletes to reach international standard and encouraging the formation of triathlon clubs.

Although the planning for these activities will be carried out at a national level the implementation will be at a state level. What will this mean to Queensland in its present state? It will mean none of the above activities will take place. The lack of a State Association has already had an impact. There is a biathlon series being held this winter with races in New South Wales, Victoria and the A.C.T., with the sponsor requesting that all races be sanctioned by the respective State Triathlon Associations. No Queensland Association - No Race!

The International Governing Body for Triathlon has had a troubled first year. However indications are that next year there will be for the first time an 'Official World Championship', open to triathletes registered with their National Association. Would you be able to look a triathlete like Nick Croft in the eye and say "I'm sorry Nick, but you haven't been selected in the Australian World Championship Team because you're not registered with a State Association". Or would it be fair to expect Queensland's top triathletes to move south so that they could join a State Triathlon Association?

National Championships in Short and Long Course are allocated on a rotational basis to all States that are financial with Tri-Fed Australia. Queensland held the inaugural Australian Long Course Championship and is scheduled to host the Short Course Championship in season 1990/91. This will not happen without a State Association.
No safety standards, no junior development, no race sanctioning, no promotion, no National Championships, no Australian representatives. Is that what YOU want for the sport in Queensland?

I urge you to get together with the administrators from the other Queensland Triathlon Clubs and put the Queensland Triathlon Association back on the rails. Queensland triathletes are crying out for it, and the sport is crying out for it.

Tri-Fed Australia is willing and able to provide information and advice but it is up to you and your associates, the triathlon community of Queensland to make it happen. The ball is in your court. Will you pick it up and run with it, or leave it lying on the ground to slowly deflate?

Yours in triathlon,

Geoff Frost
President
M/S Jo Miers,
State Administrator,
Triathlon Queensland
Sports House, Milton, 4064.

Dear Jo,

RE: NEED FOR COMMON DATE FOR START OF SPORT SEASON - AGE AND FINANCIALLY.

As I understand it Triathlon on an international basis, runs Age as of 1/10 - presumably on ITU directive.

Consequently Triathlon Australia, altered the Age date in Australia from 1/7 to 1/10 but have persisted in charging the various State Triathlon bodies their fees from 1/7 annually.

Surely, common sense must prevail when this happens - that is one season (only) should go for 15 months - one (only) annual Membership should cover a 15 month period even if it means (once only) putting a 25% surcharge on the triathletes to cover the additional 25% time.

So, FROM 1/7/97 - AGE SEASON SHOULD RUN TO 1/10/98 i.e. Age at 1/7/97 or at least 1/10/97 = Age until 1/10/98.

NEXT YR (4th late this Year) 1/7/99 - Fee payable, with a 25% SURCHARGE, to cover period to 1/10/2000.

3/1/10 - 2000 both coincide, appreciate response, John.
5 June 1998

Mr John Stretton
PO Box 57
SANDGATE QLD 4017

Dear John

RE: TRIATHLON QUEENSLAND MEMBERSHIP DATES

We refer to your recent correspondence outlining the proposed need for a common age eligibility and financial year date and have addressed the issues.

As you are aware, age eligibility is determined as at the 1 Oct of the season in question. Triathlon Australia originally set this policy on the basis that triathlon seasons for Victoria and New South Wales start on that date. This standard date ensures consistency for National Championship races and interstate events.

All states pay membership fees on a quarterly basis to Triathlon Australia offset against fees previously paid for that financial year. This financial year also corresponds with the insurance term for that season. Why? Change both to Got 1/10 → 1/10.

Unlike the southern states, our season advances from the 1 July to the 30 June, starting with the Duathlon series, and membership corresponds with our season. Age eligibility is therefore a separate issue from the competition and membership financial year and bears minimal impact on same.

I trust this adequately addresses your concern and explains the reason for the difference.

Yours faithfully

Jo Miers
STATE ADMINISTRATOR

Supporting Sport & Recreation

1.13 SPORTS HOUSE
CNR CAXTON AND
CASTLEMAINE STS.
MILTON QLD 4064
TEL: (07)3369 9600
FAX: (07)3369 9400

Queensland Government

Triathlon Australia Inc.
a member of
Triathlon Australia

Affiliated with the Queensland Olympic Council
and the Sports Federation of Queensland

* Commentate with
Southern States - Old's
different attitude to
Daylight saving is
enough of this rubbish!!

IRREL

* DID NOT THINK TRIATHLETES HAD CONTINUOS!

* SPORT COMPLICATE ENOUGH AS
IS (TO NEWCOMERS) K.I.S.S
FORMULA "KEEP IT SIMPLE, STUPID"
COMMON DATE FOR ALL!

This is not complete

"This is not complete"
To Whom it May Concern 14 May 1998

RE-JOANNE KRIEL

Triathlon Queensland Inc wishes to unreservedly support the application for visa extension sought by Ms Joanne Kriel.

In her short time here, Ms Kriel has made a major contribution to the development of triathlon among juniors in the Brisbane metropolitan area.

As an accredited triathlon coach, she has attracted an enthusiastic 30-strong training squad of juniors.

This has provided a much-needed junior base for the flourishing adult In-Training triathlon program.

It would be fair to say that Ms Kriel has provided an invaluable service that no one else had the inclination to and that her loss would be a major blow to both those youngsters and the junior development momentum it is part of.

TQ hopes for your favourable consideration of Ms Kriel's application.

Yours sincerely

[Signature]

Brian Chapman
DEVELOPMENT OFFICER
DESCRIPTION OF ACTUAL ACTIVITIES OF TRIATHLON QUEENSLAND

1. Sanctioning of Triathlons (including Duathlons and Aquathons) in Queensland for safety, proper organisation and fairness (adherence to rules).
2. Supply officials, a reporting procedure and guidelines to ensure the above.
3. Coordinate a calendar of these events and publish same.
4. Mediate in disputes between race directors of these events.
5. Source an appropriate insurance cover for participants, TQ members, officials, clubs, volunteer helpers and race directors.
6. Coordinate a medical presence and overseeing role to report on health and safety-related issues in Triathlon.
7. Assist in the distribution of entry forms for all sanctioned events.
8. Provide Rulebooks to participants to promulgate knowledge of the rules.
9. Allocate and coordinate the conduct of seven State Championships annually.
10. Coordinate the TQ Pointscore/State Ranking system for 26 age groups and conduct an appropriate Presentation for same.
11. Issue race licences and one day race permits for participants.
12. Operate a Judiciary procedure to maintain discipline and order among participants.
13. Promote and coordinate the development of viable Clubs.
15. Accredit officials to Level 1. Encourage progress to Level 2 & 3.
16. Represent Triathlon at Triathlon Australia level and, through TA, the Australian Olympic Committee and International Triathlon Union.
17. Seek the allocation of Australian Championships to Queensland.
18. Seek the selection of Queenslanders in Australian teams.
19. Liaise with the Queensland Government to obtain grants and to implement Government programs. (eg. Queensland Academy of Sport, Queensland Masters Games).
20. Liaise with local government re-facility development and assistance to local clubs.
21. Liaise with Queensland Education Department to conduct State School Championships and implement school-based programs such as clinics, seminars, courses and talent identification/development.
22. Interpret technical rules.
23. Promote mass participation via broad distribution of brochures, encouragement of club development (and their local races), media publicity and other marketing strategies.
24. Promote participation by Equity target groups such as women, ATSIs, masters, rural/isolated and disabled.
25. Promote junior development via clinics and more competitions.
26. Publish a bi-monthly magazine.
27. Respond to telephone and written enquiries.

Financially assisted by the Queensland Government through the Queensland Sports Development Scheme
1. Schedule Tel meetings with major races (night before or after noon)

2. Future role delegation:
   - Licensing — Greg Beaver
   - Magazine — Editor incl. DRS, Sponsor logos
   - Computer — Steve — Shane Craig had membership breakdown 760/1100
   (Membership Base)
   - Sports Fed. — Phil H.
   - BYC Council — Donna
   - Schools — Committee exists. Mark Holsteen

3. Set up shared office—phone, power

4. Licensing advantages — Insurance
   — Magazine (incl. Entry forms)

4a. Intro #3 "one-clay" license (to cover #2 insurance)

5. Sanction advantage — incl. Distribution of entries for $50
   — Insurance (MHM $60 fee)

6. Trips

7. Interclub deal of P. Stores

8. Get Minutes out quicken

9. Central PO Box

POST Club. — Document their training program within
minutes of meeting for Insurance purposes.
The Sport and Recreation Industry - Framework for the Future

Dear Stakeholder,

As you would know there is currently a great deal of discussion amongst individuals and organisations within sport and recreation about what the post Olympic/ post 2000 environment holds for the future growth and development of the industry.

In addition to concerns about funding, there are many other issues the industry will need to address in the new millennium if it is to grow, to compete successfully with other industries, and achieve its potential as a significant contributor to Australian society in the areas of health, economics, social development, education etc.

The sport and recreation industry is diverse. It includes highly organised and competitive high performance sport as well as informal community-based recreational pursuits. It contains profit making organisations run by well paid professionals, as well as informal non-profit bodies run by volunteers. It employs hundreds of thousands of people, represents 1.2% of Gross Domestic Profit (the fourth largest contributor well above the mining, manufacturing and, agriculture industries) develops and exports product in the hundreds of millions of dollars.

The industry’s potential to grow and develop is great, but so are the challenges it faces. Fragmentation and duplication across sectors, the impact of new technology, the changing role of government and of the private sector, increasing diversity in communities and in consumer choice, the influence of market driven policies and practices, competition from other industries for ‘customers’, greater pressure for accountability, exponential increase in the rate of social change, the effect of the global economy have all been identified by various stakeholders as just some of the ‘big picture’ challenges facing the future development of the industry.

Any one of these challenges can be further broken down to reveal issues with which we are all familiar. For example, addressing the challenges involved with ‘increasing diversity in communities and in consumer choice’ means working harder and/or smarter, often in an environment of reduced resources and increased competition from other areas, to sell the value and the benefits of what we are providing in order to maintain our ‘customers’, and encourage new ones to become involved.

