



# *Member Handbook*

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## **1. Introduction and Welcome**

Welcome to the Tuggeranong Vikings Swim Club (TVSC). We hope you enjoy your time with Vikings and all your goals are achieved.

The TVSC was formed in April 1991 when a group of enthusiastic parents saw the need for a community-based swim club in Tuggeranong. The TVSC was originally based at the Erindale Leisure Centre. At this time, the expansion of the Club was severely hampered by the small size of Erindale pool.

On 17 May 1993, the Club became the foundation resident club of the newly built and long awaited Tuggeranong Pool and Recreation Centre. In May 2003, the former Brindabella Swim Club joined with the TVSC under the Vikings Banner.

If you have any queries which are not addressed in the Member Handbook, please feel free to speak to one of our Committee members. This will also assist us in updating the manual when necessary.

### **1.1 General Information**

The TVSC is run as a non-profit amateur sporting body. The Club is managed by the Committee elected at an Annual General Meeting (AGM) of the Club, held in June each year.

The TVSC is an affiliated member of Swimming ACT and Swimming NSW. We are also affiliated with the Tuggeranong Valley Rugby Union and Amateur Sports Club (TVRUASC) who provide financial support to TVSC. We encourage members of the TVSC to consider being members of the TVRUASC as they provide considerable direct and in-direct sponsorship to the TVSC.

### **1.2 Club Communication**

The TVSC generally provides news and updates via email. The Clubs website is also regularly updated with meet information.

At times, an email will ask you to check information on the back of the Clubs whiteboards at the pool, however, an email will specify if you are to do this.

If your swimmer has any news you would like to share, please contact our President with details so that it can be considered for publication in an email. If amendments need to be made to your contact information, please email the Registrar.

### **1.3 Code of Conduct**

The TVSC Code of Conduct applies to all swimmers, parents, Coaches, volunteers, and technical officials within the Club.

Any form of bullying, harassment or discrimination is actionable and will not be tolerated. It should be noted that the Swimming Australia Code of Conduct sets out codes of conduct expected of all members and also separate codes depending on your particular role or roles in swimming whether it be as a parent, Coach, swimmer or technical official

All members of Vikings are expected to:

- 1) display positive and cooperative attitudes to all club members;
- 2) conduct themselves in a manner that will not disrupt the spirit and purposes of the squad;
- 3) respect all persons associated either directly or indirectly with the club; and
- 4) treat others in the same way they would expect to be treated themselves.

The use of profanity, verbal or physical abuse towards another swimmer or coaching staff members will never be tolerated.

At all times, all swimmers are expected to follow the directions of any Coach. At no time will disrespectful attitudes be tolerated. When a Coach is working with many swimmers at the same time, swimmers should pay undivided attention at all times. When a Coach signals for quiet, be quiet immediately. Any child/swimmer failing to demonstrate self-control will be removed from the training session.

## **2. Club Management**

### **2.1 TVSC Committee**

The TVSC Committee generally meets monthly. Committee meetings are where decisions are made and we welcome all members to attend the meeting. Attending meetings is a good way to find out what is happening in the Club and provides an opportunity to address any uncertainties or problems you may be experiencing.

On rare occasions, members may be requested to leave the meeting when staff and / or sensitive issues are to be discussed.

A list of the current Committee members is as follows, with contact details available on the Club Website at [www.vikingsswim.org](http://www.vikingsswim.org).

### **2.2 Method of Appointment**

Nominations and election of Committee members is set out in Clause 12 of the TVSC Constitution.

Applications for non-committee (Ex-Officio) positions shall be invited as determined by the Committee from time-to-time.

Applications for office bearer positions (President, Vice President, Secretary, Treasurer and Registrar) specified in Section 11 of the Constitution may include a précis submitted by the applicant of their background, experience and qualifications pertinent to the position.

### **2.3 Election of Committee Members**

Where there is more than one nomination for any position, a ballot for that position shall be held. Where there are nominations for the positions of office bearer and Committee members, the positions of the office bearers shall be determined first.

Members shall record their vote by placing a mark (cross or tick) opposite the name of the candidate(s) of choice for that office.

On the count of votes in respect of any position, the candidate(s) who has received the highest number of votes shall be declared elected to that position(s). In the case of an equality of votes for any position, it shall be resolved by the Chair of the Club who will give the casting vote. If a ballot paper is not for a position, the ballot paper shall be deemed to be informal.

The result of the ballot shall be declared at the Annual General Meeting. The declaration of the poll by the Chairperson shall include the following information:

- the number of Members eligible to vote;
- the number of votes received; and
- the number of votes declared valid.

All ballot papers for the annual elections are to be destroyed after the declaration of the poll.

### **2.3.1 Eligibility**

To be a member of the Committee a person must be an Individual Member or a Life Member of the Club.

