



Members/Parents Handbook

2016-2017 Season

www.springwoodswimmingclub.com.au

info@springwoodswimmingclub.com.au

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About our Club

Springwood Swimming Club was founded in 1964, not long after Springwood Swimming Pool was opened. In our first season the club had 40 members.

With the old 55 yard outdoor pool , starting the summer season in October meant the water was around 17 degrees which made for very fast early season times (Brrrr!). Unfortunately, the cold meant we lost a lot of new members.

When the pool was closed for renovation, the club temporarily moved to Lawson Pool for 3 years. Membership at this time dropped, but has steadily grown since the return to our current indoor pool.

The club has run weekly summer swim nights since its initiation, even through the years of construction of our present centre, never missing a season.

Objectives

The objectives of Springwood Swimming Club are:

1. To foster swimming
2. To encourage sportsmanship in competitive swimming
3. To be an inclusive club
4. To increase community based participation
5. To be financially viable and sustainable
6. To provide social activities for members

2016-2017 Committee

| Position | Member | Contact |
|---|----------------|--|
| President | Garry Fletcher | president@springwoodswimmingclub.com.au 02 4751 1335 |
| Vice President | Greg Power | vicepresident@springwoodswimmingclub.com.au |
| Secretary | Steve Lawrence | secretary@springwoodswimmingclub.com.au |
| Treasurer | Kellie Power | treasurer@springwoodswimmingclub.com.au |
| Registrar | Fiona Hearn | registrar@springwoodswimmingclub.com.au |
| Race Secretary | Vicky Ogden | racing@springwoodswimmingclub.com.au |
| Assistant Race Sec | Liz Hunter | |
| Team Manager | Angela Goodwin | |
| Clothing Officer | Jo Mitchell | |
| Website Administrator | Liz Hunter | website@springwoodswimmingclub.com.au |
| Fundraising Officer | | |
| Publicity Officer | Louise Eagles | news@springwoodswimmingclub.com.au |
| Club Coach | Nerida Murray | |
| | | |
| General enquiries: info@springwoodswimmingclub.com.au | | |

Committee Meetings

The Springwood Swimming Club Committee cordially invites you to attend any or all of our monthly committee meetings to share your ideas or give feedback on how we can improve our club. These meetings are not just for committee members...all members are welcome.

Our meetings are very relaxed. We usually meet on the first Monday of each month at 7.15pm. There are some exceptions to this rule. If a change of meeting date occurs, the primary members in each family will be notified by e-mail. **Specific dates for meetings for the coming year are available on our website "Committee Meetings" page in the "Our Club" menu .**

Please contact any committee member to find out our meeting location as this may change each month.

If you have something specific you would like to raise, please e-mail our club secretary so it can be put on the agenda: secretary@springwoodswimmingclub.com.au

Members with a disability are encouraged to take part in committee meetings and/or take on a role within the committee.

Springwood Swimming Club's Constitution, Rules and By-Laws, and specific policies can be found on our website at www.springwoodswimmingclub.com.au or you can request a copy by e-mailing any committee member.

Code of Conduct

All members are expected to abide by Swimming Australia's Code of Conduct and Member Welfare Policies. All members will be treated equally and with respect, regardless of their age, gender, race or disability.

Expectations of Swimmers

Swimmers are expected to represent our club honestly and fairly at all times. They are expected to behave with respect towards their coach, other swimmers, and the adults who are making this sport possible for them.

Swimmers attending carnivals are encouraged to wear the Springwood uniform to identify themselves as part of our team. Details of uniform can be found on Page 7.

Expectations of Non-swimming members & Parents

It is important to realise that a swimming club cannot function without assistance from parents and non-swimmers. It has been suggested that when a parent/carer gets involved in their child's chosen activity the child sees that what is important to them, is also important enough for Mum or Dad to be involved. It validates in the child's mind that the activity is worthy of their time. This is the most positive reinforcement you can give your children.

On each club night we need 16 timekeepers. Without timekeepers, times cannot be submitted to Swimming NSW, and therefore cannot be used to qualify for any event. Club night cannot start until

all timekeepers are in place so please be generous with your time and be prepared to assist. Timekeeping is easy and there are plenty of people around to show you how it is done.

