

SWIMMER AND PARENT HANDBOOK

2022-2023



WARRAGUL
SWIMMING CLUB

www.warragulswimmingclub.com.au



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Dear Members,

Welcome to Warragul Swimming Club!

Warragul Swimming Club has a proud heritage of creating young champions in Gippsland and Victorian Swimming since 1957 and we are delighted to welcome you and your family to be part of our growing community.

At Warragul we place a strong focus on overall wellbeing of our young athletes and our coaching and training programs balance technique, fitness, strength, resilience, teamwork and build confidence to help our swimmers become the best that they can be. We are committed to creating a safe environment for your children to grow with our club and to making the sport accessible to all ages no matter what their ability or background or motivation for taking up the sport; be it for fitness, making friends or to become a future Olympian! We also encourage active participation and support from parents to help ensure our values are maintained and the club continues to offer a rewarding environment for our members to develop.

This handbook contains valuable Information for new families to help guide you through your first few months with the club as you learn to navigate your way around your new sport. For long established members, or returning families it also serves as a handy reference and reminder of some important points and we hope you find it useful.

Thank you once again for trusting us with the development of your child and we look forward to working together to create some great memories for your family.

"We are Warragul; couldn't be prouder!"

Stephanie Binting
President



CHILDS SAFE STANDARDS

Warragul Swimming Club takes the safety of it's members seriously and as such has adopted Swimming Australia Safeguarding Children and Young People Policy. This policy aims to ensure that Swimming is safe, fair and in inclusive environment for all Children and Young People associated with Swimming.

This includes the introduction of a requirement of completion of the 'Play by the Rules' modules for all coaches and committee members. The club is aware that there are regular occasions where parents are asked to volunteer to help for example during club nights and swimming meets. We have decided, due to the high level of parental involvement, to join many other sporting clubs and require all parents and guardians of members who have regular contact with the club submit a current working with children's check upon registration.

Additionally, we phasing in a requirement by 2022/23 for parents to complete the 'Play by the Rules' online course which only takes around 30 minutes and can be accessed here: <https://www.playbytherules.net.au/online-courses/child-protection-online-course>. A certificate is generated after completion of the online course which can be emailed along with the Working with Children's Check to the Club Secretary for registration.

Further information regarding our Child Safety Policy can be found on page 21 in the Appendices.



CODE OF CONDUCT

Warragul Swimming Club Members agree to:

- Follow the rules of Swimming Australia at all times
- Give our best at all times
- Never argue with an official.
- Use the appropriate rules and guidelines to resolve a dispute.
- Never use aggressive behaviour or abusive language
- Work equally hard for myself and my team
- Be a good sport
- Applaud good performances whether they are made on our team or the opposition
- Treat all swimming participants as I would like to be treated
- Never bully or take unfair advantage of another team member or competitor.
- This includes verbal and physical bullying and bullying via text messaging or internet.
- Cooperate with my coaches, team mates, opponents, management, event staff and officials.
- Participate for my own enjoyment and benefit, not to satisfy the expectations of others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnicity, cultural background or religion.
- Not engage in activities that will affect my performance – tobacco, alcohol, or drugs
- If sponsored by the club in any way commit to competing for the club at Gippsland Championships
- Wear sponsorship T shirt when advised
- Thank an Official they are all volunteers

CLUB CONTACTS

COACHES

Director of Coaching:	Paul Myers	0419 877 490	headcoach@warragulswimmingclub.com.au
	Andrew Marks	0429 516 458	
	Jo Ballantyne	0438 515 064	
	April Inglese	0413 934 722	
	Heidi Gratton	0427 094 899	
	Michelle Chaplin	0415 124 251	
	Monique Zurrer	0488 117 889	
	Chelsea Spencer	0490 286 179	

EXECUTIVE COMMITTEE

President	Stephanie Binting	0422 253 173	president@warragulswimmingclub.com.au
Vice President	Bridie Wilson	0438 387 416	vicepresident@warragulswimmingclub.com.au
Secretary	Julie Thomas	0419 382 438	secretary@warragulswimmingclub.com.au
Treasurer	Fiona Hayden	0409 820 275	treasurer@warragulswimmingclub.com.au

GENERAL COMMITTEE

Samantha Millis	0418 899 732
Liz Smorenburg	0415 129 465
Sean Gibson	0432 123 561
Emily Reynolds	0417 554 130

WELFARE OFFICER	Samantha Millis	0418 899 732	welfare@warragulswimmingclub.com.au
CHILD SAFE OFFICER	Liz Smorenburg	0415 129 465	

UNIFORM

COORDINATOR	Stephanie Binting	0422 253 173	uniform@warragulswimmingclub.com.au
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TEAM MANAGERS

Open	Jo Griffin	0400 932 699
Performance	Emily Reynolds	0417 554 130
State Blue & Gold	Liz Smorenburg	0415 129 465
Country Blue & Gold	Amy Gibson	0479 016 007
Gippies	Jane Sahhar	0409 006 533
Warriors	Liz Smorenburg	0415 129 465
Dolphins	Stephanie Binting	0422 253 173 or
	Julie Thomas	0419 382 438

COMMUNICATION

Team App

We use Team App for our communication (available on all smart phones). To join team App you will be emailed via the App once you have signed up to the club. You will be asked to fill in your details, your swimmers details and any allergy information required so please be as detailed as you can. The information you fill in can only be seen by the club administrators and coaches. It is a very useful tool as it allows great communication to all club members and it also allows coaches to have emergency contact details with them at all times. For more information or to receive your email, please contact your team manager.

iClassPro

We use iClassPro for all our billing and payments. Fees, fundraising, camps, incursions, uniform etc are all to be paid via this portal. Parents will be required to download this app and will be provided access to the club portal.

