



# HANDBOOK

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Galston Swim Club  
*"Creating more than a ripple.."*

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# WELCOME TO ALL MEMBERS OF GALSTON SWIM CLUB

Please read this handbook thoroughly as it contains all of the information needed to understand the rules and procedures of Galston Swim Club Inc. and its activities.

If you have any questions about the information in this handbook, please ask any of the Committee members who will be happy to assist.

The Committee and coaching staff wish all members and their families an enjoyable and successful experience with our club.

**Club Location:** Galston Aquatic Centre  
412 Galston Road  
Galston NSW 2159

**Postal Address:** PO Box 3174  
  
DURAL NSW 2158

**Email address:**  
secretary@galstonswimclub.com.au

**Website:** [www.galston.swimming.org.au](http://www.galston.swimming.org.au)



Galston Swim Club

## **Monthly Committee meetings**

Held at 7.30pm, on the first Thursday of each month.  
Every club member is welcome to attend the meetings.

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## FROM THE COMMITTEE

Welcome to Galston Swim Club (GSC). The information in this handbook is designed to be your reference point throughout the year. It will inform you on what to expect within the club.

To the new swimmers and families joining the club, we trust that you will enjoy your time and experiences at GSC.

The foundations are in place for a successful year ahead and it is our vision to improve and maintain an enjoyable friendly swimming environment for all members.

GSC encourages swimmers of all ages and levels of ability. We endeavour to prepare swimmers to compete at club events and outside carnivals, as well as promote a fun filled atmosphere and strong team spirit.

We encourage all members to familiarise themselves with our website [www.galston.swimming.org.au](http://www.galston.swimming.org.au) as all information about the club is found there and regularly updated.

As a committee we work together to ensure the smooth running of our Club. More volunteers are always welcome and we would encourage all parents to become involved in any way they can.

Please feel free to speak to any of the Committee members if you have questions. (See Committee list on GSC website)

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# OUR PHILOSOPHY

## **The aims of Galston Swim Club:**

- To promote, teach and encourage the sport of swimming.
- To encourage greater participation in swimming across all age levels.
- To organise, promote and conduct swimming races under the rules established by Swimming NSW Inc. (SNSW).
- To encourage family participation in the Club through swimming events and other social activities.

## **The benefits offered by Galston Swim Club:**

- An environment where the children can enjoy and improve on their swimming.
- A focus on personal best and improvement, rather than winning.
- A focus on healthy lifestyle habits and positive self image.
- A social outlet and supportive environment for swimmers and their families.
- An opportunity for swimmers to advance to higher levels of competition.

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# THE ROLE OF PARENTS

The successful running of the club relies on parents to be involved in various tasks from club nights, external competitions and fundraising. Being involved is also a great way of getting to know the other parents and swimmers at the club.

## **Before each Friday club night:**

- Assist your children with their online entries for Friday night races.
- Entries are online via the GSC website.
- Entries for Friday night are due by Thursday 9 pm.
- Entries after this time are not possible as the online system automatically closes.

## **At Friday club night:**

- Be at club nights to supervise your children at all times.
  - Swimmers under 18 are never allowed to be dropped off at club without a parent or nominated adult providing supervision throughout the night.
- Arrive by 6.30pm for swimmers to warm up, and for parents to assist with setting up of club nights (eg. put out white chairs, stopwatches, equipment etc.)
- Assist with timekeeping duties.
  - Each lane requires 3 timekeepers, so that the swim times can be recorded officially with SNSW.
- Remind your children to be ready to go to marshalling when their names are called.
- Remain quiet when the races are about to start.
- Encourage your children to support and cheer for their team mates.

## **Other ways parents can be involved:**

- Become a member of the Galston Swim Club Committee.
- Assist with fundraising, or small projects.
- Timekeeping at Friday Night Races:
  - Timekeeping is not only a great way to participate but also to meet other parents;
  - Timekeeping at Club is also an easy introduction to timekeeping duties which the Club must provide at most external swimming competitions.
- Participate in training (free of cost, run by Swimming Metro North West) to undertake official duties at club events and also when your children compete at other SNSW carnivals.
  - Official duties include race starter, recorder, marshalling and timekeeping.