Maintaining or increasing a consumer base is basic to any industry and the sport and recreation industry is no different in this regard. No matter where we are located within the industry, the challenge that greater consumer diversity and choice presents has implications for:

- resource development (human, financial, physical etc);
- service provision;
- strategic planning;
- management and organisational structures and practices;
- use of information technology; and
- communication skills etc.

Effectively meeting these, and the many other challenges which will face the sport and recreation industry in the new millennium, will demand not only forward planning but the development of a coordinated, consensus-based approach. A national strategy, and framework for that strategy, in which industry stakeholders have a say, and to which they feel committed.

The Standing Committee on Sport and Recreation (SCORS) represents State and Commonwealth Ministers through Departments of Sport and Recreation in each State and Territory.
Please respond to these questions in as much detail as possible. If you need to take more space to expand your answer please do so.

1. In which of the above sectors would you place yourself?
   
   SPORT

   Please elaborate if not compatible with the above identification of sectors.

2. What is your position within that sector? (e.g. for the sport sector: sports goods manufacturer, sports retailer, sports media, coach, administrator, facility designer, training and education, local government, state government etc).

   ADMINISTRATOR

(Please circle the appropriate response)

3. Sex:  M  F


5. Postcode: 4225

6. What do you consider to be the most important challenges facing the sport and recreation industry post 2000?

   A. Making sport more accessible to a market with ever-changing characteristics
   B. Consolidating a permanent financial base comprising both government and non-government sources.
   C. How to absorb new employees at regional and club level (as Development Officers & Project Officers).
   D. How to protect the nature of sport from administrative idiocy, insurance "overkill", sycophantic corruption and similar malaises

   Please elaborate if necessary:

7. Are these the same challenges facing your industry sector?  (Please circle the appropriate response)

   Yes  No  Not in the case of A

   If Yes please go to Question 5  4225  D1
   If No please list what you see as your sector's challenges
9. What do you see as the main areas of growth post 2000 in the sport and recreation industry? Please give reasons for your answer(s).
   a. "Boutique" Sport (Buy and Leave - No commitment)
   b. Mass participation events (meaningful)
   c. Regional and Club/Local Development (solution to unemployment)
   d. Coaching (participants will want to excel)
   e. Private promoters (freeing up of traditional monopolies e.g. AA)

10. What impact, if any, do you think the Olympic Games are likely to have on...
   a) The industry as a whole
      None Go to part (b)
      **Yes** Huge - Exposure, people (especially juniors) will think sport is more important than normal.

   b) Your sector of the industry
      None Go to next question
      **Yes** Huge - Our first exposure at this level; all will now know what a triathlon really is. Incentive for juniors to dedicate themselves.

11. Have you, or your industry sector, commenced any strategic planning to prepare for the environment post 2000?
    No Go to next question
    **Yes** (Please elaborate) Normal 5 year development plan will have taken account of such projections

12. Are there any other comments you would like to make about the future of the sport and recreation industry in Australia?
    **No**
    Yes (Please elaborate)

THANK YOU FOR TAKING THE TIME TO ANSWER THESE QUESTIONS
Dear Brian

Congratulations on being placed in employment under the JOBSTART Program. Under this program, the CES has agreed to pay your employer a subsidy for a period of 26 weeks. In return your employer is to give you work experience to help you gain a firm foothold in the workforce.

For your information, enclosed are:

- a copy of the general Agreement between your employer and the CES; and
- a signed copy of the Schedule which explains the details of your particular job.

Each time the employer claims the subsidy payment, which can be every 4 weeks, you will be required to countersign the form confirming the information provided.

We are interested in how you are finding the new job. If you want to talk to us about the job you can contact us by sending the enclosed card – you won't need a stamp because postage is already paid. If you prefer, you can ring us direct on 352 0333.

May I wish you every success in your new job.

Paul Luck

CES MANAGER

11-5-93
Department of Employment, Education and Training

Post Placement Support

It can be difficult for people who have been out of work for lengthy periods to settle back into a work routine.

You may have transport problems or find it difficult to adjust to regular work practices. You may feel you need some extra help in the first few weeks to help you settle in.

If you find it difficult the Commonwealth Employment Service (CES) may be able to help you... If you have been unemployed for over 12 months before you started work the CES can refer you to an agency which will offer you assistance and support, if required, to help you settle in back at work. The assistance can include:

- providing you with advice and information on matters affecting your work (such as advice on unions, award wages and conditions, what discrimination is, etc);
- in some circumstances providing training assistance outside work hours;
- being available to discuss problems affecting your ability to work and helping to provide solutions;
- acting as a go-between, if required, with your employer.

If you do not need this level of assistance the CES can provide advice on a range of matters affecting your work. The CES deals with employers and jobseekers continually and they are available to help you deal with work related matters.

This service is free. You can choose what level of assistance you require.

If you are interested in finding out more about what the agency can do for you, contact your local CES on 352 0332..................
Mr. P. Hungerford
Triathlon QLD
Run Inn Store
Evertion Plc.

Dear Mr. Hungerford,

RE-ADMINISTRATOR POSITION (84 RX 289)

I am interested in your job which has been circulated through the CES system.
I have 11 years experience in sports administration and possess an academic qualification.
Since I've been unemployed two years and registered with CES (Coolangatta), I am eligible for wage subsidies under the JobStart program.
May I suggest you contact Alderley CES, where the position was lodged, and ask the supervisor if the JobStart subsidy could be used.

Yours faithfully,

Bryan Chapman
Can you please lodge a job vacancy at Alderley CES (3520333) today and ask if they could let other SEQ offices know about it via their computer net.

It is hoped that someone registered with CES might be suitable and be eligible for assistance under JobStart.

The vacancy is:

**PART-TIME SPORTS ADMINISTRATOR (0.6)**

**Award Title**
Clerical Employees Award-State (Level 2)
*Salary scale presently under review.

**Age**
20 years-plus.

**Requirements**
- Sound knowledge of triathlon.
- Proven administrative and promotional ability.
- Capacity to communicate.
- Appropriate sports administration qualification.

**Start Date**
29 March.

**Applications**
By 17 March to PO Box 780 Redcliffe 4020.

**Pay**
$385 per week plus administration expenses.

**Hours**
24 hours per week.

**Description**
General administration, servicing committees, liaison with government, publicity, sponsorship, marketing, membership recruitment, program coordination.

**Location**
South-east Queensland ideally.

**Business**
Triathlon Queensland. Administration and promotion of triathlon in Queensland.

**Job**
Part-time permanent administration.

PS Association will fund job in part from registration fees, affiliation fees, event revenue, sponsorship and grants. Supervision by vice-president (Ratio 1:1) and report to Executive.
TRIATHLON QUEENSLAND STATE ADMINISTRATOR

OCTOBER REPORT
1997

- Typed minutes of September meeting and distributed.
- Arranged office insurance.
- Internet fixed up, new computer program purchased and computer screen fixed.
- Arranged meeting with Ian Hopper from ASIB.
- Ordered hats for race judges.
- Financial records for September.
- Reminder to clubs for affiliation fees.
- Six monthly report of Office of Sport and Recreation.
- Met with NRG and Yeronga Tri Clubs.
- Meeting with Ian Hopper from ASIB.
- Executive meeting.
- Kelly sick for six days so had to look after registrations and other work.
- Managed correspondence, answered phone calls etc.
- On holidays for a week.
Triathlon Queensland Inc.

a member of

Triathlon Australia

Affiliated with the Queensland Olympic Council

STATE ADMINISTRATOR'S REPORT (JULY-DEC 1996)

ADMINISTRATION

1. TQ's AGM took place in August with all positions filled. Delegates gave good feedback and updating information for TQ's Development Plan.
2. Triathlon Australia's AGM took place at Noosa in November. TQ's Brian Chapman and Paul Gorrie (Treasurer) were elected to the National Board. TQ delegates attended various meetings and workshops during the weekend.
3. The TQ computer was reinstalled at CDO's office and its use increased significantly.

MEMBERSHIP

1. Registrations had already exceeded the 1400 mark with still six months to go.
2. Albany Creek, East Cost Cyco, and Sausage Tri Tribe clubs were admitted.

ATHLETE ACHIEVEMENTS

1. TQ's Jackie Gallagher won the World Triathlon and Duathlon titles while TQ's Andrew Noble won the World Duathlon title.
2. TQ's Miles Stewart and Noosa resident Emma Carney won the ITU World Cup titles while TQ's Brad Beven won the ITGP Series.

JUNIOR DEVELOPMENT

1. A Queensland team contested the Australian Junior Sprint Championships in Melbourne for the first time with six-als achieved.

COMPETITION

1. Noosa hosted a leg of the ITU World Cup.
2. The State Duathlon at Amberley was a World Selection event.
3. The Queensland Masters Games Triathlon was conducted successfully at Palm Beach.
4. Lennox Head and Paradise Point triathlons were added to the calendar.

TECHNICAL

1. Paul Binnie (Technical Delegate) and Michael Sanderson (Chief Steward) were named to key positions for World Cup Noosa.

EQUITY

1. An Active girls Triathlon was conducted at Twin Waters.

Financially assisted by the Queensland Government through the Queensland Sports Development Scheme

Department of Tourism, Sport and Youth

Brian Chapman
Triathlon Queensland Inc.
a member of
Triathlon Australia
Affiliated with the Queensland Olympic Council

TO: Jeremy Darvall
FROM: Brian Chapman
DATE: 7 March 1995

DUTY STATEMENT OF TQ (taken from constitution)
The objects for which the Association is established are:-
a. To advance and promote the sport of Triathlon and to provide facilities therefor.
b. To engender by association a fraternal feeling among triathletes and to promote and preserve the best interests and traditions of the sport.
c. To foster and preserve the playing status of the sport.
d. To engage in such other activities whether of a like nature or not as for the time being may be permitted by law and determined by the Committee.
e. To provide the facilities and environment for social contact between members and their friends and generally to afford them all the usual priviledges, benefits and conveniences of a club.

