



# Members' Handbook 2017/18 Season

**The University of Queensland Swimming Club Inc**  
UQ Aquatic Centre  
Corner Union Rd & Blair Drive  
The University of Queensland  
St Lucia, QLD 4067

## Welcome to the University of Queensland Swimming Club Incorporated

Welcome to the new swimming season at The University of Queensland Swimming Club Incorporated (UQSC). The UQSC is one of over 30 sporting clubs at the University, affiliated with UQ Sport Ltd. This affiliation provides assistance and support for the growth and development of the club, specifically its relationship with the extensive learn to swim and squad programs at the UQ Sport Aquatic Centre.

The focus of the UQSC is to provide an environment in which swimmers of all ages, abilities and ambition can develop their proficiency in, and enjoyment of, the sport of swimming. The Club aims are; to encourage water confidence, race confidence and fitness; to encourage self-improvement and to promote good sportsmanship.

The UQSC, in partnership with the UQ Sport Aquatic Centre, can accommodate the development of every stage of swimming, from Learn to Swim to Australian Teams. The Club is affiliated with Swimming Queensland and Masters Swimming Queensland, allowing members to compete at external swimming meets sanctioned by these organisations.

This handbook has been compiled to help inform swimmers and families of the Club's operations and rules.

As a volunteer organisation, the Club relies on everyone lending a helping hand. So we encourage and appreciate member and family involvement and support, particularly on Club Nights and fundraising events. We hope you enjoy the swimming season with us.

The University of Queensland Swimming Club Committee 2017/2018  
UQ Aquatic Centre  
Corner Union Rd & Blair Drive  
The University of Queensland  
St Lucia, QLD 4067

The Club would like to thank the UQ Sport Aquatic Centre for their ongoing support.

### Mission Statement.

The University of Queensland Swimming Club promotes the sport of swimming for life. It aims to provide a safe and friendly environment for swimmers of all ages to achieve their full potential as swimmers, and to grow as healthy individuals with a strong sense of self-esteem and respect, teammanship and community. This is achieved under the guidance of expert coaching staff in outstanding facilities where family involvement and participation is strongly encouraged.

### President's Welcome and Introduction

Welcome all swimmers, students, parents and supporters to our club. We strive to be a friendly, supportive and competitive team, who are keen to see that, our Club and UQ Sport Swimming develops to become the most renowned home for competitive swimming in Queensland. Each year we have set a strategic direction for the Club outlined in the Club's strategic plan to continue our journey towards this goal. Over the last 4 seasons we have met all of our strategic goals and steadily progressed up the Brisbane Swimming Division rankings and University Games Results achieving Division 1 status in Brisbane Swimming and 1<sup>st</sup> place in the 2016 University Games. We are already the top large Masters Swimming Club

in Queensland.

This handbook provides an introduction to the operations of the Club, details our committee structure, our Club competition and awards conditions and rules. It also outlines any other policies or processes and our Code of Conduct which is aligned to that of Swimming Australia.

Please seek me or any of the Committee out and say hello, participate and enjoy the comradery at the Club and ensure that you enjoy your swimming with us.

*Hamish McGowan*  
UQ Swim Club President

## Message from the Head Coach

Every year following its recommencement after the 2011 floods, the Club and UQ Swimming program at the UQ Sport Aquatic Centre has continued to grow and develop. This will be my fifth season as Head Coach and I believe the foundations have now been established to develop this Club as a premier force.

The Club has a group of experienced, knowledgeable and passionate people to support the growth of the Club and a growing number of talented and committed athletes of a variety of ages. The appointment of permanent coaches on deck supporting me, as well as a number of casual coaching staff and instructors, will ensure the delivery of a high level program at UQ from learn to swim all the way to having swimmers on Australian Teams.

This year we have had the opening of a new 25 metre swimming pool and new multi-purpose sporting grounds including 500 new car parks adjacent to the pool, while future redevelopment of the 50m pool is planned. This will be a huge opportunity for the Learn-to-Swim and Squad programs to continue to grow and accommodate all needs of the local community, including the development of an Elite Level swimming program.

*David Heyden*  
Head Coach – Swimming, UQ Sport.

## Background

The University of Queensland Swimming Club Incorporated (UQSC) was established in 2010. UQSC is one of many sporting clubs operating under the umbrella of UQ Sports. The Club is a competitive club and caters for swimmers of all ages, training under UQ Sports' coaches at The University of Queensland David Theile Pool. The Club is affiliated with Queensland Swimming and Masters Swimming Australia.

## Objectives

UQSC is striving to:

- provide opportunities for all Club members to participate in all levels of swimming competition;
- support Club members to achieve their full potential;
- provide leadership and management to ensure the continued success of UQSC;
- Maintain financial responsibility; and
- Maintain effective communication with all stakeholders.

UQSC encourages all members to enjoy swimming as a sport and to enjoy being part of a successful and happy team of dedicated athletes.

UQSC is an inclusive club and includes Multiclass swimmers. Club members with disability are welcome at all Club events and are invited to nominate for committee positions. The Club integrates MC swimmers in Club Night events, rather than running separate MC races.

The aim of the senior program is to give elite and university age athletes the chance to continue their sporting pursuits while engaged in higher education, while our AUSSI Master's Programs support continuing Adult Age Group Swimming.

## Relationship with UQ Sport

Under the Memorandum of Understanding between UQSC and UQ Sport (the Aquatic Centre Operators), UQ Sport will be responsible for providing coaching and learn to swim services in addition to allowing UQSC the use of the facility. UQSC and members who utilise this service are required to pay a fee for these services to UQ Sport.

UQSC provides the base for competitive opportunities all year round and supports member participation in this competition from Age Group, to Open and Masters Levels. Figure 1 below outlines the current relationship between UQSC and UQ Sport. Figure 2 outlines the current internal structure of the club.

The management of the swimming club is vested in the Committee of the UQSC. Committee meetings are held regularly throughout the season and Club members are encouraged to attend. Dates and times of committee meetings will be made available on the UQSC website. Suggestions for the improvement of the Club's operations are most welcome. Please contact a member of the committee who can raise the issue at the subsequent meeting. Any grievances with the Club's operations should be referred in writing to the President for resolution at the next committee meeting.