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# THE ROLE OF SWIMMERS

**Before each Friday club night:**

**Ensure your entries are lodged online via the GSC website: [www.galston.swimming.org.au](http://www.galston.swimming.org.au) by Thursday 9 pm, before each Friday club night**

Remember: A swimmer can only swim 3 events. Please note event numbers you enter, as the races will be swum in numerical order e.g. Event 1,2,3. Please allow time between events to allow swimmers time to marshal for their next event.

**At Friday club night:**

- Arrive by 6.30pm for a warm up in the pool.
- Be ready to start racing promptly at 7.00pm.
- Listen for the announcement of your name and race.
- When your name is called, walk straight to the marshalling area (near the back room).
- Remain quiet when the races are about to start.
- Cheer for and support your team mates

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## CALENDAR

The Galston Swim Club year runs from October to September. There are two seasons each year (Summer and Winter). The Summer season is the Long Course (50 metre pool) season. The Winter season is the Short Course (25 metre pool) season.

The season program and dates are on the club website.

<p><b>Summer Season</b> Friday club nights from October to March (Dates on GSC Website)</p>	<ul style="list-style-type: none"> <li>• Club races are swum in a 25 metre pool (SC = short course).</li> <li>• External competitions are swum in a 50 metre pool (LC = long course)</li> <li>• Club runs a term point score competition.</li> <li>• Points also accumulate towards annual point score.</li> </ul>
<p><b>Annual Club Championships</b> Held in March/April or May Subject to Swimming NSW Calendar</p>	<ul style="list-style-type: none"> <li>• Races are swum in a 25 metre pool.</li> <li>• Club Championship winners receive trophies at presentation day.</li> <li>• Election of new Club Captains</li> </ul>
<p><b>Annual Club Presentation Night</b> Held in May/June</p>	<ul style="list-style-type: none"> <li>• Presentation of trophies and acknowledgement awards.</li> <li>• Announcement of new Club Captains.</li> </ul>
<p><b>Winter Season</b> Friday club nights from April to September (Dates on GSC Website)</p>	<ul style="list-style-type: none"> <li>• All races, club and external, are swum in a 25 metre pool.</li> <li>• Club runs a term point score competition.</li> <li>• Points also accumulate towards annual point score.</li> </ul>
<p><b>Annual General Meeting</b> Held on 1st Thursday in August</p>	<ul style="list-style-type: none"> <li>• Election of Committee members.</li> </ul>



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# REGISTRATION

## Rules & Procedures

### How to register:

- Full membership registrations for both new and existing members are done on-line.
- Payments can be made using either a credit card or debit card.  
Go to GSC Website page and follow the links:  
[www.galstonswimclub.com.au](http://www.galstonswimclub.com.au)
- 'Galston Kingfishers' membership – details on how to join are found on the GSC website. Go to the 'About us' section on the home page and click on membership which will take you to a page with more details.
- At least one parent from each family must join the club as a non-swimmer.
- The club (represented by the Committee) reserves the right to refuse registration of any applicant.

### Working With Children Clearance (WWCC)

- The Office of the Children's Guardian (OCG) monitors organisations and individuals who work with children to ensure they are meeting their working with children obligations.
- Community groups like sporting clubs are obligated to verify that the adults who work with children have a WWCC number.
  - Applying for a WWCC number can be done online and is free for volunteers
  - It is not intended to be onerous for parents, but aims to ensure the club is compliant with government regulations.
  - If unsure if you require a WWCC number please email: [secretary@galstonswimclub.com.au](mailto:secretary@galstonswimclub.com.au)  
(All Committee members must hold a current WWCC number)

## **Full Club registration fees (excluding 'Galston Kingfishers')**

- Club membership fees are to be paid on-line at the time of registering.
- The Registration fee covers Galston Swim Club membership as well as a fee payable to NSW, Swimming Australia (SAL) and Clubs Online. (See GSC website for more details of what the registration fee covers)
- For existing members, the membership year starts on 1st October each year with registration opening in September.
- Swimmers cannot enter carnivals from October onwards until their registration is renewed.
- If you have a financial need to spread out payments for registration over a period of time, please discuss this confidentially with the Club Registrar or President.
- A discount may apply for new members who join the club within the last 3 months of the swimming calendar year (from 1<sup>st</sup> July to 30<sup>th</sup> September).