## **2.4 Role and Responsibilities**

Our Committee is made up of volunteers who support our children and we ask those who are unable to volunteer that you remain tolerant, as our Committee members also have lives outside of the TVSC that take up their time. If you are experiencing any problems they will be addressed as soon as possible. The Committee is what keeps the TVSC operating.

Committee members shall:

- guide any standing committees to which they may be assigned on all matters affecting the Constitution, policies and rules or any previous decision of the General Meeting or the Committee;
- act honestly, independently and with due diligence in all decision making;
- ensure that the resources of the Club are effectively and efficiently managed;
- contribute to the development of the Clubs strategic and business plans;
- attend any assigned committees and act as the Committee adviser in the formulation of Committee work plans; and
- present recommendations and reports of any assigned standing Committee to the Committee.

### **2.4.1 President**

The role of the President is to act as Chair of the Club and:

- promote and represent the Club at all times;
- preside at all meetings of the Club and at all other meetings at which his or her attendance may be required (that may be determined by the Committee), sees that business is conducted in a proper manner, and in the event of an equality of votes, gives a casting vote;
- facilitate the effective management of all meetings and the AGM;
- ensure that incoming Committee Members are formally and adequately briefed on the Club Constitution and Policies prior to each Committee member's first Committee Meeting;
- carry out such duties as requested by a General Meeting and the Committee;

- be responsible for the leadership and overall administration of the Club;
- co-ordinate the Committee activities and ensures that the Committee properly undertakes its governance role; and
- liaise with relevant state and district swimming bodies, and act as Club Representative as required.

#### **2.4.2 Vice President**

The Vice President shall assist the President in carrying out their duties and shall attend to such matters as the President may, from time-to-time, request. Further, the Vice President will assume the role of the President if that position becomes vacant.

#### **2.4.3 Secretary**

The role of the Secretary is to ensure:

- as soon as practicable after being appointed as Secretary, lodge notice with Swimming NSW of address and contact details;
- receive all motions for monthly and special meetings, and AGMs;
- receive all nominations for committee positions (including maintaining and distributing Committee contact details in a timely manner), club captains and life memberships;
- retrieve mail from post box and distribute as appropriate, and maintain a record of internal and external correspondence of the Club, liaising with the President and Committee as required;
- book meeting venues when required;
- maintain and archive all documentation, including official files, Committee papers, etc that are deemed to be required in Club records by the Committee;
- monitor that the Club operates in accordance with the Club Constitution and legal obligations; and
- lodge relevant documents with the ACT Office of Regulatory Services.

#### **2.4.4 Treasurer**

The role of the Treasurer is to ensure:

- that all money due to the Club is collected and received, and that all payments authorised by the Committee are made;
- that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club;
- all required Club bank accounts and / or similar financial transactions are maintained including arranging for nominated signatures when required;
- on a monthly basis, reconcile bank statements to transaction sheets, and prepare a report for the Committee at their following meeting;
- maintain a record of all contracts with Coaches, including tax file declarations;
- maintain a record of all Working with Vulnerable People Cards;
- maintain any usernames, passwords and PIN numbers for phone and internet banking;
- submit all tax related filings as required;
- organise an annual audit of the accounts; and



- as soon as practicable after the end of each financial year, prepare a statement containing the income and expenditure for the financial year just ended, and the Club's assets and liabilities at the close of the year.

It should be noted that the Treasurer is authorised to make payments to third parties by electronic funds transfer in accordance with the Constitution.

#### **2.4.5 Race Secretary**

The role of the Race Secretary includes the following:

- collection and submission of member entries for all relevant carnivals, including meets hosted by the Club;
- validation of entry times where required;
- maintenance of the Team Manager database with all meet competitive times;
- ensure that all monies are paid for meets;
- reconcile meet entry fees against the bank statements and provide a reconciliation for each meet to the Treasurer, as soon as possible, after the relevant meet has been held;
- management of entries for relay teams in consultation with the Head Coach;
- ensure meet information, results and related information is kept up-to-date on the Club website;
- forward results of Club Night events and other Club hosted meets to the Registrar of Swimming ACT (or other agreed process) for recording;
- ensure that swimmers who transfer from clubs have the Team Manager (TM) file either transferred out to the new club or in from the old club of a swimmer's times, into the TM database; and
- attendance at Association/Area meetings for Race Secretaries (if applicable).

#### **2.4.6 Registrar**

The role of the Club Registrar includes the following:

- administer new applications for membership in accordance with the TVSC Constitution;
- maintain a register of Members and maintenance of a current database of all swimmers and other Club members;
- maintain a record of membership fees received and provide a report to the Committee at their following meeting;
- co-ordination of registration activities; and
- check and process the registration or transfer of all swimmers with Swimming NSW.

