

UWA WEST COAST SWIMMING CLUB

Member's Handbook

Rev 4
January 2019

University of Western Australia

UWA Aquatic Centre, Parkway Avenue, Crawley WA 6009

HBF Stadium

100 Stephenson Ave, Mt Claremont, W.A. 6010

Website:

www.uwawestcoast.org

Facebook:

[uwawestcoastswimmingclub](https://www.facebook.com/uwawestcoastswimmingclub)

Instagram:

www.instagram.com/uwawestcoast



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1 WELCOME TO UWA - WEST COAST SWIMMING CLUB

This handbook has been designed to provide information on frequently asked questions pertaining to the UWA-West Coast Swimming Club ("Club").

Building on the long and proud history of the UWA (est. 1900) and West Coast (est. 1971) Swimming Clubs, the UWA-West Coast Swimming Club provides a comprehensive swim program catering for ALL swimmers from beginners through school, state and national levels, to aspiring and performing Olympians, alongside recreational and fitness programs supporting other sports.

The Club enjoys a direct link with UWA, its popular 'Learn to Swim' Program (run by UWA Sports) and WA's only Swimming Australia (SAL) endorsed 'Podium Performance Centre', one of only 10 such centres nationally.

With two venues (HBF Stadium & UWA Crawley Campus), UWA-West Coast continues to be an inclusive, supportive and welcoming Club and is already proving to be a powerful force in swimming.

UWA-West Coast is the Swimming WA endorsed "Home Club" at HBF Stadium, Mount Claremont.

In 2018, UWA Sport took over the running and management of the UWA UNISWIM programme, and any reference to UWA Sport in this Handbook, also refers to the old UWA UNISWIM program.

2 TRAINING / SQUADS / COACHING SERVICES

The Squad Training Program is provided by UWA Sport UNISWIM and its team at the UWA Aquatic Centre, who work closely with the UWA-West Coast Swimming Club Committee.

UWA Sport offer a number of squads to suit any level of competent swimmer in the recreational or competitive pathway.

2.1 Development

- Junior White
- Junior Green
- Junior Blue
- Junior Gold

2.2 Performance

- Emerging Nationals (EN)
- Developing Nationals (DN)
- Performing Nationals (PN)
- Performing Nationals Open (PNO)

2.3 Recreational

- Swim Fit
- Performing Fitness
- Uni Students

Squads run over the Summer (Long Course) and Winter (Short Course) season and are held at UWA Aquatic Centre in Crawley and HBF Stadium in Mount Claremont. Enrolment in the squads is for the season.

Squad days and times information can be found on either the UWA Sport website (www.sport.uwa.edu.au/uwa-aquatic-centre/uwa-swim-squads) or the Club's website (www.uwawestcoast.org). Updates and changes to Squad times and locations are communicated via email directly by UWA Sport.

2.4 Contact Details

If you have any squad queries, please contact one of the UWA Aquatic Centre team members as per the following:

Phone

(+61 8) 6488 2277

Email

aquatics@sport.uwa.edu.au

Opening hours

Mon-Fri: 10am to 6pm

Sat: 8.30am to 12pm

School holidays, Mon-Fri: 8am to 1pm

All enquiries relating to coaching and squad administration (including squad fee billing etc.) must be directed to UWA Sport UNISWIM team as per above.

2.5 WAIS / Challenge Podium Performance Centre (CPPC) Squad

UWA-West Coast plays an important role as the underpinning Club program to the Challenge Podium Performance Centre, which is a partnership formed in 2013 between Swimming Australia, the Western Australian Institute of Sport (WAIS), UWA Sport, Venues West and the Club.

The WAIS Head Coach is responsible for the WAIS High Performance (HP) squad, but also oversees & mentors athletes and coaches who opt to be part of the UWA-West Coast underpinning 'Performance' squad program.

3 COMMITTEE

The Club's Committee is the foundation of administration and organisation of UWA-West Coast Swimming Club. The Committee members are volunteers.

Committee members are elected at the Annual General Meeting (AGM) in accordance with the Club's Constitution. Nominees for the Committee must become Financial Members (if not already) once elected to hold office.