WHAT DOES TQ DO? (off the top of my head)
1. Conducts Level 1 Courses to train qualified coaches.
2. Conducts Level 1 Courses to train qualified race judges.
3. Ensures that Triathlon is an event in carnivals such as the World Masters Games and Queensland Masters Games.
4. Publishes a bi-monthly magazine which includes calendar of events, entry forms, rules update, results and advice.
5. Has sourced personal accident & injury, 24 hour training, club, volunteer and public liability insurance at the cheapest possible premium.
6. Propogates a consistent set of rules which ensures fair competition.
7. Represents Queensland triathletes' views to Triathlon Australia (eg. the current anti-drafting viewpoint).
8. Coordinates a race calendar to minimise event clashes.
9. Sanctions races to ensure safety, fairness and good organisation.
10. Supplies race officials at sanctioned races to oversee (9).
11. Refers enquiries to clubs and races.
12. Supplies organisation kit to prospective race directors.
13. Enables Queenslanders to represent Australia.
14. Supplies each member a rulebook.
15. Administers a State Series Ranking system for 24 age groups.
16. Administers seven State Championships in 24 age groups, male and female, providing gold, silver and bronze medals for each. Two of these Championships are in North Queensland this season.
17. Has arranged with sanctioned race directors a $5 discount on all entry fees for its members.

Financially assisted by the Queensland Government through the Queensland Sports Development Scheme

Department of Tourism, Sport and Racing
WHAT DOES TQ DO?(Cont.)
18. Lobbies to attract national and international races to Queensland.
19. Secured grant and pays subsidy to put in place a North Queensland
    Development Officer.
20. Administers an Interclub premiership competition.
21. Lobbies government for maximum grant funding as well as other
    agencies (MLC, Council).
22. This year TQ is also setting up a Target 2000 Squad which will
    see selected NQ juniors flown down to Brisbane for a training
    camp.
23. As well TQ is investigating the establishment of a North Queensland
    Interclub competition and an Outback circuit.

VIDEOS & RESOURCES
I have already mailed many colour brochures. Did you not receive them?
The only video I have is the 1991 World Championships which would be
excellent for promotion (especially the Miles Stewart sprint finish).
Jeff Isles may have other videos/resources (Tel. 07-8703425) as
might Triathlon Australia (Tel. 06-2854802).

OFFICE HOLDERS

Triathlon Queensland Office
Bearers 1994/1995;

President;
Allan Voss, 7 Maud St, Albany
Creek 4035, Ph: (07) 264 5364

Vice President;
Paul Binnie, 12 Belleglade Ave,
Bundamba 4304, Ph:(07)282 3961

Honorary Solicitor;
Lionel Hogg, Feez Ruthning,
Riverside Centre, 123 Eagle St,
Brisbane 4000, Ph: (07)833 3170

Treasurer;
Graham Kruger, 3 Cairns Rd,
Ebbw Vale 4304, Ph:(07)282 2161

Secretary;
Brian Chapman, PO Box 982,
Coolangatta 4225, Ph:(07)565586

Assistant Secretary;

Vacant

Coaching Development Officer;
Jeff Isles, PO Box 639, Toowong
4066, Ph(07) 870 5425

Elite Liaison Officer;
Cameron Van Balen, 15 Robert St,
Atherton 4883, (07) 91 2367

Equity Director;
Michael De Vere, c/o Summerton
DeVere Solicitors, PO Box 24,
Marine Village, 37 Masthead Way,
Sanctuary Cove 4212,
Ph:(075) 77 8883

Junior Development Officer;
Ken Seelerbrook, 2 West Mount
Cullen Rd, Shailer Park
Ph: (07) 350 8000

Junior Development Secretary;
Helen Maxwell, 8 Bagley St, Banyo
4014, Ph:(07) 287 7636

Judges Director;
Paul Binnie, 12 Belleglade Ave,
Bundamba 4304, Ph:(07)282 3961

Schools Director;
Jeff Isles, PO Box 639, Toowong
4066, Ph: (07)870 5425

Marketing Director;
Tony Fowler, PO Box 1466 Noosa
Heads 4567, Ph:(07) 49 0078

Medical Director;
Gary Shinn, Medical Clinic, Fielding
St, Currimundi 4223

Race Director;
Angus Charlton, PO Box 1175,
Stafford 4053, Ph: 018 151 011

Sanctioning Officer;
David Ray, PO Box 12631, Elizabet
Street 4002, Ph:(07)371 6267

Schools Triathlon Association;
Mark Holstein,
11-17 Greenwood Close, Buderim
4556, Ph:(074) 45 8608

Selection Director;
Ron Acutt, 12/107 Killarney Crs,
Cairns 4870, Ph: (07) 245 2045

TRIATHLON AUSTRALIA INC.
A member of

Affiliated with the Queensland Olympic Council

P.O. Box 5510
Gold Coast M.C.
Queensland 4217
Tel: (07) 36 55586
Fax: (07) 264 5254

JUNIOR DEVELOPMENT OFFICER

Steve Manning 66 High St,
TOOWONG 4066.
TEL: 07-371 78 11

MAGAZINE EDITOR

Bruce Cook PO Box 502,
EVERTON PK 4053.
TEL: 07-354 3425

Department of Employment and Small Business

Sport and Racing

Government Investment Scheme
FROM: Secretary
RE: SITUATION VACANT - TQ STATE ADMINISTRATOR

The vacancy below will be advertised in the Courier-Mail this Saturday and next Wednesday. Please draw the attention of anyone in your Club who has good administration, sponsor-seeking/servicing, financial management and computer skills and who is able to staff our new office at Sports House daily 9am to 5pm (or similar).

Remuneration is $35,000 pa gross. Start-up date is 1 March.

Deadline for application is 17 Feb. with President, 7 Maud St, ALBANY CREEK 4035.

DUTY STATEMENT

1. Responsible for the day-to-day administration of Triathlon Queensland Inc. affairs and its Office at Sports House.
2. Submission of Government grant applications, coordination and updating of TQ's four year Development Plan and implementation of grant-supported programs. Attend Office of Sport meetings and seminars, and respond to Office surveys and other requests.
3. Secure major sponsorship for TQ and its programs and service them.
4. Advance the computerisation of TQ operations and documentation.
5. Complete routine annual tasks such as:
   b. Ordering and supplying State Championship medals and plaques.
   c. Organisation of Presentation Night.
   d. Calling bids to conduct State Championships.
   e. Cross-check licence-holders against major Series results which indicate claimed licence-holders.
   f. Circulate member renewal notices via Ultimate Challenge.
   g. Circulate Club reaaffiliation notices.
   h. Submit Report to Office of Sport and Triathlon Australia.
6. Complete routine regular tasks such as:
   a. Processing correspondence, distribution to Office-Bearers and responding where appropriate.
   b. Contributing "TQ News" Report to Ultimate Challenge and other items of interest to members.
   c. updating Club and Race Director contact lists.
   d. Updating Club colours Register.
   e. Replenishing TQ stationery supplies.
   f. Promoting the sanctioning concept among new Race Directors.
   g. Responding to insurance matters (eg. send forms, answer questionnaires).
   h. Convening monthly meetings of TQ including distribution of Minutes, notice and agenda.
   i. Reporting and responding to questionnaires.
7. Advance the establishment of a Triathlon Headquarters Training and Competition Facility (eg. Develope plans, attend meetings).
8. Liaise with and provide administrative support for Office-Bearers and Committees.
9. Liaise with relevant lead agencies.
10. Attend monthly meetings, submit report and record Minutes.
11. Complete other tasks specified by the Executive.
1. Responsible for the day-to-day administration of Triathlon Queensland Inc. affairs and its Office at Sports House.

2. Submission of Government grant applications, coordination and updating of TQ's four year Development Plan and implementation of grant-supported programs. Attend Office of Sport meetings and seminars, and respond to Office surveys and other requests.

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11. Complete other tasks specified by the Executive.

**Notes**

I've omitted financial management and budgeting (to Grahame Kruger), publicity (to Jacqui Smith and Dev.Officer), staff supervision/hire and fire (to Executive), sanctioning and calendar (to Michael S.), Interclub, recruiting, promotional brochure, club formation and Masters Games (to Dev.Officer), licensing (to R.Acutt) and Resource Centre (defer till Office operational).

Please indicate if glaring omissions or priorities out of order.

bc

Add Financial Management & Budgeting
DUTY STATEMENT
TQ COACHING DEVELOPMENT OFFICER 97

1. Conduct six Level 1 accreditation coaching courses including a course for teachers and a North Queensland course (Target--30 new coaches). Level 0 Course(s) to be conducted if appropriate.
2. Prepare and assist coaches wishing to attain Level 2 accreditation (Target--6 annually).
3. Maintain communication with coaches, including production of a newsletter and/or magazine, to ascertain their needs and to aid retention of coaches. (Target--6 publications annually).
4. Coordinate updating and other seminars and/or workshops (Target--6 annually).
5. Conduct two coaching camps annually (eg. One age group, one junior)
6. Set up and coordinate an effective Talent ID Program.
7. Liaise with QAS, Queensland Coaches Assembly and other appropriate government and professional bodies.
8. Develop a High Performance Coaching Program including a Queensland Target 2000 Junior Talent or Youth Squad program and liaise with members' coaches to ensure they have an effective training program. Annual trip and regular newsletter desirable.
10. Conduct 4 coaching clinics annually for age groupers and juniors.
11. Develop the Queensland Triathlon Coaches Association.
12. Devise and implement strategies to increase the number of women coaches (Target--4 new women coaches annually).
13. Maintain a resource listing of videos, books and magazines, and act as a clearinghouse for coaching and technical advice.
14. Source sponsorship and/or generate program fee revenue to help underwrite Target Squads, High Performance Coaching Program, etc.
15. Contribute coaching articles/column for Ultimate Challenge.
16. Review and update the coaching and elite junior development sections of the TQ Development Plan.
17. Submit a written activity and planning Report to the monthly meeting of TQ and a quarterly Report to the Government's Office of Sport.
18. Attend monthly meetings of TQ, State Coaching and Junior (maybe once every two months) Committees.
19. Perform other duties specified by the TQ Management Committee.
Administrator’s Report – April General Meeting.

The following dot points highlight some of the activities of administration for the past month.