Club Website

Our website has some great information: www.warragulswimmingclub.com.au

Text & E-mail

Team Managers, Committee and Coaches may also use SMS & Email for communication to squads.

Facebook Page

Search for Warragul Swimming Club and 'like' our page!

Club Meetings

Will be held on a regular basis – parents / swimmers will be advised prior. At the meeting swimmers and parents are provided with latest information, upcoming swim meetings, closing dates for entries, target meets and celebrations of success, so please make every effort to attend, they aren't usually long.

Newsletters

Newsletters will be provided on a regular basis and sent to parents through Team App and uploaded to our website. These newsletters will contain information on upcoming events and important updates.

Other resources

Parents and swimmers should familiarize themselves with the:

Gippsland Swimming website

– www.gippslandswimming.org.au

Swimming Victoria website

– www.swimmingvictoria.org.au

Both of these websites contain swim meet information and entry links in addition to general information and updates for the swimming community.

CLUB GRIEVANCE POLICY

What is a complaint?

As referred to in the Swimming Australia Member Welfare Policy, a complaint can be about an act, behaviour, omission, situation or decision that someone believes is a breach of policies and/or procedures. Complaints can be about an individual or group behaviour, be extremely serious or relatively minor or be about a single incident or a series of incidences.

While there can be multiple variables to a complaint below is the general process by which the Swim Club and Grievance officer will handle the complaint and work toward a resolution. Confidentiality of the complaint will be kept at all times unless the law requires otherwise. It must be noted, however, that if the complainant wishes to remain anonymous, the Grievance officer cannot assist to resolve the complaint as the Warragul Swim Club must follow the principals of Natural Justice and be fair to both sides. This means that the complainant is required to provide the person or people with full details of the complaint so they have a fair chance to respond to all allegations. Note: In some circumstances an exception to this policy can be made. If anonymity is requested the matter will be considered via a sub-committee consisting of the President, the Secretary and the Grievance officer.

(A flow chart is also provided for general overview of the process on our Website)

Step 1

Complainant has an issue with someone and wishes to discuss the issue. The Grievance officer can be contacted for clarification on whether or not this is the appropriate avenue to pursue the complaint. At this point the complainant may decide to resolve the matter personally.

Step 2

If complainant wishes, they may file a written complaint to be given to the Grievance officer or, if the position is not filled, to the Warragul Swim Club President.

Step 3

The Grievance officer determines if the matter falls within the connections of activities and policies of the organisation. If the matter is of a personal nature the complainant is informed that the organisation cannot manage the complaint.

Step 4

If the complaint falls within the organisation's responsibilities the written complaint is recorded as such and the complaint is given to the respondent for consideration and response.

Grievance Officers



Paul Myers
0419 877 490



Julie Thomas
0419 382 438



Stephanie Binting
0422 253 173

Step 5

At this point, the process can take one of many directions. If the respondent denies the allegations the complaint is handed over to the executive committee for further consideration. If the respondent admits to the allegations then appropriate disciplinary measure are put in place as outlined in the Swimming Australia Member Welfare Policy (Sec 2.5) as well as taking into consideration outcomes requested by the complainant at the time of filing the complaint.

Step 6

(If required) – If either the complainant or respondent believes the issue has not yet been successfully resolved the Grievance officer will defer to the Warragul Swim Club executive committee for further discussion and options for resolution.

FEES

WSC & Swimming Victoria Membership Fee

Swimming with Warragul Swimming Club will incur 3 separate sets of fees:

- Club fees
- Swimming Victoria Membership (for swimmers) and a Swimming Victoria 'Dry Member' Membership (for parents) (paid annually)
- Warragul Leisure Centre pool entry

Swimming Victoria membership is required by all swimmers of Warragul Swimming Club Inc. which:

- Covers you for insurance at any swim meet and whilst participating in scheduled club training sessions
- Allows you to compete at any swim meet
- Registers you with Swimming Victoria, our governing state body

Swimming Victoria membership fees are set by Swimming Victoria in June for the forthcoming season and so we can only give an approximate value of \$120.

Parents of children under 18 who are members of Swimming Victoria must also hold a 'Dry Member' membership. The cost of this is approximately \$15.00.

Membership is an annual payment payable on 1st July direct to Swimming Victoria. Once membership is paid (through Swimming Victoria) you will be able to access the Swim Central portal which enables you to enter meets, track your pbs and much more. It is a work in progress so some applications may not yet be enabled.