For any questions contact the Club Registrar via email [registrar@galstonswimclub.com.au](mailto:registrar@galstonswimclub.com.au)

## **Pool admission fees:**

Pool admission fees are payable on Friday club nights:

- Hornsby Shire Council allows Galston Swim Club to hold club nights each week.
- Hornsby Shire Council requires payment of pool admission fees on club nights and this is in lieu of our swim club being charged a hire fee to use the pool.
- The Club asks that all parents and swimmers attending club night pay the entrance fee.
- The club's registration fee does not cover pool admission fees.
- All swimmers and non-swimmers are required to pay admission fees to the Galston Aquatic Centre when attending club nights.

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# FRIDAY NIGHT CLUB ENTRIES

## Rules & Procedures

**Race entries must be submitted online via the GSC website by Thursday, 9 pm before each scheduled club night.**

Entries are submitted on-line through the GSC website [www.galston.swimming.org.au](http://www.galston.swimming.org.au)

**The entry system is electronic and automatically closes by 9 pm on Thursday and late entries cannot be accepted by the system. (If you miss the deadline you can, however, come along on the night and swim events that have free lanes but no times will be recorded or points tallied)**

At each club night, swimmers may only compete in 3 events. Please note events are swum in numerical order e.g.1,2,3. Please allow time between the events you choose to allow swimmers time to marshall for their next event.

New swimmers are asked to swim 25 metre events until the 25m break time is achieved.

The break times for 25 metre events are:

Freestyle	0:30.00	<i>seconds</i>
Breaststroke	0:35.00	<i>seconds</i>
Backstroke	0:33.00	<i>seconds</i>
Butterfly	0:35.00	<i>seconds with referee approval *</i>

\* All new swimmers must swim 25m butterfly until the referee gives approval to swim longer races.

If a swimmer chooses to remain in the 25 metre events after reaching the breaking time, they will not be awarded any points for the swim.

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## QUALIFYING TIMES

The club has set qualifying times which need to be reached in order for swimmers to progress to longer race distances.

Qualifying times for 50m events to progress to 100m events:

Freestyle	0:50.00	<i>seconds</i>
Breaststroke	0:60.00	<i>seconds</i>
Backstroke	0:55.00	<i>seconds</i>
Butterfly	0:55.00	<i>seconds</i>

Qualifying times for 100m events to progress to 200m events:

Freestyle	1:45.00	<i>1 minute 45 seconds</i>
Breaststroke	2:00.00	<i>2 minutes</i>
Backstroke	1:50.00	<i>1 minute 50 seconds</i>
Butterfly	1:50.00	<i>1 minute 50 seconds</i>
Individual Medley	1:50.00	<i>1 minute 50 seconds</i>

Qualifying times for 200m events to progress to 400m events:

Freestyle	3:30.00	<i>minutes</i>
Individual Medley	4:00.00	<i>minutes</i>

Qualifying times for 400m events to progress to 800m events:

Freestyle 7:00.00 *minutes*

Qualifying times for 800m events to progress to 1500m:

Freestyle 14:00.00 *minutes*

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## FRIDAY NIGHT POINT SCORE COMPETITION

Club members who participate in Friday night races are awarded points for each swim completed.

A point score competition is held for the swimmers across three age groups

Sub Junior 8 years and under  
Junior 9 -12 years  
Senior 13 years and over

The points are awarded as follows:

<i>Number of seconds faster than previous best time</i>	<i>Awarded points</i>
0:02.01 and above	6
0:01.01 to 0:02.00	5
0:00.00 to 0:01.00	4

<i>Number of seconds slower than previous best time</i>	<i>Awarded points</i>
0:00.01 to 0:01.00	3
Slower than 0:01.00	2
Disqualification	1
Failed to complete event	0

At our Annual Presentation Night swimmers who accumulate the highest number of points each term are presented with a medal. All points are then tallied and the highest points winner for each age group will be presented with a major award. (Points are accumulated from Summer and Winter seasons)  
To be eligible for a trophy you must have complied to the rules.