- General mail – in and out
- Update financial reports
- Half yearly Government equital report
- Upgrade telephone systems and service provider
- Reviewing membership statistics and fees
- Reviewing magazine printing and publishing costs/advertising etc
- Response to TA re Club/membership proposal
- Considering sponsorship proposal from Reward Insurance
- Sourcing bicycle sponsorship for TQ/QAS Talent ID program
- Sourcing promotional material etc for CIPO and TQ marketing
- Liaison with CIPO and North/Central DO’s

Michael Sanderson
TRIATHLON QUEENSLAND SERVICES

Check BENEFITS STATEMENT ASLO

As stated in the Constitution:

To advance and promote the sport of Triathlon and to provide facilities therefor.

To engender by association a fraternal feeling among triathletes and to promote and preserve the best interests and tradition of the sport.

To provide the facilities and environment for social contact between members and their friends and generally to afford them all the usual privileges, benefits and conveniences of a club.

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Act as the primary authority for triathlon in Queensland to the general public, members, clubs, coaches, race directors, schools and universities.</td>
<td>Executive and employees</td>
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<tr>
<td>* Offer membership for athletes and technical officials which includes:</td>
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<tr>
<td>- 24 hours Personal Accident/ Injury Insurance whilst training and competing in triathlons and reduced prices.</td>
<td>Patricia</td>
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<tr>
<td>- Latest information on events, training, results, insurance, equipment and other issues through the bi-monthly magazine.</td>
<td>Michael</td>
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<tr>
<td>- Triathlon rules, changes and general information.</td>
<td>Michael</td>
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<tr>
<td>- Club contacts and accredited preferred coaches.</td>
<td>Patricia</td>
</tr>
</tbody>
</table>
Offer membership for coaches which includes:
- Acknowledgement and promotion as a preferred Triathlon Queensland coach.
- Latest information on training, events and other issues through a coaches newsletters and magazine.

* Act as a resource for athlete enquiries which includes:
  - Information regarding membership, events, clubs, training facilities, coaches and insurance.
  - Answering general enquiries.

* Develop and hold seminars for athletes and coaches.

* Offer affiliation to clubs which includes:
  - Latest information on clubs on triathlon matters and issues affecting clubs.
  - Advise and funding opportunities available to clubs through the government and other bodies.
  - Awareness and assistance implementing relevant OSR programs (e.g. recruiting volunteers).
  - Direct benefits as a result of sponsorships.
  - Access and assistance implementing Triathlon Queensland's policies including risk management, junior participation and equity.

* Promote affiliated triathlon clubs to registered members and general enquiries.

* Provide professional advice to Race Directors of

<table>
<thead>
<tr>
<th>Employees</th>
<th>Michael</th>
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<tr>
<td>Employees</td>
<td>Employees</td>
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<td>Brian and/or Michael</td>
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<td>Employees</td>
<td>Rachel</td>
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<td>Employees</td>
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<td>Sanctioned events regarding safety, rules, course layout and medical requirements.</td>
<td>Michael</td>
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<tr>
<td>* Sanction Triathlon and Duathlon events ensuring the use of official rules, insurance cover, and safety for all competitors.</td>
<td>Michael</td>
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<td>* Develop and promote a sanctioned race calendar for Queensland.</td>
<td>Michael</td>
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<td>* Provide and fund Technical Officials for sanctioned events.</td>
<td>Michael</td>
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<tr>
<td>* Train Technical Officials to officiate at sanctioned events.</td>
<td>Michael</td>
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<tr>
<td>* Conduct age group and junior clinics for athletes.</td>
<td>Brian and/or Michael</td>
</tr>
<tr>
<td>* Conduct clinics for accreditation of coaches.</td>
<td>Michael</td>
</tr>
<tr>
<td>* Provide a Triathlon Queensland State championship Series for registered members and affiliated clubs.</td>
<td>Executive</td>
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<tr>
<td>* Provide a program and assistance for junior and elite athlete development.</td>
<td>Brian and Michael With QAS</td>
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<tr>
<td>* Provide an equitable sport for all participants including juniors, females and disadvantaged participants.</td>
<td>Employees, in line with Sanctioning. And with Bronwyn Adams as Equity Officer.</td>
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<tr>
<td>Develop and promote junior participation in the sport including:</td>
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<td>Junior camps</td>
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<td>Junior Races</td>
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<td>Promotion through advertising</td>
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<td>Develop and promote age group participation in the sport including:</td>
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<td>New initiatives to intice participation</td>
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<td>Promotion through advertising</td>
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<td>Advice and assistance with QAS and OAP High Performance Managers and the selection panels</td>
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| Brian |
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<td>31st Oct</td>
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The Growth of Triathlon Queensland – The Implications for the Office.

1. Patricia should be employed for 20 hours per week. Suggested hours would be:
   Monday 10 – 2
   Wednesday 10 – 2
   Thursday 1 – 5
   Friday 10 – 2

2. During the peak times for registration (late June and July) either a casual should be employed or Patricia should be given more hours.

3. There will be a 3rd year Leisure Studies student completing a placement with Triathlon Queensland from May to October who will specifically develop and implement a marketing plan for us. This will include merchandising and a better organised series of promotions at races.

4. Patricia will be able to look after a lot of the club work and small events enabling the State Administrator to concentrate on sponsorship and supervision of the University student and the NQDO.

5. The office will need another filing cabinet and storage cabinet soon.

6. If there is a good profit made this year then a better photocopier would be a great asset. Whilst the present one is O.K. it does not double side, sort and staple and is not very quick. A lot of time is wasted due to the standard of the photocopier. Triathlon Australia has a deal with Fuji Xerox that enables States to get office equipment at nearly cost price. Something to think about.

7. The present arrangement of Duncan in the office on Tuesday and Brian on Thursday is working well.

8. We need to look at the possibility of purchasing an accounting computer package (and train the administration staff on how to use it) so that more of the financial load can be taken off the treasurer – if that is what he wants.

9. I am currently investigating how we can take credit card payments for registrations etc. (not over the phone – written only).

10. The database is fairly well worked out now but if Triathlon Australia does not come up with a better national database then we would need to develop our own within the next 2 years. Triathlon Australia has said that they are prepared to develop a better system but if they don’t then we need to do it ourselves. At the moment I would say that we are going with ACORD again for next season.
Dot point highlights for the past month’s activities:

- General correspondence in/out
- Minutes October meeting
- Financial updates
- Successful grant application from IYV for Two way radios
- TA AGM report
- Update database
- Attend workshop for Employment Screening
- Prepared draft policy
- Source sponsorship potential from Xerox and New Balance
- Liaise with QAS and Kim Beckinsale
- Liaise with NDO, CIPO and DO
- Set up and liaise with USM re State Champs Aquathlon Noosa

Michael Sanderson
Administrator
To begin my first report as President I would like to share with you how I intend to carry out my role as President of Triathlon Queensland. I think of Triathlon Queensland as an inverted Pyramid with the members at the top followed by Triathlon Queensland Management and then Triathlon Australia at the point. I strongly believe that the membership base is where the strength of Triathlon in Queensland lies.

As you can well imagine the first weeks, as President has been a big learning curve and I can see the next months will be more of the same.

Some of the major projects on the boards at present are:

1. The Triathlon Australia's Charter of Agreement was workshopped over a weekend conference and your club was forwarded a copy for their comments. Now we have in one documents the responsibilities of Triathlon Australia, State Bodies and Clubs. When participating in the debates and discussions that generated the draft I felt this document was well overdue.

2. Actively seeking sponsorship for the Triathlon Queensland's Junior Elite Squad, who were selected last week.

3. Applying to the appropriate authorities to retain Lakeside raceway as a site for Sport and Recreation activities. Obtaining this venue would be a major boost to our sport and other sporting bodies.

4. Working with our development officers to assist with their current projects, eg Series of races in the North West of Queensland.

5. Being Technical Representative for Queensland on the T.A.T.C and on the Technical committee for Queensland. I am constantly involved with Technical and the upgrading of the rules and procedures nationally which they have to be put into practice in Queensland races. Please see attached for rule update, RCR 70 & 54 and 73.

One of the rules, which will have a significant impact on triathlon, is the introduction of the Penalty Box Rule, Drafting and or Blocking offences on the bike course. This rule will be introduced for the first time at the Noosa Triathlon. I have been working with the Race Director, Jacqui Smith, Michael Sanderson and Technical Officials on the process and procedures of this rule to enable a smooth as possible transition and implementation into the sport.

A request to explain the cost of entry to races. This request has been forwarded to the Race Director Chair for comment and action. I will keep all informed of the developments.

Triathlon Australia's proposal for special Australian Sports Commission (ASC) funding for the Sanitarium Westtix Triathlon Series has been successful. Six events will be conducted from February 2002 until April 2002, providing participation opportunities for 10,000 children, whilst delivering the Triathlon message to over 100,000 children in classrooms across Australia. It is anticipated that other capital city and regional event will be added to the program from 2003.

Even though Triathlon is an individual sport, like any sport you need a team approach. The involvement of all the stakeholders, Competitors, Race Directors and Triathlon Queensland Management on an equal footing, is the formula to success. The consultative process is the only way to get where we all want to be.

As a person we cannot take responsibility without information, but with information we cannot but take responsibility. I need you, the members, to give me the information I require to function on your behalf, so please do not hesitate to contact me.

Yours in Triathlon
Kevin Jones
President Triathlon Queensland
PRESIDENTS REPORT
MAY 2002

It was wonderful to catch up with all those who attended the Triathlon Queensland Annual Awards Presentation Dinner. This year there was a change of venue and from all reports received, this was a winner. The meal was thoroughly enjoyable, with all tastes covered with the wonderful selection. The music kept us all dancing well into the night. Congratulations to all the award winners on the night for their participation and all their supporters for enjoying out sport.

The last weekend in June there was an annual Triathlon Australia Committees conference. Representatives from the Race Directors, Equity, Medical, Technical and State Administrators were in attendance.

Items on the weekend agenda were:
- Snap shot of TA Office /Personnel
- Presentation of TA Whole of Sport Insurance Module
- Weetbix TRYathlon Series
- Club Development – Turning interest into Members
- National Sanctioning Document
- National Marketing Strategy

The very interesting and productive weekend provided the stakeholders with food for thought and understanding for a workable solution in all areas of our sport. Information on the meeting will be forthcoming with the realising of the new documents and policies on the Triathlon Australia Web site. I will be happy to discuss any aspects from the meeting you are particularly interested in.