To allow us to continue offering our BBQ dinner on club nights we also require the assistance of parents/non-swimming members. If you would like to volunteer to assist with the BBQ please let us know either by e-mail or at club night. If we cannot find a regular helper to take on the BBQ responsibilities we will need to implement a parent roster. You will be informed by e-mail if this needs to take place, as we will be asking for volunteers.

Parents and members who are not swimming at our Championship Carnival or our SC Qualifying Carnival are requested to assist with other roles also. These roles may include technical responsibilities like timekeeping, marshalling etc, running food/drinks to timekeepers and officials, selling food/cakes or raffle tickets etc. Or maybe you are keen and can come and help us set-up/pack-up.

There are many other ways families can assist within our club:

- Being prepared to assist with timekeeping at external carnivals as required;
- assisting with fund-raising activities;
- contributing items of interest for the website, notice board or inclusion in the Gazette;
- offering photos (only those taken by yourself) of our “team” at events for use on the website etc;
- using specialist skills and knowledge (eg, trade, accounting, printing etc) to assist the Club on an as-required basis;
- sponsorship or donations of prizes for special events .

Any offer of help is always greatly appreciated. Remember... “many hands make light work”.

Member Welfare

Our club abides by the Swimming NSW and Swimming Australia Behavioural Guidelines. These guidelines cover the four basic principles:

- Fairness
This means playing fair, abiding by the rules, making honourable decisions and not taking an unfair advantage to gain benefit.
- Respect
This includes respecting others for their contribution to the sport of swimming, whether they are competitors, officials, coaches or otherwise. We treat others with dignity and respect, as we do their equipment and property.
- Responsibility
As “swimmers” (or swimming support) , we are required to take responsibility for our own actions and always be a positive role model.
- Safety
Reporting dangerous behaviour, encouraging the safety of others and ourselves.

You can read more about on the Swimming Australia website at:

<http://www.swimming.org.au/swimmers-and-parents.html>

The Swimming NSW/ Australia Member Welfare/other policies that our club adheres to can be found online at:

<http://nsw.swimming.org.au/page.php?id=143>

Inclusion

Springwood Swimming Club is an inclusive club. Swimmers and Non-swimmers with a disability are encouraged to take part in all events.

If you have any concerns about inclusion, or wish to discuss opportunities for your multi-class swimmer please contact our Inclusion Officer, Gary Fletcher.

E-mail: president@springwoodswimmingclub.com.au

Ph: 02 4751 1335

Uniform

Springwood Swimming Club's uniform consists of:

- WHITE Springwood swimming cap with club emblem (as displayed on front page of this member handbook)
- Springwood t-shirt (either club shirt, representative shirt or team shirt)
- Black shorts (summer) or pants (winter)

Optional extras include:

- Springwood micro-fibre embroidered tracksuit pants or shorts
- Springwood embroidered hoodies
- Personalised club caps (by order only)

Some uniform items can be purchased on club night, or at any club event at Springwood pool. Shirts are ordered as the need arises. If you would like to order a shirt, please contact us and we will add you to our order list. Once we have our minimum order we will contact you with a price and to confirm we can go ahead. Club caps are also available at most external carnivals – if Jo is not available you can ask any committee member. You can also arrange to purchase at other times by contacting our clothing co-ordinator.

Personalised Club Caps (optional)

Swimmers have the chance to look just like our big name swimming stars by purchasing personalised club caps. There is a minimum order of two caps per name. The club requires 20 names to place an order. Personalised Dome caps are also available. Please ask a committee member for more details.

Note: As at 20/10/16 we are currently searching for a new cap provider. Please bear with us while we do this. We want to make sure we find someone who can provide us with a fabulous cap.

Club Nights

Number of swims allowed

On any club night a swimming member can swim:

1x Distance swim (100IM, 200IM, 400IM, 200m, 400m, 800m or 1500m)

1 x Freestyle swim (25m, 50m or 100m)

2 x Form Stroke swims (25m, 50m or 100m)

Total = 4 swims (if no distance swims available then 1 free 2 form only)

Form stroke = Breaststroke, Backstroke or Butterfly.

If a member enters more than 4 swims (or 3 when distance swim not available), any extra swims will be deleted without notification.

Club Improvement Point Score Program

Club Improvement Points shall be awarded during the summer season for improvement on the allocated base time or best time during the current season, whichever is the faster, as follows:

| | |
|-----------------------------------|------|
| Same as previous time | 3pts |
| Improve by up to 0.99s | 4pts |
| Improve by 1.00 to 1.99s | 5pts |
| Improve by 2.00 to 2.99s | 6pts |
| Improve by 3.00s or more | 7pts |
| Up to 0.99s slower than best time | 1pt |
| New Member Time Trial | 1pt |
| Disqualification | 0pts |

The first swim of each event in any season will give the swimmer one point. This becomes your first base time.