All Adult members of the Club (18 years and over), including registered Parents & Guardians are entitled to one vote at the AGM and General Meetings. *(All parents are strongly encouraged to attend the AGM and have a say in the future of the Club).*

Once the Office Bearers are elected, the process of governing the Club commences. All operation is in accordance with the affiliation and governance requirements of Swimming WA. The Committee meets monthly and meetings are held either at UWA Crawley or HBF Stadium Mount Claremont.

A brief outline of the Club's operational structure as at November 2018 is as follows:

Office Bearers (Voting Rights)

- President
- Vice President
- Secretary
- Treasurer
- Membership Registrar

Management Committee (Voting Rights)

- Membership Services (Uniforms, Timekeeping Rosters,)
- Social and Activities
- Assets and Logistics
- Sponsorship, Grants & Fundraising
- Meet Director (Meet Entries, Club Nights, Travelling Teams, Performance History)
- Communications (Newsletter, Website, Social Media, Technical support)
- UWA Sports Representative (UWA Student)

Other Club Roles

- Head Coach
- Uniforms (Membership Services)
- Timekeeping Rosters (Membership Services)
- Club Night Coordinator (Meet Director)
- Travelling Teams (Meet Director)
- Records and Awards (Meet Director)
- Technical Official Development

3.1 Committee Contact Information

Details of the Club's Committee for the 2018 / 2019 season can be found in Attachment A to this Handbook.

4 CLUB MEMBERSHIP

Each swimmer within the UWA Sport Uniswim squad programme is encouraged to sign up as a UWA-West Coast Club Member. The annual membership fee provides an affiliation with Swimming WA, the governing body for competitive swimming. All swimmers must be registered with Swimming WA before participating in a sanctioned swim meet.

Membership for UWA-West Coast Swim Club covers a 12-month period from 1st October through to 30th September the following year, although swimmers can join at any time during the year. For costs associated with Memberships, please contact the Club Registrar.

4.1 Parents / Guardians

The Club's constitution requires that a parent / guardian also join the Club when they have a child under the age of 18 within the Club, regardless of membership type.

The Parental / Guardian contact details must be kept current with the Registrar at all times so that the parent / guardian can be contacted (along with the Adult Members) for formal notices such as AGM's, fee renewals and in particular the Competitive Members Directory.

4.2 Competitive Memberships

This is the membership category that will allow you / your child to compete at interclub, state, national and internationally sanctioned swimming events, and is inclusive of a Swimming WA membership.

These SWA subcategories for these memberships are:

- **Annual** – for all swimmers 9 years and older;
- **Annual Junior** – which is a subsidised membership category to allow younger swimmers try out competitive swimming without the full cost; or
- **Junior Dolphin** – which is heavily subsidised and is available to children 7 or under. More information on the Junior Dolphin programme can be found here - www.swimming.org.au/junior-dolphins.

Competitive Memberships – UWA Students

There is a significant discount to the Club Fee offered to swimmers who are currently enrolled and studying at UWA. To be eligible for this membership, you are required to forward proof of enrolment at UWA to the Registrar (registrar@uwawestcoast.org).

4.3 UWA Swim Squad (Uniswim) Squad Swimmers

UWA Swim Squad (Uniswim) members are welcome to participate in 3 Club Nights during the year before needing to become a member. We encourage all swimmers to come down and try.

5 UNIFORMS

UWA-West Coast regularly competes at inter-club, regional swim meets.

When swimmers represent the Club at events the following UWA-West Coast uniform must be worn:

- UWA-West Coast cap
- UWA –West Coast Short sleeve Polo or Round Neck T Shirt

During medal presentations swimmers must wear the Club uniform.

Please visit and order via the online store at www.shop.uwawestcoast.org for all Uniform sales. A uniform stand is set up poolside at each Club Night. You are also welcome to contact our Uniform Coordinator, to arrange an appointment either via phone or email uniforms@uwawestcoast.org to arrange an appointment.