Swimming Victoria memberships must be completed online at the Swimming Victoria website using the new Swim Central portal through www.swimmingvictoria.org.au. You will be notified when registration payments are due but please note there is usually a very short time to register and it is important this is done as close to the end of June or beginning of July to ensure continuity of insurance.

Membership runs for a full year from 1st July and it is up to Swimming Victoria if they offer a pro-rata option.

New and Re-Registrations

- For swimmers who were a registered member of the club last season:

Go to the Swimming Victoria website www.swimming.victoria.org.au

Scroll down to Swim Central link and follow the instructions.

If you have any membership enquiries or need assistance to register please contact:

Club Registrar

Julie Thomas

E: secretary@warragulswimmingclub.com.au
or call 0419 382 438.

WSC Coaching Fees

Warragul squad coaching fees are set for each level within the club program taking into consideration the training expectations for each squad and associated costs (eg. pool hire and coaching salaries) While the Club endeavours to maintain fees at an affordable level, regular review will be undertaken to take into consideration the costs of delivering the squad program as well as other market factors.

- Annual squad fees paid in full will receive a 5% discount
- Families with 3 or more children can receive 5% discount off their lowest membership fee for the third and subsequent children
- Squad fees include strength & conditioning classes where applicable. Squad fees do not include venue entry, trips away or travel
- Club training fees are based on the training requirements of each squad and are fixed once the sessions are scheduled in. These costs do not reduce if a swimmer does not attend or ceases training. Accordingly, **one month's notice is required if a swimmer does not plan to continue training** and coaching fees are not transferable or refundable.

- Refunds on squad fees will only be considered in exceptional circumstances and any refund request needs to be submitted in writing to the Club President: president@warragulswimmingclub.com.au for consideration by the executive.
- Cash will not be accepted by the Treasurer on pool deck.

Please direct all enquiries regarding payment of coaching fees to :

Club Treasurer

Fiona Hayden

E: treasurer@warragulswimmingclub.com.au

POOL ENTRY FEES

Pool Entry Fees

Warragul Swimmer Entry Fee

In addition to Squad and Membership fees all swimmers are required to pay an entry fee to Warragul Leisure Centre.

Please contact the Centre to discuss which swim pass option will best suit your requirements

Options Include-

- Single Entry;
- Swim Pass (50 entries) or
- Aquatic Membership (unlimited entry).

Warragul Leisure Centre is located in Burke Street, Warragul and is managed by the YMCA. Ph: (03) 5623 4017

Drouin Indoor Pool

No individual entry fee is paid by swimmers to use the Drouin Indoor pool, the costs are included in the swimmers coaching fee structure. The Drouin Indoor Pool is located at the Drouin Secondary College in South Road, Drouin.

Competition Fees

GSI Swimming Meet Race Fees

These fees vary slightly but are usually approximately \$15 per meet with the exceptions of larger meets where the entry cost is replaced with a small fee per race.

MSAC/Other Meet Race Fees

As with the GSI race meets some fees are charged per day but it is more common to be a per race entry charge.

It is worth noting that registration costs are non-refundable.

If you have any further questions regarding completion fees please contact your team manager or coach.

TRAINING & CLUB UNIFORM

WHAT TO BRING TO TRAINING

- Bathers
- Towel/s
- Club swimming cap
- Goggles (good to have a spare pair if possible)
- Drink Bottle/s
- Gear Bag
- Fins (Flippers)
- Kickboard
- Pull Buoy
- Hand Paddles (only squads as advised)

Squad Training Schedules can be found on the website and Team App. Swimmers are encouraged to attend as many training sessions as possible. If you cannot attend sessions due to illness or holidays please notify your coaches.

CLUB UNIFORM

- Club Swimming Cap
 - Compulsory for all swim meets
- Polo Shirt - Compulsory for all swim meets
- Warragul Shorts or any Navy Shorts
- Warragul Track pants or any Navy Track Pants
- Club Jacket
- Club Hoodie

****You will receive a Club cap once you become a registered swimmer. It is compulsory for all competitive swimmers to wear their Club polo top to and from the pool and at swimming meets.***

Uniform orders must be placed through the club website:

www.warragulswimmingclub.com.au.

Any further enquires please contact the Uniform Coordinator: Stephanie Binting on 0422 253 173.

CAP GUIDELINES

All swimmers must wear a WSC cap whilst competing. As swimmers progress and represent the club at Country, State & National Championship events they are required to wear the appropriate cap. Caps can be purchased from the Uniform Officer.

PLEASE NOTE- As each swimmer moves to the next level of representation they will be presented with a cap to signify their achievements...