#### **2.4.7 Social Co-ordinator**

The role of the Social Co-ordinator is to:

- co-ordinate and manage TVSC social activities including Presentation Day/Night, Christmas Party and other special events;
- put out a call to ask for parent volunteers to assist with the social agenda;
- plan, promote and organise social activities and functions for individual squads and the club as a whole;
- develop a calendar of social events based on the competition calendar;

- provide social support to the Annual Presentation function, catering or similar coordinating social support for the Christmas Function, catering at Club events including Club Nights and the Club Championships; and
- actively seek involvement from parents, swimmers and other members of the Club.

#### **2.4.8 Team Manager**

The role of the Team Manager (where appointed) is to:

- support the coach(s) in providing positive administrative and social assistance to Club Members at meets;
- attend to all withdrawals at meets;
- assist all Club swimmers, as required, at nominated local competitions (particularly those with relays);
- assist at Area, Country, State and National level meets;
- complete and enter relay forms at relevant meets. Liaise with the Recording Room officials if required;
- assist any swimmers or parents who may have questions or problems at a swim meet;
- escort or arrange for an escort for any swimmers selected for drug testing and remain with the swimmer to provide support and to be a witness;
- arrange for a timekeeping roster to be prepared when required at meets;
- arrange travel, catering, cooking and accommodation for club trips; and
- where necessary, develop and liaise with a pool of Assistant Team Managers from a variety of squad groups, and delegate individuals to act as Team Managers for specific meets and trips.

#### **2.4.9 Meet and Greet Officer**

The role of the meet and greet officer is to:

- greet new parents and swimmers at the pool; and
- provide advice and assistance on club matters to support the understanding of the club and swimming generally, e.g. entries for competition.

#### **2.4.10 Web Manager**

The role of the Web Manager is to maintain oversight of the TVSC website to ensure it remains up-to-date using information provided by coaches and office bearers.

#### **2.4.11 Minutes Secretary**

The Minutes Secretary is responsible for:

- ensuring full and accurate minutes of all meetings including Members in attendance, questions, matters, resolutions and other proceedings of each Committee meeting and AGM are entered in the Club's minute book;
- sending an Agenda of the Committee Meeting at least four days prior to the scheduled date of the meeting together with relevant reports; and
- ensuring that the meeting minutes and action items are distributed to all Committee Members within one week of a meeting being held.

#### **2.4.12 Uniform Officer**

The role of the Uniform Officer is to:

- be responsible for co-ordinating all club clothing, swim caps, etc and order replacements when required through suppliers;
- sell to club members when required;
- ensure swimmers newly qualified who compete at Country, State or Age Nationals receive the appropriate club top;
- stocktake at regular intervals and annually prepare a statement for submission to auditor; and
- prepare monthly statement of monies received and hand to Treasurer.

#### **2.4.13 Club Night Organiser**

The role of the Club Night Organiser is to:

- co-ordinate and manage Club Nights and Club Championships; and
- co-ordinate catering for Club Nights and Club Championships.

#### **2.4.14 Public Officer**

The role of the Public Officer is to :

- ensure that all forms, including the Club's Annual Return, are completed and lodged with the ACT Office of Regulatory Services in accordance with the ACT Associations Incorporation Act; and
- receive official notices on behalf of the Club from the ACT Government.

#### **2.4.15 Delegates to Swimming ACT**

The role of the two Delegates to Swimming ACT is to:

- attend monthly meetings of Swimming ACT Area to represent TVSC;
- vote on all matters raised by the Area and or other Clubs, keeping the name, respect and integrity of TVSC and its swimmers above all else;
- ask that any decisions that cannot be resolved be referred back to each Club for deliberation;
- report to the Committee on any swimming related issues raised by the Area and or other Clubs;
- aid the Area on behalf of the club in all activities including but not limited to Squad activities, and Area championships where required;
- carry out other tasks that involve participation in Swimming ACT as required by the President and Committee; and
- promote the TVSC vision to the AGM and where necessary, vote as instructed by the Committee of TVSC.

#### **2.4.16 Marketing / Fundraising Officer**

The role of the Marketing / Fundraising Officer is to:

- promote the Club;
- submit press releases of club results, club activities and upcoming events to media outlets; and
- compile and distribute club newsletters, if required.

#### **2.4.17 Meet Director**

The role of the Meet Director is to:

- co-ordinate and manage all facets of the TVSC meet and area meets for which the club is responsible from time-to-time;
- oversee the organisation of catering, booking the pool, venue set up, engaging technical officials (especially accredited referees and starters) and overseeing that there is adequate volunteers to run the meet;
- liaise with the Head Coach and Race Secretary about the preparation of the program, including sponsorships;
- work with the Swimming ACT Competitions Committee to ensure that the meet program is approved and distributed in a timely manner;
- organise any necessary authorisations to provide catering on the day of the meet;
- submit appropriate documentation for approval by Swimming ACT for any TVSC Meet;
- present to the Committee for approval any adjustments to the program of events for the TVSC meet to take account of changes in Swimming NSW or Swimming ACT policies and programs;
- ensure the program of events for each TVSC run swim meet is promoted on the Swimming NSW and Swimming ACT websites at least three months prior to the event; and
- attend the meet to oversee the running of it.