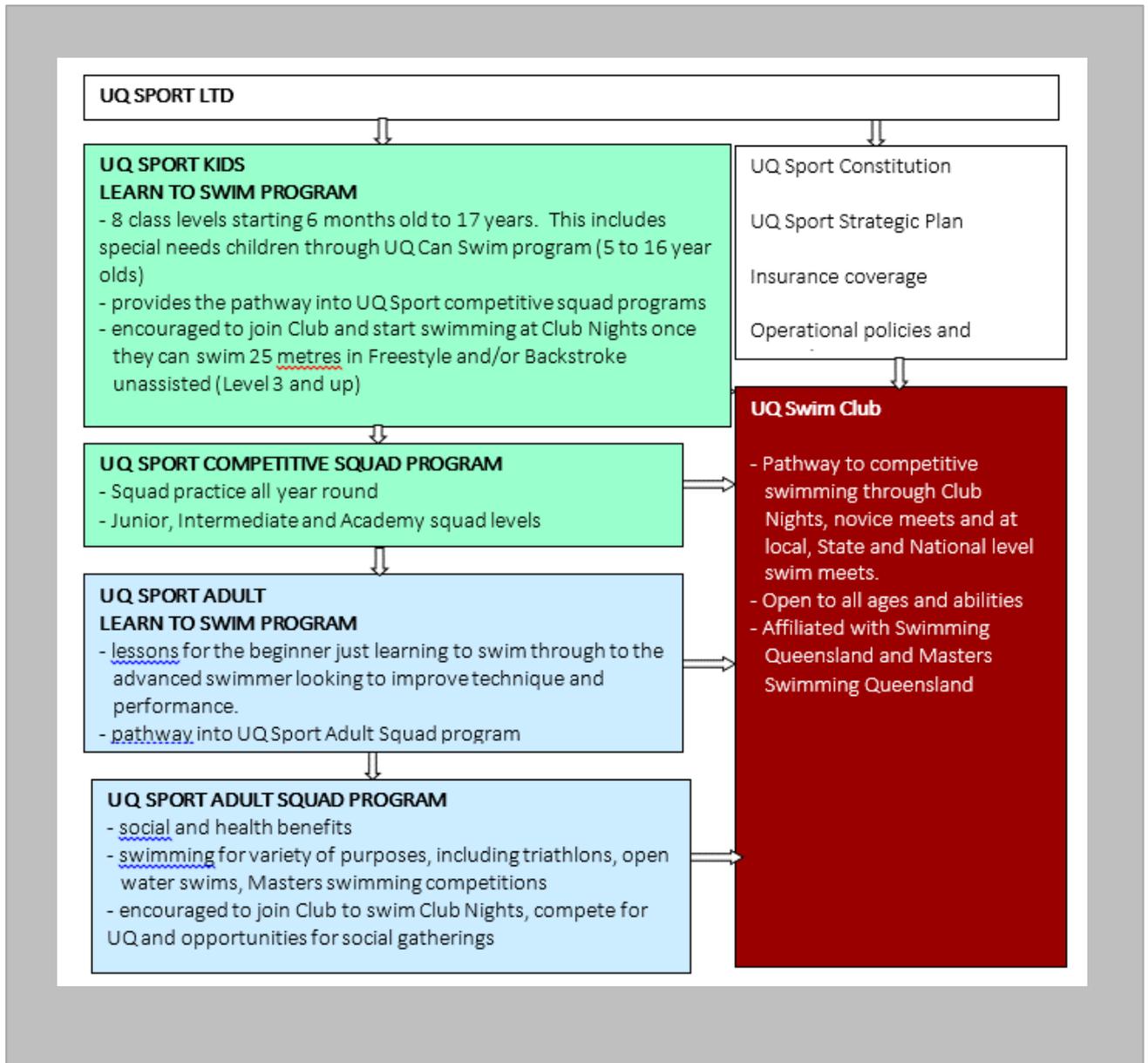
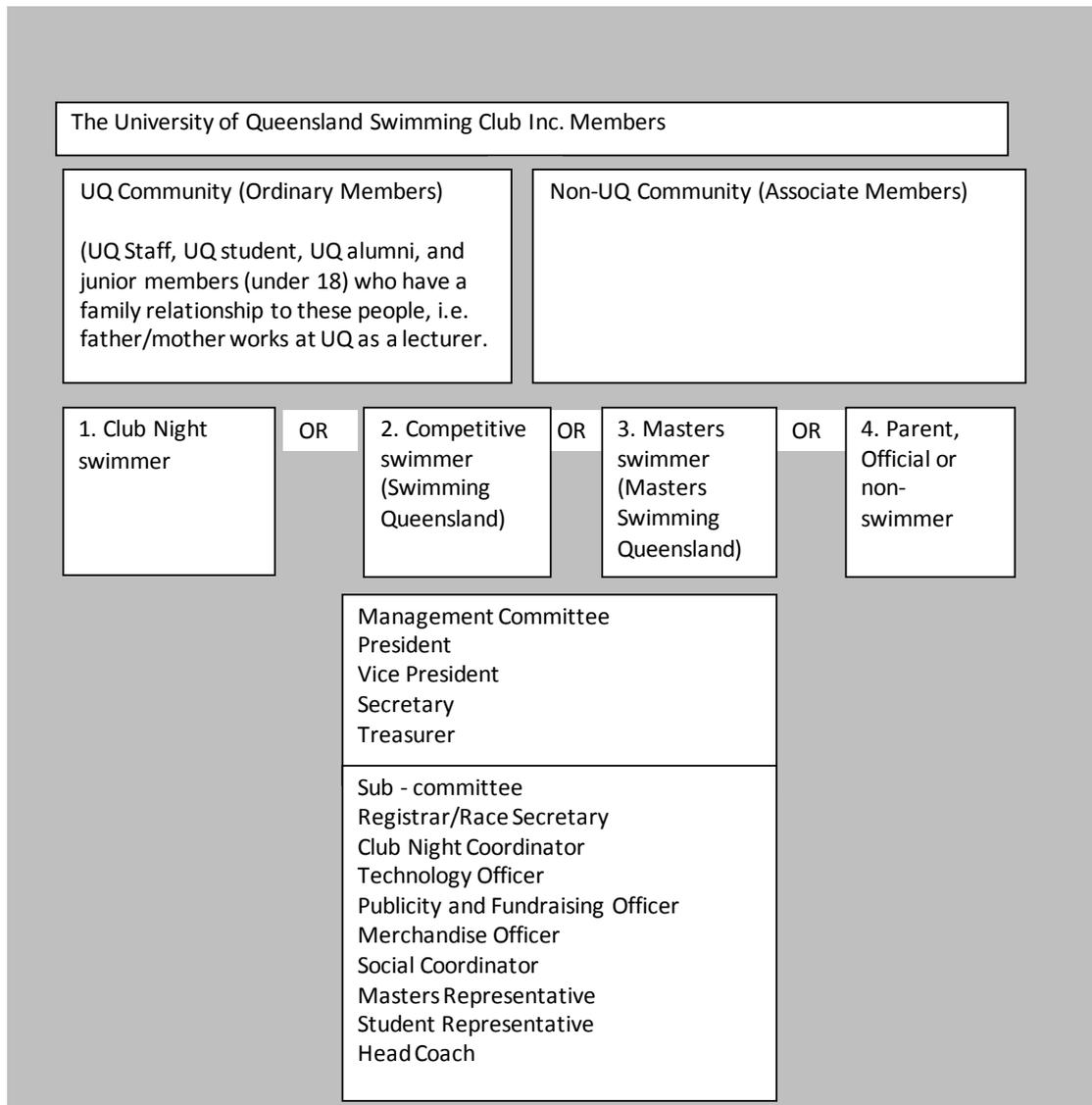