CLUB CAP

- May be worn at any swim meet or training session
- Must be worn at Gippsland Championships

COUNTRY TEAM CAP

- Available to swimmers who compete at LC & SC Country Championships
- Must be worn at LC & SC Country Championships
- May be worn at any swim meet/training session except Gippsland Championships

STATE TEAM CAP

- Available to swimmers who compete at LC & SC State Championships and State Sprints
- Must be worn at all State level events
- May be worn at any swim meet/training session except Gippsland Championships

NATIONAL TEAM CAP

- Available to swimmers who compete at Australian Open and/or Australian Age Championships
- Must be worn at National level events
- May be worn at any swim meet/training session except Gippsland Championships

CLUB INFO & EVENTS

CLUB MEETS

All clubs within the region host their own meets at various locations with the technical support of Gippsland Swimming. Warragul Swimming Club meets will be held at Warragul Leisure Centre. Hosting a swimming meet requires as many volunteers as possible for various tasks which include catering, setting up, clearing up and general jobs for a few hours on the day. The committee provide an explanation of jobs they need help with and will ask for volunteers. It's always a fun day and a great way to meet other parents whilst raising vital funds for the club.

CLUB NIGHTS

Club Nights are generally held regularly on a Friday night during the winter season and Saturday mornings during the summer at Warragul Leisure Centre. Dates will be provided on through Team Stuff, Facebook and our website. Swimmers from all squads compete in various events on the night and it's a great opportunity for them to learn race skills in a low pressure environment. Swimmers times are recorded and trophies presented at Presentation Night to the most improved swimmer in each age group. The night is fun and informal and provides a great chance for parents to also learn and practice their timekeeping skills.

INTRACLUB NIGHTS

Intraclub Nights are organised between 2-3 clubs and are similar to a Mini Meet. Teams are made up of a combination of all Clubs ie- Blue, Red etc instead of Warragul, Moe etc. It encourages a social evening where Swimming families can mingle, volunteer and have fun. Team Managers and Coaches will advise you when Intraclub nights will be held.

ANNUAL PRESENTATION DAY or NIGHT

The club's Annual Presentation is held around April or May each year. Major trophies, awards and certificates won during the season are presented at this fun, social event.

OTHER SOCIAL EVENTS

The Committee, Coaches and Captains will at times organize other social events for the whole club or specific squads. These events may be in the training season where we do swim-a-thons or just have a social outing outside of the pool.

FUNDRAISING EVENTS

Throughout the Season the club looks to Fundraise to purchase items for the club. In the past we have held BBQ's and sold Cadbury Chocolate Boxes. Families are asked to help where they can but please note that participation is not compulsory. If families have any fundraising ideas, please see a Committee member or your Team Managers.

COMPETITIONS

Warragul Swimming Club belongs to Gippsland District D21 which incorporates clubs from within the Gippsland area – Sale, Moe, Morwell, Traralgon, East Gippsland Water Dragons & South Gippsland Bass. All swimmers are encouraged to compete at Gippsland Swimming Inc. (GSI) swim meets which start in late October and run through until March, culminating with the Gippsland Championships held over the long weekend in March.

Swimmers are also able to compete at many meets outside the Gippsland area. Your Team Manager and Coach will be able to provide you with more information about these competitions.

Your coaches and team managers will let you know which meets the club will be targeting and what events your swimmer should enter into. Going to targeted meets ensures coaches are in attendance and the WSC cheer squad will be right behind you.

GIPPSLAND SWIMMING FIXTURE

The fixture for swim meets held in Gippsland and hosted by GSI clubs will be available around July and can be found on the Gippsland Swimming website www.gippslandswimming.org.au. A list of these meets will also be posted on the club website.

SWIMMING VICTORIA FIXTURE

A statewide listing of swim meets is available on the Swimming Victoria website. www.swimmingvictoria.org.au

Some of the Swimming Victoria meets require swimmers to have gained certain qualifying times- this information will also be on the Swimming Victoria Website.

VOLUNTEERING at WSC

The Club relies heavily on the volunteer support especially from our parents. Volunteering is an activity which takes place through not for profit organizations and WSC could not operate without this support. It is a fundamental building block of our club and this essential element of our community enables members to offer their time, talent and energy through both individual and collective actions. Those who volunteer, benefit the Club, the swimming community and most importantly their child.

We are looking for parents, grandparents, and family members to help support with the organizing, setup and running of various activities and programs throughout the year.

Perhaps you have skills and time to assist us with:

Committee

Each May, the club holds it's Annual General Meeting where the Committee is elected from the membership. Committee meetings are held on a monthly basis.

Sub-Committees

Social Events, Club Swimming Events, Fundraising.

Team Managers

Vital in the success of our club. You are required to be a communicator between the Coaches and Families. Delivering Club messages, special requirements and general information are just a part of what your role includes. Team Managers of the younger swimmers are also needed to help the introduction of families to swimming meets.

Swimming Meet Roles

Including Time Keeping and Marshalling; parents of swimmers will be rostered on by the Meet Coordinator if their child is swimming. It is a great way of meeting other members of different clubs and you also have the best seats at the pool.

Food Preparation for WSC Swimming events

When we host a swimming meet we as a club are required to provide food in a number of ways.

- For the Officials whist on pool deck,
- A sit down lunch during the break of a meet for the officials, and
- Food for Sale for competitors and families - all profits from these sales benefit our club.