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## **ANNUAL CLUB CHAMPIONSHIPS**

### **Rules & Procedures**

Each year at the end of the summer season, GSC holds its Annual Club Championships. The championships are conducted under the rules of NSWSA Inc. The swimmer's age for the Championships is the first day of Championships.

To be eligible to receive a trophy in the championships, a swimmer must:

- Be a financial, registered, first-claim member of the club OR be a Kingfisher member
- Have competed in at least 50% of available weeks at Friday club nights during the summer season. This also applies to 'Galston Kingfishers' membership.

Swimmers who have missed some Friday club nights, but have competed at other carnivals during the last season, can receive up to 2 bonus weeks towards being eligible to compete at the club championships.

- 1 bonus week will be awarded for participating in any 2 of the following and 2 bonus weeks will be awarded for any 3 of the following:
  - Metropolitan, State and National Championships.
  - Target carnivals identified by the Head Coach.
  - Metro North West Area Championships.

The Committee may make allowances for swimmers who:

- Have joined the club during the last season.
- Could not attend most club nights during the last season due to special circumstances e.g. injury.
- In such cases, a request needs to be made in writing to the Committee explaining the special circumstances and reason for request for an exemption.

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## **OTHER CARNIVALS**

Occasionally, GSC holds its own carnivals at which other clubs can also compete.

Galston Swim Club also regularly attend carnivals hosted by other clubs and regional organisations. All swimmers are encouraged to compete for the GSC team at these events. (Full membership applies)

### **Parent Time Keeping**

If you enter your child into a carnival, at least one parent must be available for time keeping duties. All clubs that attend another club meet are expected to help out with timekeeping – this means that the parent/s of children attending this carnival must be willing to share time keeping duties with the other parents.

If you are unable to help out with time keeping, then it is expected that you arrange for another parent attending the meet to do the time keeping in your place.

### **Target Carnivals**

- Target carnivals or “meets” are selected by the Head Coach as suitable carnivals for the club’s swimmers to compete at.
- At least one coach also attends these carnivals.

- Dates of upcoming target carnivals and qualifying times are publicised through the club's notice board (in back room) and GSC website. Coaches will also advise swimmers at training.

Club members may participate at other carnivals listed on the SNSW website calendar, however please note:

- The Head Coach targets meets that fit within the the training cycle programmed by the coach prior to the start of every season;
- Galston Swim Club coach is unlikely to attend meets other than targeted meets;
- The Club requests that you discuss the non-target meet and events you would like your child to enter with the Head Coach before you enter the meet;

Some of the target carnivals at which Galston Swim Club participates include:

### **Metro North West Area (MNW) Championships**

- Contested by all clubs in our area.
- Held each summer and winter.
- Open to swimmers of all ages who meet the qualifying times.
- A good competition for younger swimmers as the qualifying times are often achieved at Friday Night Club races.

### **Speedo Sprint Series (Heats and Finals)**

- Held each summer
- Open to swimmers aged 8 years & under to 12 years
- 50 metre events in all strokes



- Swimmers who place in the top 4 (Heats) will then proceed to the Speedo Sprint Finals
- Heats are open to Kingfisher members, however, should they achieve finals and wish to swim they need to upgrade to full membership first.
- Medal winners at State Championships in a particular Stroke during the current season are ineligible to compete in the Speedo Sprint Series in that stroke
- A good competition for the younger swimmers

### **Mini Meets**

- Held by the MNW Area throughout the year
- Usually open to swimmers aged 6 years & under to 12 years
- Usually held in 25metre pools
- An excellent way to introduce young swimmers to competition

### **Metropolitan and State Championships**

- Held each summer and winter
- Eligibility to compete is subject to qualifying times that must be achieved at an approved meet
- Refer to the *SNSW website* for qualifying times and entry procedures

### **National Age and Open Championships**

- Eligibility to compete is subject to qualifying times that must be achieved at an approved meet
- Refer to the *Swimming Australia website* for qualifying times and entry procedures.