Figure 1 - Relationship between UQ Swim Club and UQ Sport



**Figure 2** – Current Internal Structure of the UQ Swim Club

## Election of Club Officials

The positions held by all club officials are declared vacant at the end of each season at the Club's Annual General Meeting. However, to ensure successful planning it is preferred to have what is termed a "rolling" committee structure. This means that only some, never all, committee members stand down at once. Resignations from current committee members and new nominations are called for and have to be made in writing to the Secretary prior the annual general meeting. The date for the Annual General Meeting will be advised through the Club website and on notice boards at the Aquatic Centre, with all members encouraged to attend. The UQSC is governed by the UQ Sport constitution and by-laws, both of which can be made available to any of its members. Table 1 lists the current UQ Swim Club committee members.

**Table 1 - UQ Swim Club Committee – 2017/2018 Season**

Position	Contact	Email
President	Hamish McGowan	president@uqswim.org.au
Vice President	Brendan Ebzery	president@uqswim.org.au
Secretary	Chris Hawley	admin@uqswim.org.au
Treasurer	John Hart	treasurer@uqswim.org.au
Race Secretary - Registrar	Jackie Dedekind	race.secretary@uqswim.org.au
Club Night Coordinator	Maja Vinde Folkersen; Nichole North; Andrea Bridge	clubnights@uqswim.org.au
Technology Officer	Mary Chun-Buckingham	admin@uqswim.org.au
Publicity and Fundraising Officer	Shelley Rosolak	admin@uqswim.org.au
Merchandise Officer	Tonja Fisher	merchandise@uqswim.org.au
Social Coordinator	vacant	admin@uqswim.org.au
UQ Sport Head Coach	David Heyden	davidh2@uqsport.com.au

## Description of Roles - Management Committee

### President

As the principal leader of the Club the President has overall responsibility for the club's administration. The President will:

- Set the committee's agenda and ensure it is consistent with the views of members.
- Prioritize the committee's goals.
- Preside at all meetings of the Club and other meetings as required.
- Ensure that all business of the Club is conducted in accordance with the requirements of the constitution.
- Provide a report at each Committee meeting.
- Delegate, appropriately, any such matters that need attending to by other Committee members.
- Be well informed of all club activities.
- Have knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Manage the committee and/or executive meetings.
- Manage the Annual General Meeting.
- Be the primary point of contact with UQ Sport and any dealings with the management of the University of Queensland in relation to the club; and
- Be a supportive leader for all club members, families and supporters.

### Vice President

The role of the Vice President is to:

- Assist the President as requested;
- In the absence of the President preside over meetings of the Club;
- In the absence of the President serve in other roles as required to ensure that the club is run effectively; and
- In conjunction with the Meet Coordinator, arrange and manage a roster for volunteer helpers for club nights.

## Secretary

The role of the Secretary is to:

- Attend all committee meetings held by the Club;
- Make arrangements for and manage all club meetings;
- Keep accurate minutes of all meetings;
- Ensure that all correspondence is kept properly recorded and filed;
- Keep custody of all books, documents, records and registrars of the Club; other than those required to be maintained by the Treasurer and Registrar
- Check emails regularly and forward things on to appropriate people; and
- Update and maintain contacts in email.
- In consultation with other members of the committee ensure Club members are kept well informed of Club events and news.

## Treasurer

The role of the Treasurer is to:

- Keep accurate accounts and books showing the financial affairs of the Club;
- Pay all monies received into the Club's bank account;
- Draw cheques with the required signatories;
- Present monthly statements to the Committee;
- Prepare annual statement of accounts and arrange audit of these accounts for presentation at the Annual General meeting; and
- Check stock takes in conjunction with the Merchandise Officer.