Become an Official

All clubs are required to have officials to ensure the swimming meets are able to be recorded. Our club is in need of a variety of officials so when we hold our own meets, times can be recorded. Some practice in a specific role and some assessment is all that is required, please become an official to help the club!

If you have any questions or would like to join the Team of Volunteers at WSC, please speak to one of our Committee Members. Any help would be greatly appreciated.

WARRAGUL SWIMMING CLUB

Team Chant

We are Warragul, couldn't be prouder, if you can't hear us shout it out LOUDER!

We are Warragul, couldn't be prouder, if you can't hear us shout it out LOUDER!!

WE ARE WARRAGUL, COULDN'T BE PROUDER, IF YOU CANT HEAR US SHOUT IT OUT LOUDER!!!

Got the coach! (*Got the coach!*), **Got the team!** (*Got the team!*)

Got the prep! (*Got the prep!*) **Got the steam!** (*Got the steam!*)

Got the coach, team, prep, steam three cheers for our team, GOOOOO Warragul!!!!

Give me a W (W)

Give me an A (A)

Give me a R (R)

Give me a R (R)

Give me an A (A)

Give me a G (G)

Give me a U (U)

Give me a L! (L)

What's that spell? (WARRAGUL!)

What's that spell? (WARRAGUL!!!)

*Club cheers/claps/high fives



Key:

Bold= Coaches and Club captains

(Italic)= Club repeats

Underlined = All together

GLOSSARY

AGGREGATE – Is a points based system where swimmers compete against their own personal best times rather than against other swimmers.

BILATERAL BREATHING - This involves alternating the side that a swimmer turns their head to breathe, mostly in freestyle.

BLOCKS - The starting platforms located behind each lane. Some pools have blocks at the deeper end of the pool, and some pools have blocks at both ends. Blocks have a variety of designs and can be permanent or removable. Blocks usually include a bar for swimmers to hold onto when starting in the water to perform backstroke.

COOL-DOWN - The recovery swimming a swimmer does after a race (when pool space is available). This helps the swimmer to clear waste products from their muscles.

COUNTRIES - The Victorian Country Championships (Short Course & Long Course) the main championship events for country clubs. Short Course held in August and Long Course held in January. Qualifying Times apply.

DECK - The area immediately surrounding the pool. During most meets, only 'authorised' people (swimmers, officials/timekeepers, coaches) are allowed on pool deck.

DNF (DID NOT FINISH) - This is when a swimmer starts an event, but does not complete it for some reason.

DQ (DISQUALIFICATION) - This is when a swimmer in a race is disqualified by a technical judge. It happens to most swimmers at some stage, usually for starting a little before the gun, an incorrect turn, or not getting something right with a stroke (e.g. doing the incorrect kick for breaststroke, or not keeping your feet together for butterfly kick). The DQ code will appear in the results sheet next to the swimmers name at the base of the results

for that event/heat.

FALSE START - When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances.

FLAGS - Pennants that are suspended over the width of each end of the pool approximately 5 metres from the wall. The flags are especially helpful to swimmers doing backstroke so they know when they are approaching the wall.

GIPPIES - The Gippsland Championships which is the main championship event for Gippsland Clubs.

GSI - Gippsland Swimming Inc which is the governing body of swimming in the Gippsland area

HEATS - A division of an event when there are too many swimmers to compete at the same time. The results are ordered by swimmers time swum, after all heats of the event are completed. At some meets (such as at State Championships), there may be a final for the top ranked swimmers after all heats have been swum.

IM (INDIVIDUAL MEDLEY) - A swimming event using all four of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swum of each stroke over a total distance of either 200M or 400M.

LANE ROPES - Dividers that mark the width of lanes in a pool. There are individual disks placed on a cable that turn on the cable when a swimmer's wave hits - this helps to dissipate the wave.

LAP COUNTER - This is the large numbered cards placed at the non-starting end of the pool for freestyle events of 800 metres or longer - an official turns the cards for each lap.

LONG COURSE (LC) - Events swum in a 50 metre length pool.

MARSHALLING - This is the area where each swimmer waits before their upcoming race. At each meet there is a marshalling board which shows the number of the event that the meet is marshalling for. It is important to know your event number (e.g. you might be in heat 4 of 8 heats for 50M freestyle), and to keep an eye on what event is being marshalled so that you don't miss your race.

MEDLEY - A swim event where all strokes are used. This may be an individual event (see 'individual medley'), or a team event with four people with each swimmer swimming a different stroke. For relay events, the order is backstroke, breaststroke, butterfly and freestyle.

OPEN WATER - Swimming in water other than in a pool, such as a lake or the ocean.

OFFICIAL - The volunteers you will see on pool deck usually dressed in a white top. In order for an event to be classified as an official meet and swimmers to gain official times the meet must have the allocated number of registered officials within allocated roles.

PACE CLOCK - Most pools have two pace clocks, one at each end of the pool. The pace clock is like a big stopwatch, except that it runs continuously. It's used to time your swims, to time your rest intervals, and to keep you separated from the other swimmers in your lane.