#### **2.4.18 Competition Committee Representative**

The role of the Competition Committee Representative is to:

- attend monthly meetings of Swimming ACT Competition Committee to represent TVSC;
- where necessary, vote as instructed by the Committee of TVSC on matters raised by the Area and or other Clubs, keeping the name, respect and integrity of TVSC and its swimmers above all else;
- ask that any decisions that cannot be resolved be referred back to each Club for deliberation;
- report to the Committee on any swimming related issues raised by the Area, Swimming NSW and or other Clubs; and
- aid the Area on behalf of the club in all activities, including to, but not limited to squad activities, and Area championships where required.

#### **2.4.19 Awards Officer**

The role of the Awards Officer is to:

- co-ordinate all ribbons, medals and trophies for all club meets, the Club Championships and Club Nights;
- liaise with the Meet Director and President regarding the numbers, cost and quality of medals and trophies; and
- liaise with the Race Secretary for names of swimmers for presentation of ribbons, trophies and medals for Club Nights and the Club Annual Presentation Night.

#### **2.4.20 Member Protection Information Officer**

The role of the Member Protection Information Officer (MPIO) is to:

- be the first point of contact for any enquiries, concerns or complaints around harassment, abuse and other inappropriate behaviour;
- listen, provide information and options, and provide moral support to the person who has a concern;
- support the complainant in taking the matter further (if this is what the complainant wants);
- 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; and
- be accessible, approachable and able to maintain confidentiality.

*Note: A MPIO does not investigate or resolve any conflict.*

#### **2.4.21 Sports Council Representative**

The role of the Sports Council Representative is to:

- represent TVSC at monthly sports council meetings ensuring at least 80% attendance to qualify for annual grant;
- write and contribute articles for the Vikings community magazine about TVSC activities at least twice per year or as required to qualify for annual grant;
- prepare and submit application for annual grant, liaising with Treasurer, Registrar and others to ensure that basic criteria are met;
- prepare and submit application for bonus grant, liaising with relevant committee members to meet criteria as set out from time-to-time;
- organise for rostered meat raffles to be carried out at licensed clubs as required to qualify for annual / bonus grants. Bank proceeds and inform Treasurer when complete;
- prepare and submit monthly reports to TVSC committee meetings;
- liaise with eligible TVSC members regarding annual Vikings scholarships and assist with preparation of applications as necessary. Co-ordinate scholarship continuation applications and ensure submission in time;
- co-ordinate and submit TVSC nominations for Vikings Sports Awards night in February each year in consultation with the President and the Head Coach;
- attend Vikings Sports Awards night and support TVSC nominees; and
- represent TVSC in all matters related to the support of the licensed club / Vikings Group.

### **2.5 Laws and Rules Governing TVSC**

The technical laws of the Federation Internationale de Natation (FINA) as set out in the handbook of FINA ([insert weblink](#)) with regard to swimming shall (where practicable) be applicable and binding on all competitions held in the Club.

Members are also required to comply with all policies and procedures of Swimming Australia, NSW Swimming NSW and Swimming ACT.

## 2.6 Member Protection

The TVSC is committed to tackling inappropriate behaviour. All of our members are also members of Swimming NSW and Swimming Australia and are required to comply with the Swimming Australia Member Welfare and Child Welfare Policies. Please note that when you joined the Club you undertook to comply with these policies.

The Member Welfare and Child Welfare Policies assist in ensuring that every person involved in swimming is treated with respect and dignity, is safe and protected from abuse. The policies also aim to ensure that everyone involved in swimming is aware of their legal and ethical rights and responsibilities. These policies apply to swimmers, parents, Coaches, volunteers and technical officials. As a guardian of a child, you are also responsible for not only ensuring that you are aware of the Club policies and codes of behaviour (details of these policies can be found on the Club website under Club Information), but that your child also is also aware.

Under the policies, any form of bullying, harassment or discrimination is actionable. The policies outline the procedures to be followed under such circumstances. It should be noted that the Swimming Australia Code of Conduct sets out codes of conduct expected of all members and also separate codes depending on your particular role or roles in Swimming whether as parent, Coach, swimmer or technical official.

As a reminder, no one should verbally abuse anyone, make racist or sexist jokes or comments, touch anyone in a way that makes them feel uncomfortable, or discriminate against or harass anyone.