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# **ENTRIES FOR OTHER CARNIVALS AND CHAMPIONSHIPS**

Entries for carnivals and other major championships are done in different ways and will be advised on the conditions of entry.

**Always check the information on the club notice board or website about the system for submitting entries and due dates. Late entries cannot be processed after the closing date.**

## **On-line entries**

- This is the most common way to enter carnivals.
- The website address for on-line entries is normally provided by the organiser of the carnival or a link to the carnival's online entry system is provided on the host club's website.
- If you have any questions, please see a Committee member for assistance.

## **Entries for Metropolitan, State or National Championships**

- Strict qualifying times apply for these championships, which are set out in the *SNSW website*.
- For Summer (LC) season and Winter (SC), entries are done on-line via the *SNSW website*.
- Qualifying times for National LC Championships must be achieved in a 50m pool.

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## **TIME TRIALS**

In most circumstances, swimmers will achieve qualifying times (QT) during club or targeted meets. However, the club may provide time trials for swimmers who are close to achieving a qualifying time for an upcoming Metropolitan or State championship.

- Arranging Time Trials is at the discretion of the Club;
- Time Trials can only be provided if an accredited Referee, Starter and Recorder is available;
- The Club will consider requests for running a Time Trial from the Head Coach or on recommendation by the Committee.

When a qualifying time is achieved, the swimmer's time needs to be officially recorded and approved by SNSW before it can be used to enter a meet.

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## **CLUB CAPTAINS**

Each year, two Club Captains are elected by club members to act as mentors for the younger swimmers.

To be eligible for nomination as a club captain, a swimmer must:

- Be a current registered full financial first claim member of GSC.
- Be over 15 years old as at 30 March\*

- Have competed in at least 60% of swims at Friday club nights during the last season
- Or, have contributed to the club in other ways throughout the year (as approved by the Committee).

*\*Age for Club Captains to be nominated may be varied at the discretion of the GSC Committee.*

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## **RELAY TEAM SELECTION**

GSC regularly selects relay teams to compete in various championship events.

- A relay team is selected by the Head Coach in consultation with the Race Secretary and Team Manager.
- Selection for the team is based on the fastest swim times recorded on the Swimming NSW database and other relevant factors taken into consideration by the coach such as injury status and current fitness.
- Being asked to represent the club in a relay is a privilege and all swimmers are expected to remain committed to the team once a position has been accepted.
- Pulling out of a relay team without adequate notice or good reason may make that swimmer ineligible for selection in a relay at the next carnival.

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# CLUB RECORDS

## Rules & Procedures

A list of current Club Records is on Galston Swim Club website.

Swimmers (and parents) need to keep track of swim times and how they compare with the Club Records.

If you/your child breaks a Club Record, there is a procedure to follow **within one month** of the record being broken:

- The swimmer must be a full financial member of Galston Swim Club or a Kingfisher member.
- After the record is broken, fill out the form with all the information (the form is on the club website).
- Give the completed form to the Head Coach or Club President. The form will be tabled at the next Committee meeting for approval.
- Once the new record is confirmed, the website information will be updated.

The swimmer will be acknowledged at the next Presentation Night (Summer or Winter).

New records can be achieved at any Swimming NSW approved meets and at qualifying time trials conducted by the club.

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# FINANCIAL ASSISTANCE

The Club may provide financial assistance to representative swimmers who meet the following criteria:

- A current registered full financial first claim member.
- A National Age qualifier / National Open qualifier.  
The swimmer has also competed in at least 60% of club night swims over the last season, as well as competing in the Club Championships, MNW Area Championships.
- A National Open Water qualifier.  
The swimmer has also competed in at least 60% of club night swims over the last season, as well as competing in the Club Championships, MNW Area Championships, NSW State Open Water Titles plus two other open water events (or a total of 5 open water events).
- The swimmer's parent/s are active within the club, regularly assisting with duties on Friday club nights and fundraising activities that are specifically organised for the qualifying championship (eg Nationals).