PB (PERSONAL BEST) - This is when a swimmer goes faster than their previous fastest performance in a particular stroke over a particular distance. Each swimmer can set a PB for freestyle, backstroke, breaststroke, butterfly, and individual medley (IM) over each available distance, such as 25M, 50M, 100M, 200M, 400M and even 1500M.

PULL - Using your arms in a swimming practice drill. Swimmers usually place a 'pull buoy' between their legs to keep their legs together while they pull.

REFEREE - The head official at a swim meet.

SCR (SCRATCHED) - This code may appear against a swimmers name on the results sheet when they have registered to enter a particular event, but do not start for some reason.

SHORT COURSE (SC) - Events swum in a 25 metre length pool. The times for short course events are often quicker than long course events due to swimmers getting to push off the wall more often.

STREAMLINE - This is a term used to describe the best technique for swimmers to move through the water through the dive, stroke, turn, and finish sections of their swims, with minimum water resistance and the best chance for speed.

TIMEKEEPER - The volunteers sitting behind the starting blocks/finish end of the pool, who are responsible for setting stopwatch times on events and/or activating the back-up buttons for the timing system. If there is an automatic timing system with touchpads, the timekeepers are the backup for the automatic system.

TOUCHPAD - This is the removable plate on the end of the pools that is connected to an automatic timing system. A swimmer must properly touch this automatic timing pad at the end of a race to register an official time in a race.

TUMBLE TURN - A turn at the ends of the pool used in freestyle swimming which is similar to a somersault under the water. Once the technique is mastered, this is quicker than a 'touch and go' turn.

WARM-UP - The practice and "loosening up" session a swimmer does before the meet or before their event is swum. This helps the swimmer to get their body ready to perform at their best on the day, and helps to prevent injury.

APPENDICES

Warragul Swimming Club - COVID-19 Safe Management Plan

The following is being implemented as part of Warragul Swimming Club's (WSC) Covid-19 Safety Management Plan. This information is for all stakeholders of WSC including members, parents/caregivers, coaches, facility management, Baw Shire Council and others as necessary.

Management

WSC has COVID-19 liaisons: Jo Griffin, Toni Halloran-Lavelle and Paul Myers. These members are responsible for staying up to date on community and state recommendations and any associated changes. All members have completed the 'COVID-19 infection control training' provided by the Government and are continually monitoring the environments and associated risk factors.

General guidelines

1. WSC encourages all swimmers and their caregivers to download the Australian Government's COVIDSafe app to assist in tracing cases and notifying impacted individuals prior to recommencing training.
2. Use of change rooms is not permitted until Government restrictions are lifted. Coaches will direct swimmers which toilets to use.
3. Any dry land meeting or activity will follow social distancing guidelines and also the current relevant state regulations/exemptions. Where possible when face-to-face meetings of groups are required, virtual meetings will still be used.
4. Coaches will check in with all swimmers prior to training to see if they feel unwell in any way. Swimmers will also be required to communicate to coaches during training if they feel unwell.
5. There will be no penalty for missing sessions should anyone be concerned about any illness. It is best to stay away and err on the side of caution, for individual health and the health of the squad.
6. Before the first session of training as the club resumes activity, parents/swimmers are asked to sign a Health Questionnaire (see Attachment) that outlines that the swimmer is not experiencing symptoms, and provides an emergency contact that is available at all times while the swimmer is training. Should the swimmer start to experience symptoms, the club will contact the parent/emergency contact immediately with the expectation that they will arrive promptly to pick up their swimmer.
7. Before each session, a coach or official will ask swimmers prior to entry into the water if they have any symptoms that may indicate infection of COVID-19 and to confirm that their original Health Questionnaire (see Attachment) remains current.
8. Coaches, officials and swimmers to immediately move away from any person who begins to cough/ sneeze for any reason.
9. It is imperative that all swimmers follow the 'get in, train, get out' approach and avoid showering/using change room facilities.
10. Spectators/parents are required to collect swimmers from the car park. Entry into the facility or on pool deck is not permitted. This requirement is dependent on the restrictions at the pool facility and current social distancing. WSC will notify families if this changes.
11. Dryland sessions will be held outside where possible.
12. Coaches will consider structure of sessions within the following parameters –
 - Focus should be on a healthy environment, quality experience, progressive training, and safety. Communicate your changed expectations to swimmers during this recommencement phase and reassure swimmers who may be anxious to get 'back to normal'.
 - Social distancing guidelines need to be accounted for in planning sessions.
 - Consider how to stagger sessions or utilise smaller groups.
 - Coaches/officials may need to be at either end of the pool to direct this approach.
13. WSC will work with YMCA and Drouin High School to create an optimal flow for social distancing.
14. WSC have agreements in place that YMCA and Drouin High School clean the facility before and after training access, so that that high use areas and touch points are kept clean.