The Club's MPIO is only able to provide you information on your options, and will not investigate or resolve conflict. If a swimmer, parent, Coach or official feels that they have been treated in any way that does not meet with the Member Welfare or Child Welfare policies, they should contact the MPIO.

Breaches of these policies can be dealt with under the Tuggeranong Vikings Swim Club Constitution and may result in disciplinary action being taken.

Links to the policies and associated information can be found below:

- Member Welfare Policy General Information and Procedures  
[http://www.swimming.org.au/visageimages/1\\_SAL/Procedures/MWP\\_General\\_Info\\_and\\_Procedures\\_-\\_January\\_2014.pdf](http://www.swimming.org.au/visageimages/1_SAL/Procedures/MWP_General_Info_and_Procedures_-_January_2014.pdf)
- Member Welfare Policy  
[http://www.swimming.org.au/visageimages/1\\_SAL/Policies/Member\\_Welfare\\_Policy\\_-\\_Jan\\_2014.pdf](http://www.swimming.org.au/visageimages/1_SAL/Policies/Member_Welfare_Policy_-_Jan_2014.pdf)
- Child Welfare Policy  
([http://www.swimming.org.au/visageimages/1\\_SAL/Policies/Child\\_Welfare\\_Policy\\_-\\_Jan\\_2014.pdf](http://www.swimming.org.au/visageimages/1_SAL/Policies/Child_Welfare_Policy_-_Jan_2014.pdf))
- Tuggeranong Vikings Swim Club Code of Behaviour  
(<http://www.vikingsswim.org/swimmers/code-of-behaviour/>)

## 2.7 Club Membership

Membership enquiries for swimmers to join the TVSC should be made to the Head Coach. Prospective members of the Club may participate for a maximum of one week before they must complete a TVSC membership form and become a member of Swimming NSW using the online membership process (refer to Item 3.2).

## 3. TVSC Membership

A copy of the TVSC membership form for swimmers is located at on the website. It must be completed for every swimmer and returned to the TVSC Registrar. Membership enables members to swim in all Club Nights, Club Championships, and ACT and NSW swimming meets. Members are also covered by insurance for swimming with Swimming Australia and indemnity held by our Head Coach.

Existing members must annually complete a new membership form (in order to allow for changes in details to be identified) and renew their membership of Swimming NSW using the online membership process.

TVSC has a "One Coach, One Coach Policy", which means that swimmers should not train outside of the club squad program or seek training with other squads or coaches, unless it is under specific agreement with the TVSC Head Coach. This is to ensure swimmers are not over trained (and therefore susceptible to injury and fatigue) or appear in conflict with the existing coaching/squad program. It is also confusing for swimmers as every coach has their own carefully mapped programs that include varying methods of teaching swim technique.

Except for members who are second claim members of TVSC, TVSC does not accept club splitting.

TVSC swimmers must:

- train in a squad conducted by TVSC and its authorised Coaches; or
- be participating in AUSTSWIM or a Swim Australia recognised swim centre or school (before reaching Junior squad standard); or
- be members on an academic / sports scholarship (e.g. in the USA) or other such program where the swimmer retains membership of TVSC as a condition of their participation in the swim training program / scholarship (e.g. National Training Centre).

Please do not hesitate to contact the Registrar if you need any assistance.

### 3.2 NSW Annual Registration

Annual registration (including renewal) with Swimming NSW for all swimmers must be completed on-line via website.

For insurance purposes, we require a parent or guardian of each swimmer under the age of 18 years to also register with NSW Swimming. Log into the Swimming NSW link with your username / password.

Swimmers who have not completed this process by 1 October each year will not be eligible to train, compete or engage in other Club activities until they renew their membership.

Please contact our Registrar should you require further information.

### 3.3 Quarterly Membership Fees

An invoice for coaching fees will be issued quarterly. Fees are subject to change in line with lane hire increases, standard CPI increases and increases to coaching fees which will be reviewed as required.

The invoice will advise you of required payments including squad fees and club membership, as well as any discounts or pro-rata entitlements. Please note that the Club is a non-profit organisation which relies on the prompt payment of fees to meet its commitments. If there are any issues with fees, it is the parents / guardians responsibility to contact the Registrar promptly. If you are having trouble paying your fees, please contact the Registrar to discuss options.

Please note that all invoices will incur a late fee should the invoice not be paid by the due date or an alternative arrangement not made with the Registrar, and will be at the expense of the swimmer or the parent / guardian of the swimmer. Swimmers with overdue accounts will not be able to train or compete.

The TVSC payment policy requires a minimum two weeks' notice with a medical certificate for credit of coaching fees due to sickness / injury. Two weeks' notice is also required to stop training or to leave the Club.

### 3.4 Movement Between Squads

Decisions to move swimmers from one squad to another are made by TVSC coaching staff and are generally carried out at the beginning of a new quarter (January, April, July and October).