The Committee will determine whether financial assistance can be made available for National Age, Open and Open Water swimmers, based on the club funds available at the time. This includes National Championships held outside of NSW.

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# **GIFTS FOR REPRESENTATIVE SWIMMERS**

The Club may provide gifts to representative swimmers who meet the following criteria:

- A current registered full financial first claim member
- Qualifier for Metropolitan and State Championships
- Qualifier for National Age, Open and Open Water Championships
- The swimmer has competed in at least 60% of club night swims over the last season, as well as competing in the Club Championships and Metro North West Area Championships.
- Parent/s of the swimmer are active members of the club, regularly assisting with duties on Friday club nights.

Gifts may include swim caps, towels etc. that can be used when the swimmer represents the club at these championships and other carnivals.

The Committee makes decisions about providing gifts to representative swimmers based on the club funds available at that time.

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## **AREA DEVELOPMENT SQUAD**

The Area Development Squad is another opportunity for club representation and support.

Occasionally, the MNW Area runs development squads and training sessions for younger swimmers.

Swimmers are invited by the MNW Area to be involved in the development squad program.

Financial assistance maybe provided based on swimmers completing the program and club funds available at the time.

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## **FUNDRAISING**

Galston Swim Club raises its own funds through:

- Annual registration fees.
- Sponsorship and grants.
- Ongoing activities such as the Friday night BBQ.
- Extra fundraising activities such as special events, mini meets, extra BBQs and raffles.

### **Specific fundraising for National Championships**

Extra fundraising activities are also organised when swimmers qualify for the National Championships.

The funds raised contribute towards:



- The coach's expenses incurred to attend this event with the swimmers (such as accommodation and travel, if the Championships are held interstate);
- GSC Shirt for Nationals etc

It is expected that all swimmers (and their parents) who qualify, or are close to qualifying for the Nationals, are actively involved in these extra fundraising activities.

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## **Welfare Guidelines**

### **Behavioural Guidelines**

All club members (parents and children) are asked to adhere to Swimming Australia's (SAL) Code of Conduct at all times. The SAL Code of Conduct can be accessed from the SAL website [www.swimming.org.au](http://www.swimming.org.au)

### **Child Protection**

There are other regulations covering the safety and protection of children. The Office of the Children's Guardian requires that employees (e.g. Coaches) and some volunteers (e.g. Team Managers, Committee members) have a Working With Children Clearance Certificate (WWCC).

In most situations, parent volunteers are currently not required to have a WWCC. However, it is a simple process and does not cost anything, so the Club encourages all parents to obtain a WWCC number.

### **Code of Conduct**

The peak body of our sport, Swimming Australia is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, or other sporting personnel will not be

tolerated.

Inappropriate behaviour is outlined in [Swimming Australia's Code of Conduct](#) and can include (but is not limited to);

- Using bad language
- Harassing or ridiculing swimmers, coaches, officials or other spectators
- Making racist, religious, sexist or other inappropriate comments to swimmers, coaches, officials or other spectators
- Any threatening behaviour or physical altercations between spectators and swimmers, coaches, officials or other spectators.
- Putting undue pressure on children, berating them or putting down their performance

### **What we ask you to do**

- Help create a positive atmosphere for swimmers, officials and other spectators by showing respect for swimmers, officials and other spectators.
- Abide by Swimming Australia's Code of Conduct and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a technical official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to a club committee member or someone in a position of authority.
- Call the police or a club committee member if you are concerned for your safety or the safety of others.

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## **MORE INFORMATION**

These websites contain newsletters and calendars with information about swimming and up coming carnivals:

**Galston Swim Club**

[www.galston.swimming.org.au](http://www.galston.swimming.org.au)

**Swimming Metro North West**

[www.metronwnsw.swimming.org.au](http://www.metronwnsw.swimming.org.au)

**Swimming NSW**

[www.nsw.swimming.org.au](http://www.nsw.swimming.org.au)

[www.clubsonline.com.au](http://www.clubsonline.com.au)

**Swimming Australia**

[www.swimming.org.au](http://www.swimming.org.au)