Warragul Swimming Club

- COVID-19 Safe Management Plan

If a Swimmer becomes ill in WSC Care

The Coach will alert YMCA staff and take the swimmer to the designated YMCA room where they can be safely isolated and given a mask. If the swimmer is at Drouin High School the swimmer will be isolated in the office. The coach will then call a parent/ caregiver and/or the COVID-19 triage care hotline for further advice –1800 020 080.

If a coach, swimmer or swimmer's family members test positive for COVID-19 WSC will follow the guidance of Department of Public Health and respond appropriately.

Swimmers must see a physician and be cleared for training after being diagnosed or suspected to have COVID-19.

Any swimmer that presents with symptoms (and/or diagnosed with COVID-19) will be treated with the upmost care and consideration. WSC will ensure protecting of privacy whilst ensuring public safety.

Protecting against Infection

On pool deck

- Wash your hands with soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available, before going to the pool.
- Do not make physical contact with others.
- Avoid touching your face.
- Do not share food, drinks, equipment or towels.
- Swimmers shall have all their own equipment.
- Bring a full water bottle to avoid touching a tap or water fountain handle.
- If you need to sneeze or cough, do so into a tissue (and dispose immediately into an appropriate receptacle) or cough/ sneeze into upper sleeve/arm area.
- Arrive as close as possible to when activity begins.
- Avoid touching gates, fences, benches, etc.
- Do not attend training if you, or a member of your household do not feel well. It is better to be cautious than proceed with training.
- Leave kit bags on the floor not benches.

In the Pool

- Follow current directions for distancing in the water as you would on land.
- Maintain appropriate social distancing from other athletes when taking a break.
- Wear your suit to and from training, come ready to swim, and leave the pool as soon as possible after you finish training, showering at home.
- Wash your hands thoroughly with soap or use a hand sanitiser after leaving the pool.

After Swimming

- Wash your hands or use hand sanitiser.
- Avoid change rooms, prepare for your training at home and shower when you return home.
- No groups to gather before or after training leave for home as soon training ends.
- Take kit bags home.
- Follow the instructions of the Coach when exiting the building.

Record keeping

- WSC will allocate swimmers to train in squads swimmers will remain in these squads and shall not change squads.
- WSC will maintain a record of attendance of swimmers at each training session and the allocated lane.
- Swimmers found to not be adhering to these guidelines may be restricted from attending training sessions
- Swimmers shall use their allocated lane and will not change lanes unless directed to do so.

COVID-19 Health Questionnaire

Swimmer/coach/venue employee Information

The World Health Organisation declared the Novel Coronavirus (2019-nCoV) a Global Health Emergency on the 30th January 2020 and a Pandemic on 11th March 2020.

Warragul Swimming Club will take reasonable, proportionate steps in accordance with published advice, to respond to the current (known) risks associated with the virus.

It is important that any person who enters any part of the pool, club or venue is medically and physically fit and is not a danger to themselves or to the health and safety of others. If you are not sure, you should seek medical advice from the **National Coronavirus Health Information Line on 1800 020 080**.

Question		Circle your answer	
Have you travelled internationally and returned to Australia, in the last 14 days?		Yes	No
Have you knowingly been in contact with any person who has returned from overseas in the last 14 days?		Yes	No
Have you been exposed to a confirmed case of Coronavirus?		Yes	No
Have you had contact with person(s) with flu-like symptoms?		Yes	No
Do you have any of the following symptoms? Please tick all that apply			
<input type="checkbox"/> Fever	<input type="checkbox"/> Stuffy nose	<input type="checkbox"/> Running nose	<input type="checkbox"/> No Symptoms
<input type="checkbox"/> Cough	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Breathing difficulty	
<input type="checkbox"/> Sorethroat	<input type="checkbox"/> Diarrhoea		
<input type="checkbox"/> Muscle and/or joint pain	<input type="checkbox"/> Vomiting		

If you have answered "YES" to any of the above:

- Access to the Pool is DENIED.
- The Australian Government – Department of Health advises that you must self-isolate for 14 days to help limit the spread of coronavirus.
- If you have any concerns about your health and COVID-19, you can call the National Coronavirus Health Information Line on 1800 020 080.
- If you are confirmed with COVID-19 you must immediately advise the Warragul Swimming Club COVID-19 Liaison Officer: Stephanie Binting - 0422 253 173 and Head Coach: Paul Myers - 0419 877 490.

Emergency Contact Details	
Name:	Contact Number:
Relationship:	

I warrant that, to my knowledge, I am medically and physically fit and able to undertake and participate in swimming and club activities and will not be a danger to myself or to the health and safety of others.

I understand that while at the venue, participating in club activities or swimming (and before and after swimming), I must ensure I undertake and comply with social distancing and exemplary hygiene measures.

I acknowledge that I undertake all activities at my own risk and the club and venue (as well as Swimming Australia and Swimming Victoria have not and cannot make any representation or warranty that attending the venue or participating in swimming or club activities is free from risk.