Our Uniform Store has the following range of items available in Children and Adult Sizes –

- Female Bathers
- Male Briefs, Trunks & Jammer Bathers
- Caps
- Hoodies
- Jackets
- T Shirts Swimmers
- T Shirts Adults
- Shorts
- Track Pants
- Deck Coats / Parkas

It is strongly recommended that all uniform items purchased are labelled. In the event of uniform items being lost or found, please contact the Uniform Coordinator who may be able to assist further.

Uniform items can also be personalised with embroidery. For further information, please refer to the online store or alternatively contact the Uniform Coordinator.

6 SWIM MEETS

The swimming season is divided into two calendars: Winter Season - Short Course (SC) and Summer Season - Long Course (LC). The **ALMANAC** is a booklet produced by SWA for each season, showing all the competition details and event. Some meets require qualifying times in order to be able to compete, please refer to the Almanac.

The ALMANAC for the 2018/2019 season is provided electronically as part of the Swimming WA membership. Information on how to access this will be provided directly from Swimming WA when you register for the season as a competitive member.

6.1 Targeted Meets

Targeted Meets are set following consultation with both the coaching group and the committee to offer a broad range of meets to meet our members varying needs. These targeted meets are advised by the coaches to the squad swimmers as the meets are approaching, emailed by the coaching group to the swimmers (parents as applicable), and published in the Club's Calendar. A copy of the Targeted Meet Calendar which also includes various social and other events can be found on the Club's website (www.uwawestcoast.swimming.org.au/page.php?id=4602).

The targeted meet calendar will be available on the Club website prior to the commencement of each season. Dates may change due to targeted swim meets and holidays. Should changes occur, members will be notified by email.

Unless specifically discussed and agreed with your coach, swimmers are encouraged to only enter targeted meets. The below information has been provided by the coaching group:

There is a fair bit of strategy in targeted meet selection. While we are not going to stop people from racing if they so choose, they need to be aware they are taking their development into their own hands and we cannot guarantee this will provide positive performance outcomes long term. If it was going to, the coaching staff would ask them to attend on an ad hoc basis. However; contrary to perception, seeking the odd qualifying time for states may not be advantageous to their long term development.

Why

1. Athletes race unsupervised. There is no coach to get feedback from in the events when they race on their own and PB / don't PB / get disqualified. This does not aid their development.
2. Racing unconditioned is a risk. Unsupervised athletes may also have sub-optimal warm ups and cool downs, which can cause injury, or inflame existing injuries. In training, we take great care to incrementally overload the athletes and demand their best technique while doing so. The amount of racing over the season is therefore carefully prescribed.
3. We are trying to limit parents and swimmers exposure to ridiculously long hours sitting at the pool for competition. We manage this by stipulating events or an event range for the swimmers to stick to.
4. The physical fatigue that results from long competitions compromises their training adaptations, which can inhibit their long-term performance.
5. Athletes should not be in a position to swim fast in season (if they are swimming fast in season it's usually because they are fresh due to missed sessions) therefore there can be a decline in motivation without coach education at the meet.

Non Targeted Meets

For clarity, coaches will not be in attendance at non-targeted meets.

Additionally, a volunteer roster may not be prepared by the club, however, if volunteer duties are allocated at the meet for whatever reasons, the families participating in the meet must coordinate and cover all volunteer allocations provided.

6.2 Club Nights

UWA-West Coast Swimming Club hosts club nights on a regular basis for all members. Club nights offer swimmers:

- a range of competitive strokes and distances for beginners through to the more experienced;
- the chance to obtain official Swimming WA times;
- the opportunity to familiarise themselves with race procedures and rules in a friendly atmosphere away from the more formal sanctioned meet environment;
- practice for new race tactics, starts & turns prior to competitions;
- an opportunity to socialise and compete with other club members while trying to improve personal best times.

The Club will endeavour to host 10 Club Nights annually including the joint Club Night / Club Championships each year.

6.3 Club Championships

Club Championships are held annually, generally during the Short Course season.

Club Age Group Champion trophies are awarded to swimmers with the lowest cumulative time for all required events. For each age group and gender, at a minimum there will be a Club Age Group Champion, as well as a 1st and a 2nd runner up.