## Race Secretary (Registrar)

The role of the Race Secretary is to:

- Keep a register of the members of the club;
- Keep a register of all Birth Certificates sighted;
- Sight all transfers of members from other clubs and adjust the register accordingly;
- In conjunction with the Treasurer confirm receipt of Club affiliation fees and Swim Meet fee;
- Complete registration forms and submit to Swimming Queensland registrar;
- Assist members in nominating for external meets as required and assist in resolving any associated nomination issues by liaising with members and external club officials;
- Check all meet entries received to ensure entrants are registered swimmers;
- Create Meet Manager/Team Manager data files for external meet nominations and forward these to external club race secretaries;
- For Swimming Queensland Carnivals, ensure accuracy of entry times prior to submission of entries; and
- Provide reports to the Committee and UQ Sport relating to memberships when requested.
- Forwarding correspondence regarding outside meets for example upcoming meet calendar, closing dates for nominations, entry lists for checking and timelines and timekeeper rosters.
- Keep points tally for determining Competitive Club Championship awards for each season.

## Description of Roles – Support Committee

### Merchandise & Publicity Officer

The Merchandise and Publicity Officer will be responsible for:

- Source appropriate merchandise for the Club;

- Manage and fulfil orders for merchandise to club members;
- Work with the Treasurer to track orders and payments;
- Work with the Technology Officer to develop order and payment systems to reduce workload;
- Promote the Club through various media channels; and
- Identify opportunities for merchandise that promote the Club image.

### Funding Raising & BBQ Officer

The Fund Raising and BBQ Officer is responsible for:

- Facilitate the BBQ and refreshments for club nights and other special events.
- Arrange a roster for member volunteers to operate the BBQ and refreshment stand on club nights;
- Ensure food and drink supplies are available for club nights.
- Set-up and manage standard purchase agreements with food and beverage suppliers to simplify provision of refreshments on club nights.
- Arrange special events to promote social interaction between club members and their families.
- Identify fund raising and sponsorship opportunities.
- Prepare submissions for funding grants as required – coordinate support from the committee.

### Technology Officer

The role of the Technology Officer is to:

- Manage the Club website, ensuring the data provided is relevant, accurate and up to date;
- Liaise with Swimming Queensland to enable the transition to "ClubLane" and integrate the Club's systems with external systems as appropriate;
- Perform or manage enhancements to the site to improve performance and usability;
- Manage annual renewal of the domain name and file hosting services;
- Manage the Clubs Twitter, Facebook and Instagram accounts;
- Manage the Club's email account(s);
- Manage the Club's computer(s) and associated hardware;
- Ensure the Club's computer software (including Team Manager and Meet Manager) are up-to-date with the latest version and have valid licenses;
- Ensure that Club personal data is controlled in accordance with privacy regulations;
- Ensure that the Club's data records are backed up at all times;
- Ensure that the Club's timing systems are operated and maintained correctly; and
- Ensure that the Club's systems are used by appropriately trained people.

### Representative: Masters Swimming

The role of the Master Swimming representative is to:

- Represent the Masters swimmers of the Club at committee meetings and in communications with UQ Sport;
- Promote Masters Club membership within the UQ swimming community and Adult Squad; and
- Advise Masters Club members and other members of upcoming meets.

### Representative: University Swimming

The role of the University Swimming representative is to:

- Represent the University (student) Swimmers of the Club at committee meetings and in communications with UQ Sport;
- Promote Club membership within the university student community; and

- Advise university swimmers of upcoming meets, training and other opportunities.

### Club Night Meet Coordinator

The role of the Club Night Coordinator is to:

- Determine dates for Club Nights in consultation with committee members and the Head Coach.
- Update web site to notify members of dates and the event program for Club Nights.
- Coordinate Club Night volunteers in advance through online roster system and allocate key roles.
- Ensure online nomination system is up to date and available in advance of each Club Night.
- Arrange for the upload of entries into Meet Manager prior to each Club Night.
- Publish the race program to members on the morning of each Club Night.
- Arrange for the purchase of BBQ items and liaise with the Club Treasurer to manage funds and cash box balances relating to the operation of BBQ.
- Publish results and ensure records are uploaded to club file system.
- Keep records of Club Night results for determination of Club Nights awards at end of season.
- Liaise with the Technology Officer to ensure timing system, audio system and computers are operational.
- Ensure Club Night runs efficiently and allocate resources on the night as required.

## Communications

Our primary means of communication with members will be via our website [www.uqswim.org.au](http://www.uqswim.org.au). Here you will find the Club night calendar, Club night results, Swim Club and UQ Sport Aquatic Centre rules and regulations, competition rules, links to other relevant information from the wider swimming community, links to the UQ Sport website and the UQ Swim Facebook, Twitter and Instagram pages and contact details for committee members and UQ Sport.

Club members will have the option of providing their email address upon registration if they wish to receive regular updates on Club events and activities. Information such as reminders for event nominations and updates to training schedules, and in particular, urgent information such as notices of cancellation of Club Nights or training squads due to bad weather, will be published via the Club's twitter feed @uqswim. Where possible, urgent information will also be distributed to members via SMS, where the member's mobile number has been provided to the club.

Club members are encouraged to speak with any Club committee member about any Club matter. Club committee members can be contacted by email, in writing or in person at Club Nights.

## Membership Fees

The Club membership year runs 1<sup>st</sup> July to 30<sup>th</sup> June. Current memberships remain valid until 30<sup>th</sup> September, 2017/18 Season fees are as follows:

### Competitive Swimmers

Pay \$40 UQSC Club Fee + Swimming QLD/Brisbane Registration. This fee incorporates a component of membership fees for Swimming QLD and Swimming Australia, where

applicable. Membership registrations and renewals are made through the member portal on the Swimming QLD website. This entitles the swimmer to compete at sanctioned meets and Club Nights.

Please contact the Club Race Secretary-Registrar if you have any queries in relation to the registration process.

### Fee Structure

Details of the current season fee structure excluding Club fees can be found at <https://qld.swimming.org.au/member-registrations-and-renewals.html>

### Visiting Swimmer

Pay \$5 to swim at UQSC Club Nights and receive official times for their swims at these events. Visiting swimmers are not entitled to receive awards or participate in internal club competitions.

### Master Swimmers

Pay \$40 + Master Swimming Australia fee.

Please contact the Masters Swimming representative if you have any queries in relation to the registration process.

It is a requirement of Club membership for minors that at least one parent/caregiver becomes member of the Club as well.