The start of Queensland’s Duathlon season gets underway from this weekend. The new race calendar is now available from the office. We look forward to welcoming all those interested in becoming Technical Officials. A course will be run over the next few weeks. Clubs may like to nominate members who are interested in becoming a Technical Official. This may add another dimension to the aspect of participation. Please contact the office if you are interested in attending a course. Our Sport cannot survive without the support volunteers provide.

We are moving!! Not far. Only up one level. It will mean the office staff will be packing over the next couple of weeks for the move at the end of July. We will have more floor space enabling our expanding day to day tasks to be suitable presented.

I have recently spent the coldest weekend so far in Adelaide for the National Duathlon Championships. Congratulations go to John Drysdale who won his age group. Ask John if he can feel his toes yet??

Look forward to catching up with you over the race season.

Yours in Triathlon
Kevin Jones

C:\My Documents\Meetings\minutes\2002\July 2002\PRESIDENTS REPORT July 2002.doc

The following lists the major activities conducted over the past month.

- Assisted with Presentation Night
- Attended Leaders in Sport National Conference – participation game
- Meeting with Phil Hungerford and Debbie Beerling
- Reviewed budget with Treasurer
- Attended TA conference Saturday afternoon and Sunday 28/29-June.
- Liaised with TA over insurance issues
- Liaised with Insurance brokers re certificates of currency requirements
- Organise office move to a larger premises.
- Complete end of financial year figures/returns etc re audit.
- Meeting Michael Barrett re junior events/series and club development.
- On leave for a week
- General office duties etc.
- Insurance details as they stand presently:
  1. P/L insurance per normal event to be $380.00
  2. P/L insurance per club/junior event to be $210.00
  3. One Race Membership fees to consist of $3.00 insurance component and $2.20 Sports Development fee
  4. Membership insurance increased 30% to $22.50
  5. Club insurance to become part of affiliation fee – anticipate $380 approx for 12 months as compared to last years expense of $630.

Michael Sanderson

The following lists the major activities conducted over the past month.

- Coordinated various functions/meetings for TQ within sports house
- Executive meeting re increase in ODRP fees and set membership fees
- Assisting with set up and preparations for presentation night
- Updated web site information
- Attended QAS Program review and budget forecast
- Attended workshop with K. Jones re risk management
- Attended QAS- Triathlon Sub committee review
- Attended Teleconference re coaching
- Attended meeting with USM and Executive re fee structure for 2002/2003 season
- Followed up on facilities application with Gccc re Pizzy Park.
- Attended the presentation of bonus grants to Qld members of the Commonwealth Games Team (Miles and Loretta)
- Meeting with Wayne Goldsmith at QAS re National Officiating and Coaching issues.
- Liaise with TA
- Liaise with Shaun Stephens QAS
- General office administration

Michael Sanderson
PRESIDENTS REPORT
MAY 2002

Look forward to enjoying your company at the coming Triathlon Queensland Presentation Dinner on June 21. This year we have a new venue in the McGuire's Colmslie Hotel at Morningside in the Gateway room. Organise a table of 10 for a fun night.

This coming weekend Leanne and I will be visiting Gladstone to represent Triathlon Queensland. The Council Sport and Rec. Officer and the local Tri Clubs have invited us. We will be running a Level 1 Technical Officials course for a number of people keen to become involved in the sport other than competing. This will increase the Technical network in Central Queensland. I will be presenting to the public of Gladstone at the main shopping centre, four members from the local Clubs who have been named in the Aussie Team for Mexico, and we wish them all the very best. We will also be attending with our new level 1 Technical Officials, a number of races-Duathlons on Sunday starting with the Iron Kids Mini Duathlon then continuing with Short and Long Course Duathlons which I hear Levi Maxwell and Brendan Terry will also be competing.

Brian Chapman will be visiting the Rosella Park Special School on the Friday to show the kids all involved in competing in Triathlons. It should be a good weekend for all involved.

There will be another Level 1 Technical Officials course being run in Toowoomba in July or August this year. If you are interested in attending a Level 1 Technical Officials course please contact the office for the next course date.

The Australian Duathlon Championship will be held in Adelaide on the 7th July. I have been selected as the National Technical Delegate (self funded) to oversee and assist the Technical Team in attendance at the race.

Public Liability, Accident Insurance- who pays? how much? - The debate goes on and on- I have been to several meetings and forums run by the Queensland Government, City Council, and Insurance Agents and about all that can be agreed upon is it is a complicated issue and the cost to the consumer will go up.

How the Insurance issue will affect Triathlon in Australia will be the main topic of the upcoming Triathlon Australia Conference on 28, 29, and 30 June. This conference will be combined Presidents and all Triathlon Australia Committees meeting and this year will be held in Brisbane. The conference Agenda will consist of discussions on TA Website, Risk Management, Insurance, TA Budget, National Sanctioning Document and all Committee reports. The outcomes from the meeting will be in my next monthly report.

The Executive and the State Administrator have met with the Race Directors to discuss their concerns re insurance and other fees for the upcoming season. Hopefully all will be made clear over the coming month.
To date Triathlon Queensland have not received a reply from the Race Director Chair, to our many requests for a break down of the entry fee. We will place another request for this information to be made available to our members.

Triathlon Queensland has been offered a larger office in Sports House at a minimal increase in rent. This office will allow us to have access to more space incorporating an area where meetings can be conducted, thus saving on room hire within the complex.

See you at the Presentation Dinner.

Yours in Triathlon

Kevin Jones
TRIATHLON – SPORT FACT SHEET

1. 2002 is Triathlon’s first appearance at the Commonwealth Games, although it was a demonstration sport in 1990.
2. Australia will send three male and three female triathletes to Manchester.
3. No medals have been won (debut year).
4. –
5. Loretta Harrop is world #2 currently and Commonwealth #1, so will start favourite. Michellie Jones won silver at the Olympics and Nikky Hackett won the world title in 2000. Miles Stewart is an Olympian and former world champion, Peter Robertson is the current world champion and Chris McCormack won the Goodwill Games Triathlon here. New Zealand’s Hamish Carter is world #1.
6. Most newcomers get involved in triathlon by just entering one of the weekly events that take place between October and April. These events are conducted by private promoters or clubs. Others train with a club or squad for several weeks before they try a triathlon.
7. Advanced triathletes do five swims, three bike rides, three runs and one transition session each week. Beginners try to do one of the disciplines each day with one day each week allocated to rest and recovery.
8. Beginners spend an hour each day while advanced triathletes do about 20 hours/week. Races last from as little as 45 minutes to as long as 15 hours in the case of Ironman events.
9. Several schools conduct elective triathlon units in PE and sport, while there are also State All-Schools Championships in triathlon, duathlon and aquathlon. There is a constant demand by schools to have the Triathlon Queensland trailer clinic visit so their students can try the sport. There are 45 clubs around the state catering for the hundreds who wish to train for triathlon.
10. More than 10,000 Queenslanders participate in triathlons each year and almost 2,000 are licence-holders. Noosa on November 3 attracts more than 3000.
11. Triathletes love the fitness and healthy lifestyle they live when training for a triathlon, the excitement and colour of the big races, the competition against people their own age and lifelong friendships made among their fellow competitors.
12. Noosa is the most popular triathlon (World’s second largest) because it is a great holiday location, there are good prizes and deals at the Expo for all ages, the course is challenging and traditional and there are many associated events to add more interest and value.
13. The benefits for youngsters are the healthy lifestyle and fitness, the friends they make among their fellow competitors, the thrill of finishing a triathlon without stopping and the bright gear and equipment they can use.

Contact Triathlon Queensland for more info.

The following lists the major activities conducted over the past month.

- Liaise with Dept of Sport and Rec. re grants program
- Coordinated various functions/meetings for TQ within sports house
- Executive meeting re increase in ODRP fees and set membership fees
- Installed new database for members in the office
- Attended access database lessons two days
- Gained access to web site, office now updates.
- Meeting USM re feedback and results last season championships as well as future events for next season.
- Attended seminar re Sport and Rec re funding programs review and up-date
- Attended review with Warwick Camm and Shaun Stephens over application for regional assistance program from QAS
- Assist with Club Championships material and programs
- Meeting with George Tuck, Mooloolaba
- Assisting with set up and preparations for presentation night
- Answered emails re ODRP’s confusions
- Meeting with executive, Phil Hungerford and David Ray re ODRP’s.
- Liaise with Tim Hughes and Brian Chapman re development status
- Liaise with TA
- Liaise with Shaun Stephens QAS
- General office administration

Michael Sanderson
PRESIDENTS REPORT
APRIL 2002

The end of another Triathlon Season draws to a close. We can look back at the one hundred and sixty four sanctioned events in Queensland with pride and the knowledge that Queensland has the most sanctioned events in Australia.

With each event we are learning. Gathering more knowledge of the good and not so good aspects of managed events which enables us to standardize and improve the quality of evens to provide our members with safe and fair competition and lets not forget a rewarding and fun experience for all age triathletes.

The final race of the season, held at Redcliffe, was an outstanding success and I congratulate all of the members of the clubs for their hard work and dedication throughout last season. Congratulations to all the competitors on their places on the day. You all deserve the glory that goes with victory. The numbers for this race was nearly double last year, which indicates next season we can expect to see more friendly competition between the clubs. Well done all.

As we review the Triathlon Season we also have to prepare for the Duathlon Season, which starts on the heels of the Triathlon season. This year the Duathlon Series looks exciting with races in Brisbane and an Australian Duathlon Championship to be held at Kangaroo. Before the Duathlon seasons gets under way we will be welcoming and training new Technical Officials. If you are interested in becoming an Official please contact the Office and they will advise the date of the next course to be run.

In our review process we, the Triathlon Queensland Executive and Staff have been discussing ways of improving the State Series for next season. The ideas in the pipeline at present depend on sponsorship, that we are actively seeking. I would like to invite all members of Triathlon Queensland to put forward their ideas and suggestions for improving our sport to our Administrator or me personally. All members of the Executive are only too willing to listen and discuss your ideas, remember this is your sport.