The targeted age groups for the Club Championships, format and trophy places will be advised prior to the Club Championships being held.

6.4 Swimming WA Sanctioned Meets

6.4.1 Meet Registration

All registrations for Meets are completed electronically via the MySwimResults website www.myswimresults.com. You will receive a confirmation notice via email when your registration has been submitted and payment has been made.

'Manual Entries' for individual and relay events are sometimes still required at some regional and club level meets as well as interstate, national or international competitions. This process is managed by the Club's Meet Director, who is also responsible for retrieving, recording and maintaining all meet results involving members on the Club's database.

6.4.2 Timeline & Arrival Time

The Host Club or Swimming WA will generally provide an indicative Timeline for the Meet via the MySwimResults website (excluding National's). The timeline should be considered an estimate only as swim meets often run off schedule. It is the swimmers responsibility to be at the venue when their nominated event takes place.

It is recommended that you attend the venue at least 90 minutes prior to your scheduled event to complete a warm up and marshal for nominated events.

6.4.3 Timekeeping Responsibilities

Timekeeping / Volunteer duties are allocated to all Clubs that have swimmers entered into a meet and the allocation is made by the Club hosting the meet. Duty allocations are based on the number of swimmers that a club has entered into the meet, and as a large club with many swimmers entering meets (especially targeted meets) we will always generally be allocated numerous duties during the meet. These duties include:

- Timekeeping
- Results Running
- Medals
- Refreshments
- Pool Deck Accreditation
- Selling Programme; and / or
- Reserves

As a Club, we must fulfil the duties that we are allocated or the meet cannot proceed and our swimmers will lose out.

If your child has entered a swim meet, you will almost certainly be rostered for timekeeping or other duties.

If you are over 18 / or an Open Swimmer and have your own transport to the swim meet, you are still required to fulfil the timekeeping duties as allocated even if your parent does not attend. If this is not possible then you must notify the Timekeeping Co-ordinator well in advance of the meet's closing date for entries.

Timekeeping Rosters are posted on the Club Website at least 1-2 days prior to the meet. The Timekeeping Co-ordinator will make every effort to allocate your time keeping slot while your child is swimming.

Should you know in advance (when making the entry to the meet or at least 4 days before the meet) that you will have restricted availability for timekeeping or other duties, please don't hesitate to let our time keeping co-ordinator know and she will make every effort to accommodate your request.

Closer to the meet, please remember to check for your allocations ahead of time and engineer a replacement if need be.

Organising a Roster Swap utilising the "Members Directory"

The members' directory of competitive swimmers is provided to help you co-ordinate a replacement if ever you are unable to fulfil your allocated duty and can be found on the Club Website. [Click here to access the members' directory](#)

The password for the Members Directory is Members2018

6.4.4 Withdrawing from a Meet

If you are required to withdraw from a meet, you must email the following parties as soon as possible –

State Championships

If you need to withdraw from a State Championship level event prior to the commencement of the meet, then you must notify Swimming WA waswim@wa.swimming.org.au and the Club's Meet Director meetdirector@uwawestcoast.org. Your withdrawal at any time prior to or during a Championship meet may impact on other swimmers, particularly club relay teams.

Furthermore, swimmers who do not withdraw from a State Championship Final within the allocated time frame will incur a \$50.00 fine from Swimming WA (Finalists need to withdraw within 30 minutes of heats results being posted).

Swimming WA & Club Level Events

As a courtesy to event organisers and other swimmers, if you know in advance that you need to withdraw from a meet, please notify the meet host as soon as possible. Contact details can be found via MySwimResults website under the Program Link.

In all of the above cases, withdrawals should be communicated to the Timekeeping Officer – timekeeping@uwawestcoast.org.au

PLEASE NOTE – If timekeeping roster has already been allocated and posted on the website, it is your responsibility to engineer a swap or replacement for your allocated shift.

6.5 Nationals

National (Short Course, Open Water, Age and Open Long Course) events are hosted by Swimming Australia, take place in different cities around Australia and event details and dates can be found on the Swimming Australia website

The club will generally organise a travelling team to each of these events, subject to numbers of qualifiers etc.