Club membership is independent of UQ Sport Membership. UQSC members are coached by UQ Sports Coaches and therefore Squad fees and Pool Entry are payable to UQ Sports at the Pool reception desk.

On signing the application for membership all members acknowledge and authorize UQ Swim Club and Swimming QLD Inc. to use and disclose, to related bodies, any personal information as may be necessary to implement the rules, regulations and policies in the Swimming Club Constitution and the Rules, Regulations and Policies as of QLD Swimming Association Inc., Australian Swimming Inc., the relevant District Swimming Association, including Australian Swimming's Anti-doping, Member Protection and Privacy policies. (These are available at [qldswimming.com.au](http://qldswimming.com.au) and [swimming.org.au](http://swimming.org.au))

On signing the application for membership all members agree to have their name, photograph and results published in official programs, newsletters, websites and Social Media operated by UQSC, UQ Sports, Masters Swimming Australia, QLD Swimming Inc and Swimming Australia Inc.

### Benefits of Club Membership:

- Affiliation with Brisbane Swimming, Swimming QLD and Swimming Australia for Swimmers who register for competitive swimming.
- Go Swim registration pack for new members
- Club Night competitions
- Club Championships
- Area, Metropolitan, State and National competitions (if qualifying)
- Social events
- Participation in Junior Excellence Program (JX) (9-13 years)
- Participation in Youth Performance Squad (YPS) (13-18 years)

- Possible participation in Brisbane and State Swimming Development squads

## Club Nights

UQSC usually holds a Club Night once a fortnight on a Friday. Warm up usually commences 6:00pm with races due to start at 6:30pm finishing around 8:00pm with a BBQ running throughout the evening. Please check the noticeboard on pool deck or our website for dates, times and races offered.

### Entry procedure

Nominations for Club Night events need to be made prior to 7pm on the Thursday prior to the Club Night. There is no cost to Club Members to swim at Club Nights and withdrawals can be made on the evening by speaking directly with the Race Marshall. In 2017, the nomination process will move to the Swimming Qld Online Meet Entry (OME) system.

### Results

Results will be posted on the Club website as soon as possible after the conclusion of the Club Night. You will also be able to follow the event on your smart phone if you download the Meet Mobile app and search for UQSC events (to be confirmed for the 2017/18).

In order for the times swum at UQSC Club Nights to be recognised as official qualifying times, our Club has to satisfy the following conditions. Unless these requirements are met, then times are **NOT** recognised as official qualifying times:

- UQSC Secretary sends a copy of the club night program with the names of the Swimming Australia qualified referee and starter to Swimming QLD requesting Area approval for our meet to be recognised for qualifying times.
- On the night, the appointed referee and starter must officiate and there must be three timekeepers per lane.
- In addition, if we run our Dolphin Semi-Automated Timing System, our club night times are valid qualifying times for all levels of competition including national qualifying times. If three stopwatches per lane are used, swimmers' times can be used for JX, YPS, interclub, Area and Swimming QLD meets.

With the purchase of the Dolphin system, the committee took the opportunity to review our Club Night recording processes to ensure the integrity of our results. Referring to the Swimming QLD General Rules and Swimming Rules, and taking into account our operating environment, we have implemented the following process to be applied on Club Night when resources allow times to be recognised as official qualifying times:

- A minimum of two people on the recording table ensuring efficient running of the Dolphin and integrated Meet Manager systems.
- Disqualifications noted by the Referee and reported to the Chief Recorder will be double-checked at the end of the meet.
- Where possible and practical, the Referee will advise the swimmer of the reasons for their disqualification.
- The Chief Recorder, in conjunction with the assistant Recorder, will determine the time based on Swimming Rule SW11.
- At the end of the meet, the Chief Recorder shall print two copies of the results immediately for the Club records.
- The referee and the recorder will check the results and initial each page.
- Once they are satisfied that the results reflect a true record of the meet – one copy will be immediately displayed on the UQSC noticeboard on pool deck; another copy will be

retained by the recorder and provided to the secretary for keeping with the club's records.

- The Chief Recorder provides a copy of the Meet Manager file to the Race Secretary/IT for uploading onto the Swimming QLD website as official times and for loading into Team Manager for the purposes of tracking the club point score.

If you have any questions about qualifying times, please do not hesitate to speak to the referee or recorder.

### Swimmer of the Meet

The Swimmer of the Meet will be determined each Club Night, based on improvement points. Improvement points are based on the last personal best time the Club holds on record for each swimmer and will be awarded on the following basis

- For swimmers under the age of 12:
  - More than 0.5 sec faster than your best time
  - Best time and up to 0.5 sec faster than your best time
  - First time swimming the event
  - Up to 0.5 sec slower than your best time
  - More than 0.5 sec slower than your best time
- For swimmers aged 12 years and older:
  - Best time and faster
  - Up to 1 sec slower than your best time
  - First time swimming the event
  - Between 1 sec and 1.5 sec slower than your best time
  - More than 1.5 sec slower than your best time

A maximum of 15 points can be achieved by each swimmer, as each swimmer is limited to three events which count toward their combined point total. If more than one swimmer achieves the maximum amount of points, the swimmer with the highest time improvements overall will be Swimmer of the Meet.

### Parents/Caregivers at Club Nights

Swimming is a sport that requires a large number of technical officials to run an event under Swimming QLD rules. Our Club Nights can only be run with the assistance of many parents/carers. We need at least 1 referee, 1 starter, 2 recorders, 1 Marshall, 1 check starter and a timekeeper per lane. Being an official is an excellent way of supporting your children and friends in their favourite sport. Without such support there will be no swim meets and therefore the swimmers will have no competition.

A parent/caregiver is required to accompany a junior swimmer during Club Nights. Club Nights are very busy times for committee members and attending coaches and supervision of your children at all times cannot be guaranteed.

### External Swim Meets.

UQSC competes at various Inter Club, Area, Brisbane, State and National championships and encourages members to participate.