Movement is based on:

- ability, skill and fitness level;
- age;
- training pace and aerobic endurance;
- attitude, application and behaviour; and
- performance (based on certain tiers within the Swimming Australia Junior Excellence Awards, especially the 200IM).

If you have concerns about which squad your child is in, please speak to their coach in the first instance. As noted above there are many factors that are considered when placing a child in the most appropriate squad for them.

If you are still dissatisfied after speaking to your child's Coach, please contact the Head Coach by email and he will arrange a suitable time to discuss the matter with you.

## 4. Training

Training times are published on the Vikings Website <http://www.vikingsswim.org/squads>.

Swimmers are to be punctual for all training sessions. If you are regularly late due to another commitment, please advise the Coach so that they are aware.



## 4.1 Training Gear

The TVSC requires that swimmers bring their own training aids to each training sessions.

All swimmers must bring the following to training:

- goggles (adjusted and ready to wear), including a spare set;
- a swim cap (already fitted);
- a drink bottle (already full);
- small kickboard;
- small pool buoy;
- central snorkel (bronze, silver and gold squads);
- ginger or other agreed paddles (bronze, silver and gold squads); and
- a positive attitude, determination to do their best and a BIG SMILE!

Equipment can either be stored at the pool in the green shed at the back of the pool that belongs to the Club or it can be taken home each day. Swimmers should use their own equipment and under no circumstance use anyone else's equipment if they have forgotten to bring theirs without prior permission. Please ensure that equipment is labelled.

*All squads: Each swimmer must have their training gear at the beginning of every training session, not left elsewhere to be retrieved during training, wasting valuable time. Swimmers without their equipment ready may be asked to not train that session.*

## 4.2 Accessing the Pool

All swim clubs training at the Tuggeranong Lakeside Leisure Centre need to pay for the pool entry to use the pool facilities.

Parents who wish to accompany their swimmer to training should note that they do not have to pay the pools normal spectator fee. The pool has allowed this concession to date. Please just mention that you are accompanying a swimmer in squad training and you should not have to pay an entry fee.

Please note that the Tuggeranong Lakeside Leisure Centre state that children under the age of 10 should not enter the pool except with an adult. Once a child is in the water, training with the Club, they are then covered by the Club and parents can leave. Please be aware that if your child is under the age of 10, catches a bus straight to the pool after school and is not accompanied by you, the Club is not responsible for them until they enter the pool as part of training with their squad.

## 4.3 Training

As a guide, the Coaches suggest swimmers train the equivalent of their age in hours from the age of nine. Girls should do a little more, however, this is up to you and your family.

Training also depends on your commitments and aspirations. The old saying 'Practice Makes Perfect' applies. The more you come, the better your progress will be. It should be noted that there are minimum attendance requirements for some squads because from experience, we find this aids progression and the ability to stay with their peers.

Vikings training rules include:

- be ready to swim five minutes before all sessions and have all equipment with you at the end of the pool. Any stretching must be done beforehand. The coaches will provide recommended stretches if required. It is suggested that you allow at least 15 minutes for stretching prior to the due start time, especially in the evenings;
- be silent, look and listen whenever receiving instruction;
- start with a good streamline off the wall (minimum of five metres) or as directed by the coach – every time (do not stop or walk on the bottom of the pool). No “bobbing”;
- use the pace clock. Start exactly when you are supposed to (not early or late);
- swim non-stop in the correct direction (clockwise, anti-clockwise, straight) in the stroke set by the coach. Any deviation from the required stroke must be with the Coach’s prior agreement. Do not break stroke (even to overtake);
- co-operate with others in the squad, especially when you are overtaking or finishing at the wall (make way for those behind you);
- finish the set distance at the end of the pool with your head down (do not stop short of the wall);
- in the pool, swimmers always remain against the wall, never going out of their allocated lane unless asked to do so by coaching staff. If a coach asks a swimmer to change lanes they are to do so without question immediately;
- the only time a swimmer is allowed away from the wall is when swimming a given stroke and distance or when to do so instructed by a coach; and
- do not leave the pool without the Coach's permission.

The Club does not normally train on public holidays, however, the Club will send out an email of training times if this occurs.

Training will continue as usual during school holidays, apart from Easter and Christmas holidays. Training may be cancelled at other times particularly on weekends when meets are being held both in Canberra and in NSW.

In Section 5 of this Handbook we ask that all parents avoid approaching the pool deck during training time to speak to Coaches. This also applies to approaching swimmers during training. If parents are watching their children swim during training, it is expected that the parents set a good example of behaviour for all swimmers. At the Melbourne VicCentre Club, parents are provided guidelines in relation to watching their child train. These guidelines are as follows:

- Children ten and under: children are required to be supervised at all times by an adult over 16 years. Parents are to remain for each session.
- Children 11 – 12: parents may watch some sessions only.
- Children 13 +: parents are no longer to watch.