Qualifying times

A swimmer must achieve the following qualifying times for each stroke and distance to be eligible to compete in a longer distance event. Any distance events 100m and over shall receive club improvement points.

| Freestyle | |
|-----------|------------|
| 25m | 35sec |
| 50m | 48sec |
| 100m | 1min 40sec |
| 200m | 3min 30sec |

| Butterfly | |
|-----------|------------|
| 25m | 40sec |
| 50m | 52sec |
| 100m | 1min 50sec |

| Backstroke | |
|------------|------------|
| 25m | 40sec |
| 50m | 52sec |
| 100m | 1min 50sec |

| Breastroke | |
|------------|-------|
| 25m | 40sec |
| 50m | 57sec |
| 100m | 2mins |

| Individual Medley | |
|-------------------|--------|
| 100IM | 1m 45s |
| 200IM | 3m 30s |

How to Enter club night

- 1) Check the Season Program on our website, located in the Quick Links menu to see what events are running at swim club on a given night. Choose your events.
- 2) Go to our website (www.springwoodswimmingclub.com.au) and click the Events button on the home page. Click on the “Detail” button next to the event you wish to enter.
- 3) Log in using your username and password (new members please e-mail us if you don’t know this), and follow the prompts. To enter an event, select “Yes” using the drop down menu on the right.

Please note: Entries must be submitted online prior to midnight each Wednesday. We will only fill vacant lanes with entries placed on pool deck. Trial members (not applicable to trial members)

Swim Club/Pool Membership

Entry to the pool is NOT included in your registration fees. You are required to pay for entry (either each entry, or buy a membership) to access the pool.

There are a variety of memberships available. Please speak to staff at the front desk for more information.

If you prefer to pay as you go, make sure you let the staff at the desk know you are at the pool for swimming club so that they charge you the discounted entry fee.

Carnivals

Carnival Information

Information about targeted carnivals for Springwood Swimming Club Members can be found on our website in the “Upcoming Carnival” menu. (Targeted carnivals are chosen by our squad coaches based on their suitability and location; they are not chosen by the committee).

Under each carnival name you will find the program (or a link to it) as well as details of the closing date for entries and how to enter.

You don’t have to be a squad swimmer to attend carnivals. Any club member is invited to join in the fun and see if they like the idea of competitive swimming. *Some* carnivals do have qualifying times. This information will be displayed on our webpage along with any other important info about that meet.

How to enter a Carnival

- 1) From our website's Upcoming Events page, locate the carnival information for your chosen carnival. You might find this in our "Latest Website Updates" menu, or you may need to navigate to our Upcoming Events page from the Main Menu. Don't forget to scroll down. The carnival information will tell you how you can enter....you usually need to go to the host Club's website to place entries or log into you MyLANE account. Links will be available from our website. There will also be a downloadable information sheet that will tell you which events are running and qualifying times if applicable. Any other instructions will be listed, and you can always e-mail us to ask more questions.
- 2) Follow the links to find the respective entry form, log-in using your username and password, then follow the prompts just as you do on club night. You will be prompted to pay by credit card at the end of the entry process.
- 3) You can check your entries have been received immediately by going back to the "Details" button for your chosen event, and selecting "Competitors" instead of "Enter".

Record Claims

Records can be claimed by filling in the appropriate claim form found in the Quick Links menu on our website. You can hand the claim form in at swimming club, or e-mail the required details to our Record Keeper via our main e-mail address: info@springwoodswimmingclub.com.au . All claim times will be verified in conjunction with Swimming NSW. You can only make record claims for events that you swam in as a Springwood Swimming Club representative.

Financial Assistance for Qualifying Carnivals

If your swimmer competes at NSW Country Championships, NSW State Age or NSW State Open Championships, or National Age or Open Championships, representing Springwood Swimming Club, you are entitled to claim a portion of your races fees back from the club after the entry fee has been paid and the event has been swum. You will need to fill out a claim form(see Quick Links menu on our website) and send copies of receipts showing payments you wish to claim for. **From 1st October 2013, claims must be submitted within 3 months of the qualifying swim.** More information can be found on our website.