The Australian and Queensland Olympic Distance Championship and ITU International Points race held on Sunday 21 April at Mooloolaba was certainly a success due to the Co-Operation of the Race Director, the staff of USM, Triathlon Queensland and the Technical Team. The changes to the race this year added to the smooth flow for Competitors.
However the office was in receipt of phone calls and a few letters re the Drafting and Blocking rule which once explained became clear to the competitors. This brings up the need for all members and clubs to have a better understanding of the rules. There is a revised version of the Race Competition Rules being proof read now and will soon be available on the Triathlon Australia web site and in print in the coming weeks.

I would like to say a Big Thank You to all the Technical Officials who attended the races over the season for their dedication and hard work to our sport. Please remember our Technical Officials are all volunteers and are there to help you have a safe and enjoyable race on the day.

I look forward to catching up with all at the Presentation and Awards evening. The date to be advised in the next Ultimate Challenge Magazine. See you there.

Yours in Triathlon
Kevin Jones
Fee Structures and Options.

Membership fees:
Last years outgoings from Membership
TA $7.70
ASIB $16.00
Mag $10.00

Proposed 2002/2003 season
TA $7.70
INS $23.00
Mag $10.00

Increase of $7.00 per adult
Note: the fees for insurance are an estimate only from TA and could be larger.

Fees previously charged (adult only)
1999 Club member $60 Non club $70
2000 (GST started) $66 $77
2001 $60 $70

Proposed 2002 $70 $80
Application form attached.

ODRP Fees:
1999 $500 = $2.00 to ASIB, $2.00 to TQ and $1.00 to RD
2000 $5.00 = $2.00 to ASIB, $3.00 to RD
2001 $5.00 = $2.00 to ASIB, $3.00 to RD

Proposed 2002 - $10.00 = $5.00 to INS (est.), $2.00 to TQ and $3.00 to RD

Sanctioning fees Since 1993 $1.00 per competitor base.

Championship sanctioning fees
2000 $5.00 licensed, $7.00 unlicensed – TQ pays INS and ODRP
2001 $3.00 licensed, $5.00 unlicensed – TQ pays INS and ODRP
Note: Discount for insurance was available 2000 but not 2001.

In line with a $10.00 ODRP – 2002 $2.00 per licensed, $7.00 unlicensed but RD pays P/L per event and TQ pays ODRP (based on ODRP being $5.00).
TH: KG

6 March 1997

Mr Graham Kruger
Treasurer
Triathlon Association of Qld Inc.
3 Calms Street
EBBW VALE 4304

Dear Graham

I have responded to your instructions in relation to action required to employ Bronwyn. The advice included the information that Bronwyn would be paid an employment package of $35000 per year as Administration Officer for the Association.

To employ Bronwyn the Association must take the following steps:

1. Register as a Group Employer.
2. Apply for a Notional Tax File Number which can be matched to the Group Employer Number.
3. Ensure that Bronwyn completes an Employment Declaration.
4. Apply for Workers Compensation Cover.
5. Set up a payment facility for the Superannuation Guarantee payments of 6% (currently) on the Gross Salary paid to Bronwyn.

These items must be in place as soon as possible in order to comply with legislation requirements.

As requested, I have actioned these matters with the following results.

To achieve an employment package of close to $35000 per annum, the following is required:

1. Gross Salary of $32850 per annum, to be paid fortnightly by direct credit.
2. Superannuation Guarantee payment of 6% of Gross Salary per annum. The Guarantee payments are to be paid into an approved Superannuation Fund for the credit of Bronwyn Marshall. The 6% Superannuation represents $1959 per year. The monthly payments must be made in the next working week after the end of the month. The payment is based upon the Gross Salary paid during the preceding month.

............1/2
Annual Leave loading of 17.5% is payable, based upon a four week annual leave entitlement per twelve month period. The annual leave loading represents an amount of $439.52 per year.

Workers Compensation must be in addition to these calculations. I have contacted Workers Compensation to ascertain rates. I believe that the Association will be required to pay approximately $100 per year workcover to Bronwyn, based upon $32650 per year and the duties remaining constant.

| Gross Salary | $32650.00 |
| Superannuation | $1959.00 |
| Leave Loading | $439.52 |
| **Total** | **$35048.52** |

I have completed the following:

- Workers Compensation Application
- Group Employer Application
- Tax File Number Application
- Employment Declaration (employers section)
- Obtained a copy of Income Tax Instalments Fortnightly Rates Calculator

Based upon a Gross Salary of $32650 per annum, the Gross Fortnightly Salary is $1255.77.

Tax to be taken per fortnight including Medicare Levy will be $301.60. This assumes that Bronwyn supplies her Tax File Number to you and claims the New Home Free Threshold. Please read the Instructions on the tax calculator and purchase a Wages Book to keep all the salary payment details.

Industrial Regulations entitle an employee to accumulate 10 sick days per year. Therefore at the end of the first twelve months of employment, the employee will have accumulated 10 days sick entitlement. If the employee were to take sick leave the Association and had accumulated sick leave, you do not have to pay the accumulated leave.

Please ensure that a record is kept in the wages book of annual leave and sick leave entitlement as they accumulate and as they are taken. Bronwyn should verify the calculations by signature on a periodic basis during the year (preferably monthly).

A sick day accrues every 37 days and an annual leave day accrues every 19 days.

Ensure that a Superannuation facility is established prior to the first Superannuation Guarantee payment.

When the Group Employer booklet is issued, I will inform you of the Association Group Tax remittance timetable.

Regards,

[Signature]
STATE ADMINISTRATOR
REPORT APRIL/MAY 1997

1. Follow up from and distributing of minutes of April Management Committee meeting

2. Meeting for planning of Strategic Plan - lot of work to be done and appreciate any further input from interested people.

3. Application for funding for TQ tent for 1997/98 season submitted to Jupiters Casino Community Benefit Fund (follow up from April meeting).

4. Met with Jacqui Smith twice and TQ Executive to decide the direction of sponsorship and to develop a sponsorship plan for the next three years. Talked with several race directors regarding sponsorship of the State Series.

5. Wrote sponsorship proposal for State Series.

6. Have been investigating other organisations regarding their written policy and procedures manual - can see need for this from various correspondence.

7. Followed up on Strikeforce Computers sponsorship - servicing sponsorship and formalising agreement.

8. Attended press conference for the Australian Championship race at Mooloolaba.

9. Found new venue for the Presentation Night - Ballymore, Clyde Rd, Herston Saturday the 31st of May at 7.00pm. Started preparations for Presentation Night.

10. Training the new office trainee - Karley Banks - will be in office Mondays and Thursdays. Will help with the new season registrations, update of the data base and various office duties.

11. Magazine articles and proof of magazine.

12. Attended seminar by the Office of Sport and Recreation on Managing Change in Australian Sport - agenda attached - full papers available from TQ office.

13. Met with Tim Burke from ASDA re Triathlon Queensland’s Doping Policy. Same as Triathlon Australia’s. Will be first written policy for TQ policy manual. Will send copy to all clubs.

14. Finalised petty cash and other office systems.

15. Correspondence, answering phone calls and follow up from these.
Managing Change in Australian Sport

Venue: Brisbane Convention and Exhibition Centre
Date: Wednesday 7 May 1997
Time: 1:00pm - 5:30pm

Seminar Objectives:

1. Increase awareness of current and future pressures confronting sport in Australia.
2. Invite discussion and seek views and comments on how to respond to these pressures.
3. Facilitate input from the sports industry on the key issues contained in the discussion paper issued by the SCORS Working Party on Management Improvement.
4. Examine case studies of national and state/territory sporting organisations which have restructured their management and governance systems.

Format: Interactive presentations involving audience participation through a combination of open forum discussions and small group activities.

Seating: “Round-tables” of up to 10 people allowing for a comfortable view of the presenters at the front of the room.

Tables are comprised of an even mix of sports and perspectives. People from the same organisations are spread across the groups. Discussion and activities can be facilitated without people moving from their seats.

Agenda:

1.00pm Welcome
Mr Roger Plastow

1.05pm Introduction
Mr Kerry Rose

1.10pm Sport in 2005: what does the future hold?
Ms Kaye Schofield

Includes question time and round-table group discussion.

Groups are given the opportunity to react to the issues raised in the presentation and invited to add their own perspectives about the future social, economic and business environments.
The current situation
Mr Allan McKinnon

Taking into account the pressures and opportunities which Australian sport will face in the future, what are the key management issues which sporting organisations must address? An interactive presentation which will include a combination of open forum and small-group discussions.

Break

National Leadership: why sport must consider change
Mr Malcolm Speed

Includes questions and round table discussion of the following issues:

- Why have a national governing body?
- What is the role of the national sporting organisation (NSO)?
- What is the role of the state association (SA)?
- Is it important for a sport to develop unity amongst all levels?
- How can the link between NSOs and SAs be strengthened?
- What skills are required on a national or state Board? Why is it important to have these skills? How can these skills be brought onto the Board?
- What key changes need to be made and why?
- How do people react when changes are suggested?
- What were the barriers which may prevent change?
- How can these barriers be overcome?

Change management in a state sporting organisation
Mr Jim Quaite OAM
President, Queensland Hockey

Questions

Summary

Close
NOTICE OF MONTHLY MEETING (APRIL 1997)

ATT: Executive Members, Committee Chairpersons and Club Delegates. The April meeting of Triathlon Queensland Inc. will take place on Tuesday the 8th of April at Sports House, 150 Caxton St, Milton at 7.00PM.

NB: Regional Clubs may be represented by Proxy Delegates. Minutes of previous meeting enclosed.