*Further to the above, parents are asked to watch from the grandstand or seating away from where training is being conducted.*

## 5. Coaches

The TVSC has a 'no parent on pool deck' policy. We ask that all parents avoid approaching the pool deck during training time.

The TVSC Coaches are approachable and willing to discuss a swimmers progress and needs, however, please approach the Coach after training and request a suitable time that is mutual to both parties for a discussion.

### 5.1 Behaviour

Swimmers are expected to follow the Coaches' direction at all times. Disruptive and / or disrespectful behaviour from swimmers towards others (Coaches and fellow swimmers) will not be tolerated.

### 5.2 Head Coach Responsibilities

The Head Coach responsibility includes, but is not limited to the following:

- setting training for all squads' schedules within the confines of the budget and available pool space, with a view to encouraging participation at all levels of swimming ability;
- directly coaching the "gold squad" or highest level squad in the club, as well as other squads as required;
- assisting the Committee in the recruitment of all other suitable Coaches.;
- supporting, educating and supervising all others Coaches employed by the club;
- providing monthly written reports for the Club Committee;
- setting the squad structure, including entry level and retention standards for each squad;
- attending targeted meets (ACT Qualifying Meets and above, unless agreed otherwise with the Club President). In a case where two or more meets conflict, the Head Coach will normally attend the highest level meet. Regardless, the Head Coach shall ensure that all targeted and Swimming ACT meets are attended by Club coaching staff;
- determining and publishing the Club's targeted meet calendar at the beginning of each season, in so far as the meet dates are known at the time;
- designing and / or overseeing season training plans for all squads;
- designing and overseeing the framework for the sessions of all squads;
- designing and / or overseeing daily workout plans for the gold squad and other squads that they coach from time-to-time;
- attending and determining the program for Club Nights;
- structuring individual and team warm-ups;
- attending all pertinent meetings including committee meetings wherever possible; and
- has authority to refuse entry or suspend a swimmer from a session or a squad, or deploy other appropriate disciplinary measures, if a swimmer's conduct is contrary to club requirements of its members/swimmers including in circumstances where a swimmer's conduct impacts on the safety of other swimmers or pool users.

## 6. Club Nights

Club Nights are club based events that allows swimmers to undertake time trials for various events (a maximum of three events) in a race format with the events seeded from slowest to fastest. All ages, regardless of sex, swim together. One or more coaches attend Club Nights to observe swimmers and provide guidance on their performance.

Club Nights are held in a fun and informal environment and are an ideal introduction to competition for swimmers, and provides the opportunity for swimming families to meet and socialise with other members. Swimmers attend for numerous reasons including:

- to check out their times for different strokes and distances;
- to work on their race techniques;
- to swim against friends in a friendly, low key atmosphere;
- to familiarise themselves with race procedures;
- to have fun with friends;
- to hang out and catch up on the latest gossip; and
- to eat burgers and sausage sandwiches.

Club Nights are normally held on a Friday night that has been pre-determined not to clash with local swim meets. An email advising of when a Club Night occurs is sent out in advance advising of events and the date. Events commence at 6.00pm, although swimmers are requested to be at the pool by 5.00pm for warm-up, with events normally finishing by 7.45pm to 8.00pm.

### 6.1 Who Can Attend?

Any member of the TVSC can attend, irrespective of age, and includes brothers, sisters and even parents who would like to participate. Swimmers from learn to swim schools and programs may be invited to take part in TVSC Club Nights.

Under the insurance policies put in place for TVSC through Swimming NSW, personal insurance covers 'prospective members for up to four weeks after the initial approach'. Because of this constraint, swimmers from learn to swim programs will only be able to participate in four club nights before they have to become a member of TVSC.

It should be noted that swimmers in learn to swim program are able to become members of TVSC and participate in club nights and Development Meets.

### 6.2 What Does it Cost?

Entries into Club Night is a gold coin donation collected on the night for all TVSC member. For guests it is \$5 per swimmer to enter for three races.

### 6.3 How do I enter Club Night?

All details regarding events to be offered will be on the TVSC website for a particular Club Night that has been scheduled.

You will need to complete the entry form on the TVSC website (please refer to Quick Links on the home page). Please do not email the Race Secretary to enter a Club Night.

Swimmers will require their Swimming NSW Username and Password to enter the event. To retrieve your login details, go to [www.nswswimming.com.au](http://www.nswswimming.com.au), and select Member Portal. From the Member Portal page, select Username & Password from the top menu. Enter your email address used to complete your Swimming NSW Member Registration and press Submit. You will receive an email with the login details of all members linked to this email address.