Technical Opportunities for Members

There are regular opportunities for members of Swimming NSW to undertake training in a variety of roles relating to competitive swimming. Members can choose to take on roles from timekeeping, marshalling, announcing, check starting, starting, inspector of turns, inspector of stroke, referee and many more. If the club is aware that an opportunity to become accredited will occur, we will e-mail members. If you would like to learn more about a specific role please let us know and we will do everything possible to make it happen.

Technical Officials not only enhance the club experience, but also gain valuable points toward GoClub for our club.

Springwood Swimming Club Online

Using the website www.springwoodswimmingclub.com.au

We are continuously adding new items or information, so check back on the website regularly to keep up-to-date with what is going on in your club. The most important features have been highlighted in the picture below.

This is the **Quick Links** Menu found on the home page. The most frequently used forms and documents can always be found here!

The screenshot shows the Springwood Swimming Club website home page. At the top, there is a navigation menu with 'Quick Links' highlighted. Below the menu is a large banner with a blue background and white text. The banner includes a 'Welcome to Springwood Swimming Club' message, a 'JOIN NOW' button, and a 'Recent Website Updates' section. The updates list several recent changes, such as updated club representatives and records. Below the banner, there are three main sections: 'NEWS', 'EVENTS', and 'RESULTS'. The 'RESULTS' section is highlighted with a blue background and contains a 'MyLANE' logo and a 'PORTAL COMING SOON!' message. There are also 'OTHER NEWS' and 'GOALS' sections visible. Several callout boxes with arrows point to specific features: one points to the 'Quick Links' menu, another to the 'RESULTS' menu, a third to the 'Recent Website Updates' list, and a fourth to the 'MyLANE' logo.

Use the **Results** button to go directly to Swimming NSW to retrieve your swimmers best entry times. You need these for club night and carnival entries. (Available once the Swimming Australia database is online.) The **Results menu** contains individual files from each carnival.

The **Recent Website Updates** list is where you can quickly see what new information has recently been added to our website.

The **MyLANE** login has now moved to the top left hand corner of our home page. Here you can view your swimmers stats per event, place entries, view upcoming meets and more.

Picture 1.1: Most important features on our website Home Page

Our website provider has now changed, which has necessitated a slightly different layout to our website. If you cannot find what you are looking for on our website please e-mail website@springwoodswimmingclub.com.au as early as possible to let us know.

We are always looking for ways to improving our website. If you have any suggestions of things to include in our website, or encounter any problems whilst using our website, please e-mail our website administrator at website@springwoodswimmingclub.com.au so that we can make the necessary changes or improvements.

Springwood Swimming Club on Facebook

Our club has a Facebook group open to any current members of the club. It is a closed group, so please ask us to add you if you are not already a member. Squad Swim Coaches, Squad Fitness Coaches, SNSW Co-ordinators, Swimming Australia Co-ordinators, Mountains & Plains Co-ordinators who are not club members but who are involved in the running of our club from higher levels or squads may also be added to this group, along with some members from other local clubs who attend our winter meets.

This is a great opportunity to keep in touch with members of your club, and gives the opportunity for members to converse away from swim club about up-coming events. We also post carnival updates some other information as well as photos to this page. Sometimes carnival info reaches our Facebook page faster than our website. We encourage you to join our group if you use Facebook. Please do note that NOT ALL information is posted to the Facebook page. Our primary location for information is www.springwoodswimmingclub.com.au .

Please consider: Being a member of the Facebook group is a privilege. Offensive or harassing comments made toward any member constitute a breach of the Swimming Australia Behavioural Guidelines, and as such, will not be tolerated. Comments deemed inappropriate will be removed. All posts are reviewed by our moderators. You will be notified if your post is not approved.

Our Facebook Group is not an appropriate forum for making complaints. Any complaints should be made according to the complaints procedure below.

Meet Mobile/Results Central



Our club (and many others) uses the “Meet Mobile” App for club night and carnivals. Times for club night are usually posted to Meet Mobile at the same time as they are sent to Swimming NSW (within 48hrs of club night...sometimes much faster).

Throughout our SC Carnival in Winter Meet Mobile is updated after every event, so you have times at hand almost immediately.

Visit the app store to download Meet mobile. You will be asked to subscribe to use this app(approx. \$7/yr). Once in the app, search “Springwood” to find us.