The UQSC Race Secretary-Registrar and Coach will inform members of upcoming carnivals and Club meets by email. This information is also placed on the club noticeboard and

webpage.

The Coach and Master's Swimming Representative will indicate which meets are targeted meets, and all eligible members are encouraged to attend these particular carnivals.

Please take note of the advertised closing dates for all carnivals. Late entries cannot be processed. The meet flyer or the Race Secretary will indicate the method of entering. Most entries will be online, while a limited few by Club nomination form. Online entries also require online payment by credit card. Please contact the Race Secretary if you have any questions.

UQSC swimmers are asked to wear a Club racing cap when representing the Club at external competition and to wear their Club apparel when arriving and leaving the competition venue and when accepting prizes during the meet. The primary uniform items are the Club Polo shirt and Club Hoodie.

In 2016 the UQSC agreed to have embroidered the polos of Club members who qualified and then entered Swimming Queensland State Championships (State Long Course, State Sprints, State Short Course, State Open Water Champs) by way of having "State Team (year)" embroidered on their polos. This will also occur for members that achieve qualifying times and subsequently enter Swimming Australia National Championships "Nation Team (year)". The purpose of this is to acknowledge the achievements of Club swimmers who qualify and enter State and National level competitions.

Please contact the Club for your apparel requirements.

## Guide: Competing as a UQSC Member

### Prior to Entry

- Talk with your coach regarding which events to enter
- Talk with your coach regarding training attendance for the week prior to competition

### Enter Online

- Most meets can now be entered at [www.brisswim.org.au](http://www.brisswim.org.au) for Brisbane Swimming Sanctioned Events, Queensland Swimming Sanctioned events can be entered from the QLD Swimming Website.

### The day before the competition- (Prepare and Pack)

- Print and check the program (often available from website of the organiser)
- Confirm warm up time with coach
- Ensure that you have packed spare goggles, swim suits, towels, warm clothes/shoes, books ,games
- Organise food & drink. Low fat snacks are the best food to consume during competition day. (Fruit, crackers, sandwiches, rice, pasta). Water/sports drinks are important for hydration and energy top up.

### Competition day

- Work out your goals for the day
- It is essential you eat a good breakfast; try to consume your breakfast about two hours prior to warm up

- Wear your Club uniform
- Get to the pool early enough
- Check the events that you have entered with the program.
- Discuss with coach warm up and events you have entered

### During The Competition

- Ensure you talk to your coach before and after each event.
- Know your events and ensure you are in the marshalling area on time.
- Pay attention in marshalling, it is your responsibility to be behind the blocks for your event and that you know which stroke and distance you are about to swim
- Ensure you swim down after each event- if no pool space available, warm and cold showers are beneficial
- Stay focused throughout the day
- Ensure you stay warm, always wear clothes and shoes
- Rest/relax between events
- Support your team mates
- Stay hydrated- (drink water, sports drinks)
- Eat small amounts of food frequently- low in fat and protein
- If you want to drop an event please speak to your coach

### Sit with Your Team Mates

UQSC swimmers should make an effort to sit together. Look for the UQSC Banner or other swimmers wearing UQSC team clothing. Most Importantly Have Fun.

## Scholarships & Awards

Scholarships and awards are announced at the Club's Presentation Day, held after the end of each swimming season.

### Club Championships and Awards

UQ Swim Club Age Champions Eligibility:

- Must be a current financial member of UQ Swim Club, Swimming Queensland and/or Masters Swimming Queensland.
- Eligible events are those events raced within the UQ Swim Club season of 1 July to 30 June.
- Eligible events: Age Nationals; All Swimming Queensland Championship Events (State Sprint Championships; State Long Course Championships; State Short Course Championships; Open Water Championships;); All Brisbane Swimming Championship Events.
- When no swimmer qualifies for an age group Championship event, then no Age Group Champion will be awarded in that season.

### Age Group Champions

Awarded in the following age groups and competition categories based on total accumulated points. Ages of swimmers are at the 1 July:

Boys/Men: 10yrs, 11yrs; 12 to 13 yrs.; 14 to 15 yrs., 16 to 17yrs, 18 and Open; Masters, MC (all ages)

Girls/Women: 10yrs; 11 yrs, 12 to 13 yrs.; 14 to 15 yrs., 16 to 17yrs, 18 and Open; Masters, MC (all ages)

Boys and Girls 9 yrs and under, champions will be determined on total accumulated points from no more than performances at 3 A grade Swimming Queensland certified carnivals.

## Club Champion

Awarded to the most successful swimmer across the following categories: *Age Group*; *Masters* and *MC* when a minimum of 5 swimmers are eligible for the award. If the 5 swimmer criteria is not met, the Club reserves the right to award a Club Championship where the selection committee determines that an eligible swimmer has achieved at a level commensurate with the award of Club Champion such as medalling at State level competition in eligible championship events and/or selection for National level competition.

## Championship Section Process:

- Selection and confirmation of **Age Group Club Champions** will be made by the UQ Swim Club Executive Committee in consultation with the UQ Aquatic Centre Head Coach.
- Selection of Champions will be determined on: total accrued points from Age Nationals, total accrued points from Queensland State Championships, and total accrued points from Brisbane Championships.
- Age Champions are then determined as the swimmer with the highest points score in the highest ranking competition. Points will be awarded for final/event(s) placing(s) 1-20 at each championship qualifying meet as detailed below, with 1 point awarded to any swimmer who qualifies for a championship meet event and swims in the event at the said meet.

Final Place	Points
1	20
2	19
3	18
.	.
.	.
20	1

- All decisions will be final and no correspondence will be entered into on selection of Champions.

## Club Night Awards

These will be points based following the current swimmer of the meet criteria in Club Handbook based on total accrued points across 6 Club Nights. This enables swimmers for whatever reasons who are unable to compete in all Club Nights to accrue a competitive point value also.