For the Age and Open nationals, parental information pertaining to the event will be issued in the December / January preceding the event.

6.6 Non Affiliated Events

Swim meets held by School Sports WA, IGSSA and PSA are not recognised events by the Club and or Swimming WA. Times swum at these events will not be registered as official times and also will not be recognised for Club Records, as the athlete is not swimming for the Club at these events.

7 AWARDS, TROPHIES AND RECORDS

7.1 Trophy Day / Night

The Club holds an annual Trophy Day or Night near the end of the Short Course season to celebrate both the Club's and the swimmers achievements during both the Long and Short Course seasons.

7.1.1 Major Awards

The table below lists the major awards presented at the annual Trophy Day. Each award has specific criteria and is non-discretionary with the exception of the Volunteer of the Year Award which is run as a blind vote from the Committee, the Presidents Sportsmanship award which is at the discretion of the Club President, and the Coach of the Year, which is open to voting by the members.

Major Awards
Junior
- Swimmer of the Year (Ron Stoelwinder Award)
- Most Improved
- Coaches Award
Age
- Swimmer of the Year (Lyn Mackenzie Award)
- Most Improved
- Coaches Award
Open
- Swimmer of the Year (Todd Pearson Award)
- Most Improved
- Coaches Award
Open Water Swimmer of the Year
Distance Swimmer of the Year
Multi Class Swimmer of the Year (<i>Evie Rogers-Elgar Perpetual Trophy</i>)
Overall Swimmer of the Year (<i>Champion of Champions Perpetual Trophy</i>)
Volunteer of the Year
President's Sportsmanship Award
Chris Stannage Rising Star Award (<i>Perpetual Trophy</i>)
Encouragement Award (<i>Dolphins Water Polo Club Perpetual Shield</i>)
Swimmer's Choice Coach of the Year

7.1.2 Club Night Awards

Separate awards and trophies are awarded for Club Night participation. Swimmers accumulate points throughout the year to establish the 'Top 10' award winners as follows:

- 1 point for each event swum at a Club Night
- 1 point for each PB achieved at a Club Night

Club Points Award winners will be the top 10 swimmers who accumulate the most points in the above scoring system. In addition to these 10, a top female and a top male Club Point Award will be given, with their names included on the "M J Marinko Shield".

Additionally, perpetual trophies are also presented for the following categories in relation to the Club Nights.

Champion Girl 13 Years and Over	Exclusive Trophies Cup – Male
Champion Boy 13 Years and Over	Exclusive Trophies Cup – Female
Champion Girl 12 Years and Under	Lidbury Family Cup
Champion Boy 12 Years and Under	Claremont Aquatic Cup

7.1.3 Other Perpetual Trophies

In addition the above awards, the following perpetual trophies are also awarded annually:

Best Female Interclub Competitor (Club Premierships)	Mr & Mrs Brian Bowman Trophy
Best Male Interclub Competitor (Club Premierships)	Basil Milner Trophy
Best Girl Club Member (Highest FINA Point Score)	Mrs Martin Trophy
Best Boy Club Member (Highest FINA Point Score)	Mrs Beresford Trophy
Boy Club Captain	Marron Family Perpetual Trophy
Girl Club Captain	Marron Family Perpetual Trophy

7.2 Club Records

The UWA and West Coast Swimming Club's merged in November 2015.

Each Club individually had an impressive set of Club Records, and these can be found on the Club Website.

Following the merger, the Committee voted to preserve the historic records from the old Clubs, and then build a new set of records from the merger date onwards.

For clarity, the starting point for the Long Course records was the fastest times set by the end of the Long Course season in April 2016, and similarly, the starting point for the Short Course records was the fastest time in each event swum by the end of the Short Course season in 2016.

Again for clarity, this is not in sync with the Club Records as shown in My Swim Results, and may remain out of sync for a while.

Club Record certificates are normally presented at the Annual Trophy Day / Night.