AGENDA

1. PRESENT
2. APOLOGIES
3. MINUTES OF MARCH MEETING. To be confirmed.
4. BUSINESS ARISING
5. CORRESPONDENCE
6. REPORTS
   6.1 President
   6.2 Schools
   6.3 Treasurer
   6.4 Administrator
   6.5 Coaching Development/Elite Junior Development
   6.6 Development Officer
   6.7 Sanctioning Officer and Race Judges
   6.8 Technical and Appeals
   6.9 Race Directors
   6.10 Medical
   6.11 Marketing and Publicity
   6.12 Equity
   6.13 Special Projects and Masters
   6.14 Elite Athletes
   6.15 North Queensland
   6.16 Selection
   6.17 Magazine
7. GENERAL BUSINESS
MINUTES OF MARCH MEETING (1997)
Conducted at the Bookmakers Club, Wharf St, Brisbane, 11th March

1. PRESENT
Allan Voss (Pres/Redcliffe TC) David Ray (Race Director)
Paul Binnie (V-P/Ipswich TC) Angus Charlton (Trimax)
Michael Sanderson (Sanction/Virg.) Allan Pitman (East Coast)
Neil Andersen (Sunshine Coast TC) Grahame Kruger (Treas/Ips)
Kevin Strickland (Pine Rivers TC) Bronwyn Marshall (Admin)
Malcolm Deem (Redcliffe TC) Brian Upton (Race Director)
Virginia Parker (Redlands TC) Phil Hungerford (Run Inn)

2. APOLOGIES
Jackie Gallagher
Jacqui Smith
Bianca Van Woesik
Dr. Gary Shinn


4. MINUTES OF FEBRUARY MEETING
Adopted (K.Strickland/A.Charlton)

5. BUSINESS ARISING
5.1 Malcolm Deem asked what was happening with rulebook. D/O said we'd sent a censure motion to TA.
5.2 Malcolm Deem asked when duathlon calendar dates were being worked out - agreed to work out dates at the end of the meeting.
5.3 Re-Kawana Waters Estate, letter has gone to Office of Sport (Maroochydore).

6. CORRESPONDENCE
6.1 Re: motions of censure on National Sprint titles.
6.2 Forster Ironman. Race is on, Wallis Lake is open to swimming, no Hep A problem on swim course, testing is ongoing and health of athletes won't be risked.
6.3 Office assistant application. On hold.
6.4 From A.Pitman asking that the officials quota should not be enforced on this season's Interclub competition. President feels TQ shouldn't change the policy now - it was adopted at the AGM.
N.Andersen replied some clubs chose to withdraw.
A.Pitman moves that East Coast Cycos be awarded points because they've had people attend RJ course and are available to officiate.
(A.Pitman/A.Charlton)
K.Strickland states this is what is happening with Pine Rivers on Sunday.
M.Sanderson also pointed out East Coast Cycos are in same boat as new clubs like Albany Creek TC so should be eligible for points because joined after clubs were informed.
President stated the exam must be submitted by the weekend.
PASSED (6-5)
Notify all clubs that East Coast Cycos are eligible for Interclub points. Action:- Secretary.
6.5 TRI-NSW pair (Rohan Cooke & Mark Stewart) suspended for 9 months for racing under other athletes names. ATT:- Race Directors
6.6 QEC backing Nationals at Mooloolaba until 2000.
6.7 N.Smith seeking refund from TRIMAX (denied)
6.8 Sue Jordan complaining about not receiving shoes. B. Upton said BND on top of it.
6.9 Qld Cancer Foundation suggesting Sunsmart Policy.
6.10 Far North Coast Tri club asking why Northern NSW school students can’t compete in Queensland Schools Triathlon. ACTION:-
Kim Beckinsale (reply to all Northern NSW clubs)
6.11 Mooloolaba World Cup - no request for technical information yet and date uncertain.
6.12 A.Pitman suggests category letter and number be done more clearly on one side of body. President pointed out they’re needed for number checking on course.

7. REPORTS
7.1 PRESIDENT
Most of time spent shortlisting, interviewing administrator. Geehan Molochino (Office of Sport and Recreation) happy with TQ program.

7.2 SCHOOLS - Nil Report

7.3 TREASURER
IN $36,602 OUT $12,858 BALANCE $41,399
ADOPTED (G.Kruger/P.Binnie)

7.4 DEVELOPMENT OFFICER
Mooloolaba kids race - refer to Junior Development

7.5 COACHING DEVELOPMENT
As tabled (D.Inkster/M.Sanderson)

7.6 ADMINISTRATOR
As listed by Bronwyn - preparing furniture, Sports House
- meeting with Courier Mail
- updating sponsorship proposals
A.Charlton offered help with transporting furniture.

7.7 SANCTIONING OFFICER
OnLine wishes to have relocated Grand Prix course re-sanctioned.

7.8 RACE JUDGES
Bundaberg Triathlon issued a summary of rules to all competitors.
Good idea for race directors to mail out. To be summarised for Ultimate Challenge. Letter of thanks to go to Bundaberg race director for distributing rules. ACTION:- administrator.

7.9 TECHNICAL AND APPEALS
a) Protest received re: TRIMAX race. Awaiting further correspondence.
b) Discussed juniors drafting at Nationals with CDO, TD, National Coach (eg who should be selected to go in the race). Technical Committee motion to TA board.
c) P. Binnie nominated as race referee for Arafura Games Triathlon in Darwin.
d) No information received on World Cup 5th May.
e) President felt Harvery Bay State Championships had insufficient marshals, race judges and bicycle compound security. No number-checkers on course (some allegedly cut the course).  
A. Voss only had 20 minutes to train the draft busters. Disappointed he had to yellow card 6 pros.

7.10 RACE DIRECTORS
Tri calendar Wednesday 14th April at Sports House, 7PM. Dates to B. Chapman by 31st March (kept confidential). B. Chapman to convene.

7.11 MEDICAL
See G. Shinn's report. ATT: CLUBS (NB) Medical certificate for use of Asthma sprays - add this requirement to our licence application form and include in Ultimate Challenge.

7.12 MARKETING AND PUBLICITY
Report tabled

7.13 EQUITY
Report tabled

7.14 SPECIALS PROJECTS AND MASTERS
With QEC reimbursement our QMG deficit is now approx. $180.00.

7.15 ELITE ATHLETES
a) Problems with ITU uniform requirements
b) APTA may be dissolved.

7.16 NORTH QLD - Nil Report

7.17 SELECTION - Nil Report

7.18 MAGAZINE
Copy due 21st April.

8.
GENERAL BUSINESS
8.1 Answering machine and fax of B. Chapman needs to be repaired.
8.2 ITU considering standardised Bicycles for Olympics.
8.3 N. Andersen suggested investing in term deposit. Interest rates not worth the hassles and charges.
8.4 A. Charlton asked why shoes not compulsory. There is no rule at the moment. Dangerous - glass, sharp objects, blisters. President states we can adopt a local rule. To be raised with TA Technical Committee.
PASSED: - Shoes must be worn on run and cycle legs of TQ sanctioned events from now on. (P. Binnie/N. Andersen) Race Directors to add to entry forms.
TRIATHLON QUEENSLAND
COACHING/JUNIOR DEVELOPMENT OFFICER
MONTHLY REPORT

March 11th 1997

ACTIVITIES COMPLETED for February-March

COACHING DEVELOPMENT

- Correspondence in:
  - General.

- Correspondence out:
  - Accredited 7 new coaches.
  - Level 1 course information sent to Education department via Debbie Power (Dept Sport and Rec) to go to all schools.
  - Triathlon Qld list in new Triathlon Reference Book produced in the USA. Due out this month. Lists all contacts world wide and what each country and area has to offer visiting triathletes. Will go world wide, (380 pages)
  - Information re: waves starts and categories for Mooloolaba, Australian Championships.

- Incoming articles for the next QTGN magazine.

- Proposal to Optus to supply TQ with 2 mobile phones. 1 for the office/administrator which can also go to races for race reports the other for Brian Chapman, so that all employees are contactable during working hours.

- Ultimate Challenge article for next issue.

- Executive meeting with Bronwyn Marshall

- Meeting with Bronwyn and Brian to show her what we do for TQ and how we can assist each other.
JUNIOR DEVELOPMENT

- Junior Development Meeting:
  - I was not present as my wife was giving birth to our new Daughter.

- Correspondence in:
  - New Zealand Junior Development Squad attending Qld Sprint Championships. I will be showing them the course and organising some coaching clinics for the 8 athletes and coach/manager, Tim Nichols and John Pike in charge.
  - Lake Tinaroo (FNQ) re camp facilities.

- Correspondence out:
  - Letters for Mark Lowrey and John Warner.

- Optus Vision sending applications for camera operators.

- Next Junior Development Camp set for May 16-18 at Lake Tinaroo, Atherton Tablelands.

DUNCAN INKSTER
STATE COACHING/JUNIOR DEVELOPMENT OFFICER
TRIATHLON-QLD. MEDICAL REPORT-MARCH 1997

[1] Triathlon-Australia medical committee suggests drink stations be approx. two & a half km. apart in the run leg of triathlons. This would allow even the slowest runners [i.e. 8 min/km. runners] the chance to drink every 20 min. In longer/hotter triathlons [such as Goondooowindi long course triathlon] the drink stations should be closer together as they are now[1km. apart]. Authorities on dehydration in endurance sports, suggest 250ml [3 mouthfuls] every 20 min. to replace fluids.

[2] Only 14 Triathlon-Qld: registered triathletes have sent doctor's certificates certifying that they take broncho-dilator sprays before competing. It is difficult to believe that this is the percentage of exercise-induced asthmatics out of over 1500 registered triathletes. This medical condition is far too common for this to be the total number of asthmatics competing. It should be re-enforced to the clubs that without a medical certificate, asthma spray usage is illegal and attracts a two year competition suspension if the athlete is drug-tested and they haven't lodged a medical certificate with either their State or National Medical Committees!

GARY SHINN M.B.;B.S
[QLD. 1974]
MARKETING:
Possible interest from 4KQ for sponsorship. Have secured contact names in their Publicity area. Announcer from 4KQ has been quietly watching the triathlons all season.

Results from Bribie Island Triathlon were phoned directly to their News Room by noon.

Need to consider TQ having a mobile phone to get results to the media. They are very cheap these days. Media wants results as quickly as possible.

WEB PAGE FOR TQ:
Have downloaded software from the Internet. Will start writing TQ Web Page and determine how we get into "cyberspace".

See Triathlon NSW Web Page attached.

We can keep it simple.

Great attraction for prospective sponsors.

PUBLICITY:
Press releases for 1996 - 7 attached.

Note article in Courier Mail after sending press release. They are listening and reading!

Will continue to add names to our media list. Still need to get contact list from Jackie Gallagher. Will try to get that while she is here competing at the TGP.