## Age Groupings

- Boys: 7 yrs and under, 8 & 9, 10 & 11yrs; 12 & 13 yrs.; 14 & 15 yrs., 16 and over; Masters, MC (all ages)
- Girls: 7 yrs and under, 8 & 9, 10 & 11yrs; 12 & 13 yrs.; 14 & 15 yrs., 16 and over; Masters, MC (all ages)

## Coaches' Award

The award goes to a swimmer who has shown consistent commitment to training and club events over the past season and supports team members. The winner of the award receives a trophy and the name of the winner is engraved on the shield for this perpetual award. The recipient of this award is selected by the Coaching staff only.

## Recognition of National swimmers

Swimmers who achieve Swimming Australia National Qualifying times are entitled to Team UQ gold swim caps whether they actually attend the event or not as the expense incurred by

travelling to Nationals may mean it's not possible for everyone.

### Club Clothing and Apparel

The Club sells a selection of Club apparel like polo shirts and caps and will place orders for deck coats and hoodies. Please contact the Club if you require Club apparel. If there is sufficient interest, the Club will organise other apparel on a pre-paid basis such as training pants.

### Parent/Carer Involvement

Parents can get involved in many ways to help the Club and the chosen sport of their child:

- Join the Management Committee
- Become an accredited technical official
- Help out at Club Nights
- Help out at fundraising events
- Donate raffle prizes to the Club

Please speak to a committee member for further information.

### Helpful Websites

- UQ Swim Club - [uqswim.org.au](http://uqswim.org.au)
- UQ Sport- [uqsport.com.au](http://uqsport.com.au)
- Brisbane Swimming – [brisswim.org.au](http://brisswim.org.au)
- Swimming QLD - [qld.swimming.org.au](http://qld.swimming.org.au)
- Swimming Australia (SAL) - [swimming.org.au](http://swimming.org.au)

## UQSC Sporting Code of Conduct

### Intent

UQSC is committed to demonstrating the highest standards of personal, professional and athletic conduct. Athletes, coaches and sporting officials represent UQSC during training and competition. This representation carries with it great opportunities and commensurate responsibilities and obligations. Ignorance of those responsibilities can damage the individual, UQSC and the team the athlete represents.

This Code of Conduct (Code) has been prepared to provide a clear framework for athletes, coaches and sporting officials within which to act responsibly in the pursuit of athletic excellence. Any person may make a report regarding any athletes, coaches and sporting officials' behaviour. The Code provides sanctions for unacceptable behaviours and attitudes.

### Scope

The Code of Conduct applies to:

- All UQSC Elite Athlete Program scholars and any other person training with an UQSC club or program or representing a team associated with UQSC (Athlete); and
- All coaches, officials and volunteers associated with an UQSC club or program or representing a team associated with UQSC.

It is in addition to any individual employment, scholarship, volunteer or other agreement that a person may have with the Club which may detail further terms and conditions and obligations.

The Code will extend throughout the entirety of an Athlete's, coaches or official's association with UQSC. When representation of other sports' organisations occurs it is the responsibility of the Athlete to be aware of that organisation's code of conduct (or ethical standards) and the Code and observe that which will afford the highest standard.

The standards are expressed, in some instances, in general terms in order that they can be applied to Athletes engaged in a variety of sports.

### Policy General

Athletes, coaches and officials must:

1. Conduct themselves in a proper and professional manner so as not to bring themselves or UQSC into disrepute;
2. Conduct themselves in a manner beneficial to UQSC and in a way that brings credit to UQSC;
3. Conduct themselves so as to obtain and maintain the best possible mental and physical fitness and health to perform to the highest possible athletic standard;
4. Behave in a respectful manner when associated with UQSC at sporting competitions and events. At all times consider the required discretion and make judgements in all regards to ensure the athletes, coaches and officials sport, UQSC, staff, sponsors, key stakeholders and supporters of UQSC are not undermined or brought into disrepute by an Athlete's actions;
5. Show respect for others, equipment, public property and facilities;
6. Ensure their decisions and actions contribute to a harassment-free environment;
7. Refrain from any form of assault, discrimination, bullying, abuse or harassment;
8. Be aware of the impact of group behaviour on others and refrain from doing anything to unduly interfere with other people's ability to socialise or enjoy facilities or events;
9. Be transparent in the use of scholarship and other financial resources that have been provided to support their involvement in sporting activities;

10. Comply with any educational directives of UQSC regarding drugs in sport;
11. Not consume nor encourage the consumption of drugs, stimulants or other substances with a view to modifying or altering their own or another person's growth or performance and to abide by the anti-doping and sport supplement policies of the Athletes, coach or official's chosen sport, WADA and the ASADA as amended from time to time;
12. Not engage in any unlawful conduct or any form of physical violence, provoked or otherwise;
13. Not use insulting, provocative, obscene, offensive or hateful language;
14. Not bet, directly or indirectly, on any event which the Athlete, coach or official participates or has inside information or knowledge not available to the general public ;
15. Not offer or receive any bribe or inducement and not do or fail to do any act in any event the Athlete plays which causes the result to be determined otherwise than on its merits; and
16. Abide by any policy or procedure required by UQSC from time to time including but not limited to the UQ Workplace Health and Safety system.

### Alcohol, Drugs and Smoking

Athletes, coaches and officials must:

1. Not at any time present for training or competition evidencing consumption of alcohol or affected by illicit drugs of addiction;
2. Not engage in excessive use of alcohol and/or other drugs that leads to behaviour that is deemed unlawful, creates a public nuisance, and/or public disturbance, and/or disturbance to a fellow Athlete, coach, team manager or other sporting official ;
3. Not consume alcohol on board any vehicle whilst travelling, training or competing with or for UQSC;
4. If attending a function associated with their chosen sport or UQSC where alcohol is served a responsible approach to alcohol consumption must be taken. Any consumption must not adversely affect the athlete's behaviour, performance or safety or the performance or safety of others;
5. Refrain from engaging in group drinking games which involve bullying or peer pressure to consume excessive amounts of alcohol; and
6. Not smoke whilst at UQSC facilities or events.