Results from all approved meets are uploaded to Results Central, the Swimming Australia results database. If you do not see your registered swimmers times here, you may have chosen to hide them when you registered. This can be changed by emailing us and requesting this (or you may be able to do this in MyLANE).

Fundraising

The club will aim to run a number of fundraisers throughout the year, our main one being a swim-a-thon. This is a fun day with a chance to see how many laps you can swim!! You might surprise yourself. All swimmers receive a sausage sandwich and a drink once they have finished their laps. All money raised goes towards improving our club.

Other fundraisers include our BBQ on club nights, our championship carnival for club members only at the end of our summer season, and our SC Qualifying carnival usually held in June or July.

Fundraising may take place to support our Representative swimmers also. These are usually initiated by the qualifying swimmers and their families. When the fundraiser is announced, you will be advised of how the funds will be used.

If you would like to help with fundraising, please pop over and see us at the Race desk on Club night.

We encourage all members to support our fundraisers whenever possible, as all profits are re-invested into our club or our swimmers to improve future outcomes.

Sponsorship Opportunities

Sponsorship plays an important role within our club. Cash, gifts and support from sponsors provide much needed resources to run our club and support our swimmers.

Our club has a variety of sponsorship opportunities available. Sponsorship starts from as little as \$25.

Business sponsorship is on a yearly basis and sponsors business logos and contact information can be placed on our website.

If you would like to sponsor our club, or know of anyone/business that may be interested, please contact us to request a Sponsorship package.

Club Events

Christmas Party

On the last swim club night before Christmas Springwood Swimming club hosts two races only.

The Dash for Cash is a 2 person team event. Teams are entered with our race secretary in the week leading up to the Splash for Cash. They are competing to swim as close as possible to their combined PB, as recorded by Swimming NSW.

We run two events...

- Splash for Cash - a 2x50m relay. The closest 8 teams from the heats complete in the final.
- Junior Splash for Cash - a 2x25m relay for swimmers who do not have a 50m freestyle time to submit. We run the junior event as timed finals.

At the conclusion of the races presentations are made to our Splash for Cash winners and place getters, and we gather for dinner and dessert. And of course...it wouldn't be a Christmas party without Santa!

Club Championships – held in March each year

Our club championship carnival is held at the end of our summer season. You can find information about this carnival on our website or at the race desk at swim club closer to the date.

Open Club Championships will run on the same day as the Club Championship Carnival.

Presentation Night

Springwood Swimming Club hosts an Annual Presentation Night at the conclusion of each summer season. Dates, times and locations will be published on our website, and members will be e-mailed prior to the event. Every swimmer is recognised on the night with a trophy or award for their commitment and effort.

Members with a disability are always welcome to attend all events.

Goal Setting for Swimmers

The Australian **Junior Excellence Program (JX)**, recognises rewards and encourages junior swimmers who, through their development of aquatic skills and fitness, achieve a high standard of swimming excellence.

Under the program, swimmers aged from 9 to 18 years, who accomplish times set by Swimming Australia, qualify at Gold, Silver, Bronze or Green standard, depending on their best performance/s during the season.

These standards also recognise swimmers with a disability.

Visit Swimming Australia and search “JX” to find out more about rewards offered under these programs, and download or print the qualifying times sheet.

Complaints Procedure

The following complaints procedure should be followed for any issues:

- 1) Take the issue up with the person involved directly. You can do this face to face or via e-mail. You can also private message them via facebook. You can ask the committee to assist with any of the above contact methods if you wish. Please do not post complaints on our Facebook page.
- 2) If no agreement can be made, or option 1) is not appropriate, your complaint should be directed to a committee member, who will then discuss with other committee members to attempt to find a solution OR
- 3) You should attend the next committee meeting and present your complaint to the committee. If you cannot attend the next meeting, you can write to our secretary to request your complaint be discussed at the next meeting. You will be contacted by a committee member after the meeting who will inform you of the outcome of the discussion.

4) You also have the option to make a formal complaint to Swimming NSW or Swimming Australia if you see fit. The Swimming Australia/NSW Swimming Complaints procedure can be found on the Swimming Australia website.

More Questions?

Is there something you would like to know more about or that is not covered here? If so please e-mail us at info@springwoodswimmingclub.com.au or come and ask us at the race desk on club night. Not only will we answer your questions, but we will also add the content to next year's Member handbook for the benefit of all members.