8 **SAFE SPORT**

All documents relating to Policies and Procedures can be found on the Club Website under the Club Info Tab and include links to –

- Child Welfare Policy
- Member Welfare Policy
- Code of Conduct
- Behaviour Policy
- Relay Selection Policy
- Travelling Teams Policy
- Swimming Australia's Safe Sport Framework

9 INJURY GUIDELINES

Swimming is one of the few sports where participants use most of the muscles within the body. Due to the supportive nature of water, it is also a sport often prescribed by the medical Profession for rehabilitation purposes.

However, as athlete's progress through the UWA UNISWIM pathway, so too do the physical demands, increase on the body.

All swimmers should therefore be appropriately fit in order to train and compete at their squad pathway level – this is especially the case for those swimmers in the Performance Squads.

UWA UNISWIM has guidelines that set out the procedures that need to be followed where a swimmer in any squad sustains an injury and is unable to fully participate in training.

Procedures to be followed are:

- If a swimmer becomes injured, he/she should immediately seek advice from a medical professional to decide whether the injury will affect their ability to train;
- We request notice be given to the Head Coach/Squad Coach in the form of a letter or email from the medical professional;
- We welcome the input from a sports physiotherapist who can diagnose and set a rehabilitation program;
- If an injury continues beyond two weeks, we highly recommend a sports doctor is engaged to arrange an appropriate scan i.e. MRI and/or X-Ray;
- To maintain fitness levels during recovery time, we ask that swimmers be given adequate training alternatives from the medical professional. The normal number of training sessions should not decrease while injured if appropriate exercise alternatives can be prescribed by the medical professional;
- We ask the medical professional to communicate directly with the coach (not through the swimmer or the parent);
- The swimmer will remain in their own squad providing it does not impact on the other swimmers i.e. the swimmer is able to complete the rehabilitation session autonomously. If this is not possible, the swimmer will be moved to a more appropriate squad level;
- If the Coach decides that it would be detrimental to the swimmer if they trained, they will not be allowed into the water;
- No swimmer shall compete whilst in rehabilitation without prior agreement from their Coach in liaison with the medical professional;
- Once the swimmer is passed fit enough to complete the session they will resume training with a squad appropriate to their fitness level.

Our aim is to work with the physiotherapist/medical professional to ensure the swimmer completes their rehabilitation and return to Competitive training as soon as possible.

UWA West Coast Swimming Club, in conjunction with the UWA UNISWIM Coaching providers, has a duty of care to all its swimmers. The duty of care extends from those swimmers who are injured to those that are fully fit and capable to train and compete.

10 MEMBER PROTECTION & MEMBER PROTECTION INFORMATION OFFICER (MPIO)

Member protection is a term used by the sport and recreation industry to describe the practices and procedures that need to be put in place within organisations to protect their members. This includes both individual members such as players, coaches and officials, and member organisations such as clubs, state associations and the national body. It involves the following:

- Protecting members from harassment, abuse, discrimination and other forms of inappropriate behaviour;
- Adopting appropriate measures to ensure the right people are involved in an organisation, particularly in relation to those involved with juniors;
- Providing education;
- Promoting positive behaviour.

10.1 What is a Member Protection Policy?

An organisation's Member Protection Policy is a statement of its commitment to providing a safe environment that is fair, respectful and free from harassment and abuse for everyone, including children. A Member Protection Policy aims to ensure that core values and positive behaviours are maintained within the organisation. The implementation of the policy helps to ensure that everyone involved with the organisation is aware of their legal and moral rights and responsibilities and that inappropriate behaviour is unacceptable and will be addressed.

Why do we need a Member Protection Policy?

- Helps to clarify responsibilities and expectations of members;
- To comply with legislation;
- Fulfil moral obligations;
- Insurance purposes;
- Raises awareness of fun, safe and fair play;
- Outlines complaint handling procedures.

10.2 What is a Member Protection Information Officer?

A Member Protection Information Officer (MPIO) is the first point of contact in a club or sporting organisation for any enquiries, concerns or complaints around harassment, abuse and other inappropriate behaviour. The MPIO provides information and moral support to the person with the concern. To become a MPIO, a person is nominated by their sport and completes an ASC approved course. Courses are coordinated by the Department of Sport and Recreation. An MPIO does not investigate or resolve conflict.