I declare that all the information given in this form is true and correct:	
Swimmer's Name:	
Swimmer's Signature:	Date:
Parent's Signature:	Date:

Warragul Swimming Club

- Child Safety Policy

Purpose

The purpose of the Child Safety Policy is to ensure all committee members, staff, volunteers, parents/guardians and contractors are aware of Warragul Swimming Club's commitment to being a child safe organisation. The policy outlines how Warragul Swimming Club prioritises the safety and wellbeing of children and what steps are taken to do this.

Scope

This policy applies to all committee members, staff, volunteers, parents/guardians and contractors.

Background

On 26 November 2015, the Victorian Parliament passed the Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 to introduce Child Safe Standards. The Child Safe Standards support organisations that provide services to children to prevent child abuse, encourage reporting of abuse and increase the effectiveness of responses to allegations of child abuse. The Child Safe Standards are underpinned by the understanding that all children are vulnerable.

Although all children are vulnerable, some children face additional vulnerabilities, namely Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and children with disabilities.

Consequently, in applying each standard, organisations must embed the following three key principles:

- promoting the cultural safety of Aboriginal Children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability

Child Safe Standards

The standards have been strengthened and as of 1 July 2022 there are 11 child safe standards. These are:

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
4. Families and communities are informed, and involved in promoting child safety and wellbeing
5. Equity is upheld and diverse needs respected in policy and practice

6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
7. Processes for complaints and concerns are child focused
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
10. Implementation of the Child Safe Standards is regularly reviewed and improved
11. Policies and procedures document how the organisation is safe for children and young people

Warragul Swimming Club has adopted Swimming Australia's National Integrity Framework which consists of six documents. These can be accessed through the Safe Sport Framework page on Swimming Australia's website (www.swimming.org.au). The Safe Sport Framework and the Victorian Child Safe Standards confirm the shared responsibility everybody in the swimming community has to ensure there is an overarching culture of child safety.

Commitment

Warragul Swimming Club is committed to the safety and well-being of children and, as such, is committed to creating and maintaining a child safe organisation. We understand that child safety is everyone's responsibility and we have zero tolerance for child abuse. Warragul Swimming Club is committed to creating and maintaining a child safe organisation where protecting children from abuse is embedded in the everyday thinking and practice of committee members, staff, volunteers, parents/guardians and contractors.

Our children

We are committed to ensuring children feel safe, empowered and are taken seriously if they raise concerns in relation to their safety and wellbeing. We value and support diversity, inclusion and equality. We promote the cultural safety, participation and empowerment of Aboriginal children and their families and promote the cultural safety, participation, and empowerment of children from culturally and/or linguistically diverse backgrounds. We also promote the safety and participation of children with a disability. We recognise the importance of understanding the needs of children who identify as lesbian, gay, bisexual, transgender, or intersex.

Warragul Swimming Club

- Child Safety Policy continued

Our people

We are committed to ensuring committee members, staff, volunteers, parents/guardians and contractors, understand that child safety is everyone's responsibility. We will ensure committee members, staff, volunteers, parents/guardians and contractors are provided with the necessary support to fulfil their obligations in relation to child safety and are educated in child safety.

All committee members, staff, volunteers, parents/guardians and contractors must abide by their respective Code of Conduct which specifies the standard of conduct required when working with children.

We will ensure all staff and contractors who work with children have a current Working With Children Check (WWCC) and that there is an appropriate screening process for staff and contractors that work with children. We will ensure all new and existing employees and contractors understand the importance of protecting children from harm. We will ensure the process for reporting any child safety issues is communicated with committee members, staff, volunteers, parents/guardians and contractors.

Reporting & responding to a child safety concern

All allegations and concerns in relation to children's safety will be taken seriously. Warragul Swimming Club has a designated Child Safety Officer who in consultation with the President will respond to any complaints made by children, staff, volunteers, parents/guardians or contractors. Our complaints process is in accordance with Swimming Australia National Integrity Framework.

Risk management

We proactively manage risk of abuse to our children. We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur, and use this approach to inform policies, procedures, and activity/events planning.

Review

This policy will be reviewed at least yearly or prior if there are changes to legislation or policy.

Definitions

Abuse: means any type of abuse (including physical, emotional, psychological, sexual and inappropriate use of power that has caused, is causing or is likely to cause harm to a person's wellbeing, whether in person or as a result of a publication viewable by any other person by any means

Child/children: refers to children and young people aged under the age of 18 years.

Child Safety Officer: The appointed Warragul Swimming Club Officer who staff and volunteers can seek guidance and support when there are concerns regarding a child's safety and who will in conjunction with the President initiate internal processes in relation to where matters need to be reported.

Cultural Safety: Where children experience their cultural identity, values and way of being, which may differ from other cultures; and their interactions with the wider community are respected, not challenged or harmed.

Working with Children Check (WWCC): Assists in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them are subject to a screening process. The Check screens a person's criminal records and any reports about professional conduct. (Department of Justice and Regulation)

Related documents

Swimming Australia National Integrity Framework - <https://www.swimming.org.au/integrity-policies-rules/national-integrity-framework>

Child Wellbeing and Safety Act (2015)

Commission for Children & Young People Act (2012)