Still not getting information for releases from all race directors. I am here to help. It is the race director’s loss. E-mail is best, but fax will do.

HANDBOOK / TA RULES:
Trying to get TA Handbook Material on disk. We can at least produce the Competition Rules for Level 1 Race Judge Courses.

If we find a sponsor and TA is not going to publish the TA Handbook, then we could do our own. As of yesterday, TA was not sure what was happening there.

TA Handbook was an "in house" publication, so shouldn’t be hard to get.

LEVEL 1 RACE JUDGE COURSE:
Still need details of:  
a) How one moves from L1 to L2 to L3

b) What is required for each level to maintain accreditation.
NEWSFLASH!

NSW State Cup - Rnd 2 - Drummoyne Cancelled!

□ The second round of the NSW State Cup at Drummoyne has been cancelled following a shark attack within 200 metres of the swim course.
□ Competitors are being progressively mailed information re their entry fees and option to transfer to other State Cup events
□ We recommend two great series for competitors still wanting to compete this weekend. The Brooks Series is held at Kurnell - contact (02) 9523 598 and / or the Maxim Series is conducted at Narrabeen - contact (02) 9981 1495
□ You can also check out the Triathlon NSW presence at the annual Channel 7 Sports Expo at Darling harbour commencing on Thursday 6 February (noon to 6 pm) through to Sunday 9 February (10 am to 6 pm)
□ Come along and say Hello!

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Triathlon New South Wales is the governing body of the sport of triathlon in the State of New South Wales in Australia.

TNSW is affiliated with the national governing body, Triathlon Australia, and the International Triathlon Union, the world wide governing body of the sport elected to the Olympic family last year and to appear for the first time in Sydney in the games of the year 2000.

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Triathlon is a multi-sport discipline in which races comprise a swimming leg, riding leg and a running leg and are conducted over various competition lengths, including the sprint distance of 750 m swim, 20 kilometre ride and 5 km run, the official distance to be raced in the Olympics, which covers a 1.5 km swim, 40 km ride and 10 kilometre run course and the awesome Ironmen distance of 3.8 km swim, 180.2 ride and 42.2 marathon run...

---

Australia enjoys wide participation in triathlon and world dominance with elite athletes the ilk of Greg Welch, 1990 World Champion over the official distance and also the ITU World Long Distance Champion. Greg has of course also won the awesome Hawaii Ironman (The Ironman Triathlon World Championship, in 1994) and he has captured the World Duathlon title!

Greg is not alone; Australia boasts many triathlon world champions, the newest of which is Jackie Gallagher who joined the ultimate list this year by winning both the ITU World Triathlon...
Ozemail: Brad Beven has joined the elite group of athletes who have won the ITU World Championship title and the World Duathlon title in the one year, the first person to do this. Aussie Brad Beven has won the ITU World Cup five times and Michelle Jones the world championship twice. Both Emma Carney and Miles Stewart have each won the World Championship once.

***

NEW! Renew your TNSW licence!

DO IT NOW TO GAIN THE BENEFITS OF 24 HOURS TRAINING AND RACING INSURANCE!

Note our new address and contact numbers:
Triathlon NSW
Sports House - Wentworth Park
P.O.Box 822
Glebe NSW 2037

Tel: (02) 9518 7766
Fax: (02) 9518 7233

What's Where in TNSW

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NEW! Full details of the 1997 NSW Triathlon State Cup

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NEW! The Forster Tuncurry Half Ironman - Complete Race Report, Qualifiers & Results

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NEW! The Callala Half Ironman Race Report and Results are now posted!

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TNSW President's Welcome

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of 4
TNSW Calendar of Events

Triathlon NSW Affiliated Clubs

TNSW Who's Who - 1996/97

Triathlon Links Around the World

TriAngle and the Latest News & Views

Check the latest results from TNSW events

as they are posted. The rankings from the 1995/96 TNSW Tour are being progressively placed on-line and shortly
we'll update information on the Sunrice Junior Championship and the forthcoming TNSW State Triathlon Cup as it
happens...

CHECK OUT TNSW ATHLETES' RESULTS FROM THE IRONMAN TRIATHLON WORLD
CHAMPIONSHIPS - KONA, HAWAII!

Join TNSW NOW! Renew or gain your annual TNSW membership & a
TNSW Race Licence

TNSW Inquiries

Triathlon NSW is proudly supported by:

Sun Rice Australia - Lite White - Saucony - NSW Sport&Rec and Australian Bananas

The Next TriAngle magazine [Volume 7, Number 6] will be mailed from Sydney, late March 1997. Catch up with the latest news and the latest
triathlon training tips in NSW plus further news on the TNSW State Championships!
We've had 3561 visitors since March 1, 1996

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This page was created with Hot Dog Web Page Editor and can be read in either Netscape 3 or Internet Explorer 3.01 - our browser of choice.

03/02/97 17:25:24

* The major Qld series races Adidas New Challenge and Powerade have been attracting a very healthy percentage of female participants over summer. It is becoming well-recognised that these events are great for 'first timers'. Thanks especially too, to Angus Charlton - race director of the New Challenge Series - for his recent article in Women in Sport magazine. This kind of publicity is great for triathlon as it is geared toward encouraging newcomers who might otherwise have felt apprehensive about trying a tri.

* TQ's female licencee's for the current season remain steady on 26%.

* TQ has acquired a new Executive Administrator. Bronwyn Marshall will be our first female in this position. She will be based at the new TQ base at Sportshouse in Brisbane. Great to have you on board Bronwyn.

* Sharman Parr - our North Queensland Equity Officer - is doing all sorts of exciting things up there in Croc Country. The latest concoction dreamed up by the creative ladies of the Far North, is the monthly STILLETO lunch. Now just in case you're interested STILLETO stands for:

  "Society of Typically Interactive Ladies Enduring Torturish Training Obligations"!

  This monthly occasion has been put in place as a result of a need for the ladies to get together outside training time to network and simply have a social get-together.

  Also happening in Far NQ in May is the Tablelands Tour de Feminine - "an easy 3-day cycling tour just for women who haven't done much but want to try it"

* Finally our two remaining Qld St George Active Girls Events are shaping up well. The events are set for Cairns and Townsville in May.

That's about it! Will talk to you all again soon via my TA update. Regards

Bianca
Hi All!

Just thought it was about time I filled you all in on the latest:

* Welcome to our new SA rep Robyn Young. Great to have you on board Robyn. Hopefully you'll be part of what I envision as a strong national women's network as we head towards 2000.

* I have just updated the Women's Committee Contact List. A copy has been faxed/sent to you by Robyn (WA).

* The Interstate Communication Network which I put into place last year is not working very efficiently. This could be partly due to the fact that we have had quite a large turnover in reps over the last 12 months. Since I am not anticipating travelling extensively in the near future, I will take on the role of updating you on state issues. I can do this fairly easily as long as long as you let me know what's happening in your state. You can do this fairly quickly and painlessly (either by phone or fax). Simply do it at a time which suits you but do so at least every month or two. I will then include the info in the State Update section of our next Newsletter.

* Copy date deadline for the next edition of the ITU Women's Magazine is 21/3/97. If you have anything which you would like to include please let me know. I am doing the regional (Australia) report and will put in anything which warrants interest.

* Unfortunately the proposed International Women's Triathlon which was to be part of Sydney's International Women's Festival next month has been cancelled. It is however highly likely that it will be part of next year's program.

* At this year's World's in Perth (16/11/97), the ITU Women's Committee is organising an International Women's Conference. Cheryl Battaerd, our ITU Women's Committee Chairperson, is in the process of organising this event. She has requested input/assistance from the TA Women's
Committee. A Memo regarding this will be sent to you shortly. I will follow-up and let you know our 'plan of attack.'

Generally speaking all else on the TA Women’s front looks positive. Note the following:
- Jackie Gallagher (jointly) won the Telstra Australian Sportswomen of the Year award.
- Our female TA licensees now stands at 30%.
- The St George Active Girls Series is sucessfully touring the country, introducing new girls to our sport. I'd like to thank Robyn Scott for the great help she's been to me in co-ordinating the WA events. Also Sally Godsalk for the help she's given me while I've been 'finding my feet' in Canberra.
- Re. the Active Girls events: There are still 10 events to be run around Australia. Please help to make your local event a success if at all possible. (I have attached a list of events, dates and contact details of race organiser.)

That's about it. I am currently working at the TA office so contact me at above numbers (fax or phone). I have spoken to most of you fairly recently and I hope to build on our network in the forthcoming year. Meanwhile keep up the good work within your states.

Kind Regards,

Bianca

Bianca van Woesik (Chair)
Triathlon Association of Queensland Inc.

a member of the

Triathlon Federation of Australia

28th January, 1991

Chairpersons, Magazine Committee
Coaching Committee
Schools Committee

For Information
Treasurer
Secretary

TRIATHLON QUEENSLAND ACCOUNTS

Apart from the Tri Qld Main Account, which is operated and controlled by the Treasurer, there are three sub-accounts which have been authorised and are for the convenience of active and working Committees with continual and on-going tasks within our administration. These accounts are:

- TAQ Publicity/Magazine A/C
- TAQ Coaching A/C
- TAQ Schools A/C

A problem has arisen where the Treasurer is not aware of the status of these accounts as information is not being forwarded to the Treasurer by the operators of the accounts, namely, the Chairpersons of the particular committees.

Thus when Financial Statements, Balance Sheets etc. are produced by the Treasurer, they are not a true reflection of affairs of Triathlon Queensland and thus we are very vulnerable to comment and criticism by the Justice Department.

To rectify this situation the operators of the above sub-accounts are requested to forward a Statement of their accounts to the Treasurer, each month as of the last day of the month together with any applicable supporting documents such as Bank Statements, receipts, invoices, petty cash vouchers etc.

The documentation is to be forwarded to:

Treasurer
Triathlon Queensland
23 Tabor Street
WESTLAKE  Q  4074

I would like this to commence as of 31st January, 1991. If you need to discuss any matters with the Treasurer, Donna Fyfe her telephone number is (07) 279 1323.

Regards,

(BARRY HAWKINS) President

PO Box 687, Palm Beach, Queensland, 4221. Phone: (075) 35 6477, Fax: (075) 35 2164.