The MPIO's role is to:

- Listen and provide support (but do not take over);
- provide information and options about what a person might do (but not advice);
- support the complainant in taking the matter further – if that is what the complainant wants and the officer feels able to do it;
- keep up-to-date with information on harassment, discrimination and other forms of inappropriate behaviour;
- understand their organisation's policies and procedures in relation to harassment and discrimination;
- be accessible, approachable and able to maintain confidentiality.

Further information can be found on the Club Website and Swimming WA Website.

11 PARENTS' ROLE & RESPONSIBILITIES

11.1 Competitions

The Club is always required to provide volunteers. This is usually for time-keeping duties, whereby the Club is allocated roles for volunteers based on the number of entrants at the Meet.

A roster will be drawn up from the parents of the children who are attending the Meet. At some meets we may also need to provide parents to help with medal presentations or a results runner. It is **expected** that parents stay at the meet and help whether it be a Club Night or an inter-club Competition. Remember it is your child's Club. The greater parent support the better the Club operates.

11.2 Fundraising

We anticipate that all club families participate in fundraising projects as designated by our Fundraising Committee whenever possible. It is also beneficial to give swimmers the opportunity to participate in these events. Their contribution and input helps them to develop important skills beyond their sport.

Swimmers who qualify and participate at national-level competitions are eligible to some level of support from the Club and at the Club's discretion, subject to meeting certain criteria including contributing to fundraising activity.

11.3 Annual Swim Meet

The Club normally host the UWA-West Coast Short Course Challenge annually. This is a major fundraiser for the Club and parents / families will be called on to assist with this event. This may be by donation for the raffle and / or additional assistance at the pool on the day to help run the event as this does require a lot more participation than the standard volunteer duties as a normal swim meet.

11.4 Pool Deck Presence

During swimming training, parents should not be on pool deck, other than Committee members performing Club-related activities. If a parent needs to speak to a coach, then this should be done by appointment or immediately prior to or after a training session.

11.5 Policies and Procedures

At all times parents / guardians and the swimmers are expected to abide by the policies and procedures of the Club, Swimming WA and Swimming Australia as applicable. This is a condition of membership to the Club. Refer to the website for more details of these.

12 GLOSSARY OF SWIMMING TERMS

Disqualified (DQ): occurs when a swimmer has committed an infraction of some kind as determined by an official.

Drill: an exercise involving a portion of part of a stroke used in training to improve technique.

Dry Land Training: training done out of the water that aids and enhances swimming performance. Dry Land training usually includes stretching, calisthenics and /or weight training.

Event: specific races in which an athlete may enter. Each group of athletes that race against each other are referred to as a Heat.

False Start: when a swimmer is moving at the start of the race, before the electric tone sounds.

False Start Rope: a rope about 15 metres from the starting end of the pool. In the event of a false start, the rope will be dropped into the water to stop the swimmers and get them back to the start. Usually the starting signal will sound repeatedly to also let the swimmers know there has been a false start.

FINA: Federation International Aquatique is the world governing body for swimming www.fina.org

Flags: backstroke flags are placed five metres from each end of the pool. They enable swimmers to execute a turn more efficiently by indicating the closeness of the approaching wall. From the flags, experienced swimmers know how many strokes it takes them to get to the wall and thus when to turn.

Individual Medley (IM): an event in which the swimmer swims all four strokes in the following order – butterfly, backstroke, breaststroke, freestyle; except IM Relays where the order is backstroke, butterfly, breaststroke & freestyle.

Heat: each group of athletes that compete within an Event make up a Heat.

Long Course: refers to the pool length and the season. The Long Course season usually runs from September to May and competitions are held in a 50 metre pool.

Marshalling Area: used at a swim meet for organisational purpose. It is the area where swimmers must report prior to racing.

Meet Fees: a meet fee applies to each event at a swim meet.

Negative Split: swimming the second half of the race equal to or faster than the first half.

Official: a judge on deck of the pool at a sanctioned meet. They include Stroke and Turn Judges, Administrative Officials, Starters, Timekeepers and Referees.

Pace Clock: large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice.