### UQSC Reputation and Public Comment

Athletes, coaches and officials must not make any public or media comment, which is detrimental to the interests of UQSC. This includes but is not limited to commenting negatively about:

1. The University of Queensland;
2. UQ Sports;
3. UQSC and associated entities;
4. An event the Athlete, coach or official is participating in;
5. UQSC Sponsors;
6. Officials;
7. Competitors; or
8. Fellow athletes, coaches, team managers and/or team officials.
9. When using social media, which includes, but is not limited to:
10. Social networking sites e.g. Facebook, Friendster;
11. Video and photo sharing websites e.g. Flickr, YouTube;
12. All photographs, video and audio 'material' posted onto social media or the internet;
13. Micro-blogging sites e.g. Twitter;

- a. Weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications such as [smh.com.au](http://smh.com.au);
- b. Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups; and
- c. Online encyclopedias such as Wikipedia and any other websites that allow individual users or companies to use simple publishing tools;

Athletes, coaches and officials must:

14. Ensure communication all times conform to the values set out in the Code, is dignified and in good taste, and not contain vulgar or obscene words or images;
15. Not imply that any personal comments are endorsed in any way by UQSC or an UQSC club or falsely represent any other person;
16. Not participate in social media networks in such a way that harasses, defames, discriminates or treats unfairly or inappropriately any stakeholder of UQSC;
17. Not communicate frustration at a referee, Athlete, team-mate, coach, competitor or sporting body via social network channels.
18. Not speak for or post images on behalf of or related to UQSC business operations, marketing campaigns, facilities, membership, Athletes, coaches or officials or media coverage without the express prior approval of UQSC;
19. Not use the UQSC logo or trademark;
20. Not give out personal details, locations, confidential information or other content including images the Athlete, coach or official does not have permission to publish;
21. Only represent their own views and not impersonate others;
22. Be responsible for obtaining, where applicable, the consent of any other persons appearing in any still or moving images posted;
23. Always use social network forums to add value and promote the Athlete's, coaches or official's sport in a positive way; and
24. Always use the web and social network forums in line with the policies of Swimming Australia Inc.

### Training, Competition and Representation

Athletes, coaches and officials must:

1. Attend all team meetings, training sessions, competitions, matches, events and instruction sessions as directed;
2. Obey the officials, rules and spirit of their chosen sport;
3. Obey instructions from staff, club, team or match officials and accept decisions made by them;
4. Behave in a fair and sporting manner at training sessions, matches and events;
5. Support other Athletes, team and club members in a positive way. Encourage fellow Athletes, club and team members to strive for their best and to follow the rules and officials decisions;
6. Control their temper;
7. Work equally hard for him or herself and their team;
8. Treat all participants in the sport as the Athlete, would like to be treated;
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnic origin, cultural background or religion;
10. Observe and comply with all reasonable directions given by a team official, manager or coach, UQSC and/or its constituent club officials;
11. Wear the approved uniform in all events when participating under the name of UQSC and/or its constituent clubs, including any official events in which the uniform is required;
12. Not disrupt the training or competition opportunities of others;

13. Not verbally abuse or sledge officials or other athletes, coaches or officials; and
14. Not deliberately provoke, bully or take unfair advantage of another competitor.

### Travel

When travelling with a team or for a competition representing UQSC in any way Athletes, coaches, officials and must:

1. Attend all team meetings, training sessions, competitions, matches, events and instruction sessions as directed;
2. Comply with all reasonable requirements relating to preparation for matches, attendance at functions and promotion activities, behaviour and dress;
3. Communicate in a timely manner with coaches and managers any difficulty attending training sessions, matches and competitions;
4. Travel and stay with the UQSC team for the tour/event dates and in the manner determined or approved by UQSC or as directed by the team official;
5. Pay for any costs incurred as a result of withdrawing from the team related to the cancellation of prearranged transport and accommodation;
6. Obey instructions and requests from staff at the team accommodation, whilst respecting other guests and residents;
7. Maintain accommodation in a clean and tidy condition;
8. Recognise the importance of respecting other team mates' right to privacy and the privacy of anyone else in the accommodation;
9. Recognise that accommodation corridors, elevators, foyers and recreational areas are shared by all guests and that the need to respect people's privacy extends to these areas;
10. Report any injuries to the required team official and carry out any reasonable instructions as a result of the injury;
11. Keep the required team official up to date with their whereabouts at all times;
12. Adhere to the required payments associated with the event, specified through the deadlines set by team officials; and
13. Abide by any other Code of Conduct as determined by the event or competition organisers.

### Reporting and Investigation

If any Athlete, team/club official, UQSC staff or UQSC member becomes aware of actual or potential breaches of this Code, they should be reported immediately to either the UQSC:

- UQSC President;
- Head Coach, UQSport;
- UQSC Secretary;
- UQSC Race Registrar; or
- UQSC Vice President.

UQSC will then investigate the matter and may consult affected/interested parties including the Athlete about their participation in any investigation regarding a breach of the Code. If the alleged breach occurs during the representation of other sports organisations or during an event with an additional disciplinary procedure the Athlete, coaches and officials may also be subject to that event and/or organizations investigative and disciplinary procedure.

### Breach

Athletes, coaches, volunteers and officials will be held responsible for all breaches of this Code. UQSC after investigation will determine the severity of the breach and disciplinary action including but not limited to the following may be taken:

1. An oral or written reprimand;
2. Issuing of a first and final written warning;

3. A direction to under undergo counseling for a specified period;
4. Disqualification from selection to represent UQSC or train with UQSC for a specific period of which can include a permanent ban;
5. An Athlete be made ineligible to receive the direct or indirect (including financial and non-financial) assistance from UQSC for a specified period, which may be permanent;
6. The Athlete, coach, official or volunteer be held responsible for financial loss or damage caused by the by their conduct or breach of this Code;
7. Except for counseling purposes, the Athlete, coach, official or volunteer be permanently banned from using the facilities and services of UQSC;
8. The Athlete, coach, official or volunteer have their UQSC awards withdrawn permanently;
9. Termination or suspension of UQSC annual membership;
10. Termination of a relevant employment or scholarship agreement with UQSC; and/or
11. The application any other appropriate sanction as determined by UQSC.