Relay: event in which four swimmers compete together as a team.

Scratch: to withdraw a swimmer from an event in a competition.

Seeding: the heat and lane position given to a swimmer based on their entry time.

Short Course: refers to the pool length and the season. The short course season runs from May to August.

Split: is a swimmer's intermediate time in a race. Splits are used to determine if a swimmer is on pace. Under certain conditions, splits may also be used as official times. In a relay, a split would be the time for one of the four individuals.

Sprint: refers to the shorter events (50 and 100 metres). It also refers (in training) to swimming as fast as possible for a short distance.

Streamline: the position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as tight (with arms forward of head) and long as it can be.

Taper: the final preparation phase before competition. Characterised by a reduction in metres and intensity covered in practice.

Time Standards: Swimming Australia establishes time standards to determine a swimmers relative performance. These determine which meets each swimmer is eligible to attend.

Touch Pads: a large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

Tumble Turn: the name given to the turn performed at the ends of the pool in which the swimmer performs a forward somersault to change direction.

Warm Down: a low intensity swim used by a swimmer after the race or main practice set. A warm down rids the body of excess lactic acid and gradually reduces heart and respiration rates.

Warm Up: a low intensity swimming used by a swimmer prior to a race or main practice to get muscles loose and warm. A warm up gradually increases heart and respiration rates and may include some short sprints.

13 USEFUL LINKS

Websites

UWA West Coast Swimming Club: www.uwawestcoast.org

Swimming WA: www.wa.swimming.org.au

Swimming Australia: www.swimming.org.au

My Swim Results: www.myswimresults.com.au



www.facebook.com/UWAWestCoast



www.instagram.com/uwawestcoast

App Store Downloads

Meet Mobile: Swim

ATTACHMENT A – 2018 / 2019 CLUB COMMITTEE CONTACTS

<i>Position</i>	<i>Contact</i>	<i>Email</i>	<i>Phone</i>
<i>Office Bearers (Voting Rights & Delegated Authority)</i>			
President	Steve Hill	president@uwawestcoast.org	0418 877 277
Vice President	vacant	vicepresident@uwawestcoast.org	
Secretary	Jenn Chong-Sue	secretary@uwawestcoast.org	0418 575 809
Treasurer	Pierre van der Riet	treasurer@uwawestcoast.org	0415 222 320
Membership Registrar	Natalie Wilson	registrar@uwawestcoast.org	0423 155 067
<i>Management Committee (Voting Rights)</i>			
Membership Services	Nancy Petsos	memberservices@uwawestcoast.org	0412 367 851
Social	Teresa Leone	social@uwawestcoast.org	0438 916 677
Assets & Logistics	Marc Metzger	assets@uwawestcoast.org	0409 097 511
Fundraising, Sponsorship & Grants	David Bond	sponsorship@uwawestcoast.org	0409 950 952
Meet Director	Steve Hill	meetdirector@uwawestcoast.org	0418 877 277
Communications	Mei-June Lim	communications@uwawestcoast.org	0414 848 428
UWA Sports Representative (UWA Student)	Alex Milligan	studentrep@uwawestcoast.org	-
<i>Other Useful Club Contacts</i>			
Member Protection Information Officer	Kate Reynolds	reynolds@iinet.net.au	0420 503 706
Head Coach	Michael Shaw	michael.shaw@sport.uwa.edu.au	0411 727 678
Uniforms	Nancy Petsos	uniforms@uwawestcoast.org	0412 367 851
Timekeeping Roster	Philippa Everett	timekeeping@uwawestcoast.org	0417 097 457
Travelling Teams	Steve Hill	meetdirector@uwawestcoast.org	0418 877 277
Club Night Officer	Kate Reynolds	clubnight@uwawestcoast.org	0420 503 706
Records	Simon Hodge & John Petsos	records@uwawestcoast.org	0418 941 988 0418 929 060
Technical Coordinator (website/email)	Lisa McLaren		0415 974 635
Social Media	Mei-June Lim	socialmedia@uwawestcoast.org	0414 848 428 0423 155 067
Technical Officials Coordinator	Kate Reynolds		0420 503 706