If you find that you have entered Club Night and then are unable to attend, please contact our Club Night Co-ordinator at [clubnight@vikingswim.org](mailto:clubnight@vikingswim.org) to advise that you are unable to attend.

## **6.4 Attending Club Night**

### **6.4.1 What time does Club Night start?**

Swimmers should arrive at the pool at least 15 minutes before the advertised warm-up time (not the start time) given on the meet flyer. Warm up usually starts one hour prior to the Club Night start time, but this is not always the case, check the meet flyer. When you arrive find the Vikings team and sit with the team.

### **6.4.2 What gear should a swimmer take to Club Night?**

Swimmers should:

- wear the TVSC club uniform (red or black Vikings polo shirt, black shorts or black long pants);
- arrive wearing your swimmers ready to warm up (if a swimmer is racing in racing swimmers, they should have them ready to change into after warm up unless you are warming up in them);
- have their Vikings swim cap (these caps cost \$12 and you can contact the uniform officer to purchase). Please note that the first time you swim for the Club you will be presented with your first swim cap);
- have racing goggles (and at least one spare pair as back up);
- have a towel;
- have healthy and nutritional food for the meet; and
- a water bottle filled with water.

### **6.4.3 Club Night Program**

There will be no formal programs for sale at Club Night, however, the events that a swimmer is in, including the event number, will be listed on A4 sheets of paper and posted at the left hand side of the pool on the windows where TVSC swimmers train. Swimmers should make note of the events that they are swimming in (the event and the event number).

### **6.4.4 Warm-up**

TVSC swimmers are expected to warm up. At about 5-10 minutes before warm up swimmers should assemble on the pool deck to do some land based warm up exercises and stretching. The Coaches will provide specific instructions regarding warm up on the day. Listen to the Coaches and follow their instructions.

#### **6.4.5 How does a Swimmer know when it is there event?**

At Club Nights, there will be a claim board (a white board) which will show the number of the event that is being “claimed”. To claim an event, you need to report to the marshalling area (where the claim board is) and have your name checked off the list. You will then be grouped with the other swimmers in your heat until it is time to swim.

#### **6.4.6 Time-keeping**

At Club Nights, time-keeping rosters will not be emailed to members prior to the meet.

All parents are expected to help out with time-keeping at Club Night. Coaches and Committee Members volunteer their time to run this Club Night, and it is expected that parents of swimmers assist with time-keeping or assist with the BBQ, assist with setting up for Club Night, etc.

#### **6.5 Do Swimmers Receive Recognition for their PBs?**

TVSC keeps a database for the Club Night competition and PBs are automatically entered. All results from Club Night can be found on the TVSC web-site usually within a week or so of proceedings.

Club Night records are considered as official times and can be used as qualifying times for meets. This is especially helpful for those swimmers trying to get Country, State and National times.

#### **6.6 Club Championships**

To be eligible to compete in the TVSC Club Championships, a swimmer must be a financial member of the Club and swim at the TVSC Club Championships normally held in April or May. It should be noted, that under special circumstances, the Committee may cancel or suspend all or any Club Championship.

To score official points for championship purposes, you must have been an active and financial squad member of TVSC on 1 January of that year. A new member who registers with the Club after 1 January immediately preceding the date of the Club Championships may compete but will not be eligible to score points towards the age championships. The Championships are used to determine our Club Champions for the year.

Age groups for Championship purposes are 7 years & under, 8 years, 9 years, 10 years, 11 years, 12 years, 13 years, 14 years, 15 years, 16 years, 17 years and 18 years and over. The age of the competitor in the Club Championship is the competitor’s age as at 31 March in the year in which the Club Championship is being held.

All entrants in the Club Championship shall abide by SNSW general rules, swimming rules, policies and published procedures as applicable.

Trophies are awarded to the highest points for male and female for each season and a perpetual trophy to the swimmer with the highest points for the previous 12 months. Trophies are also awarded to 1st, 2nd and 3rd place getters in each individual age group (male and female).

Our Club Champions will be announced and the handsome trophies awarded at our Annual Presentation Night mid year.

## 7. Swim Meets (competitions)

### 7.1 Club Merchandise

When representing the TVSC at swim meets, swimmers are expected to wear their club cap. In addition to the club cap, we also have a club shirt that we encourage our swimmers to wear.

The TVSC's current uniform consists of the official Vikings club cap (or national cap); the red and black 'club' polo shirt to be worn with black track pants or Vikings shorts, or the black and red 'representative' polo shirt; the red, black and white Vikings 'hoodie' to be worn with black pants; and Vikings shorts. Further information on club merchandise can be seen on our website.

Please take care to label all uniforms clearly with the swimmers name, including labelling training equipment with a permanent marker. The TVSC accepts no responsibility for uniforms or equipment lost during training, Club Night or at meets.

#### 7.1.1 Presentation of the 'Representative' Uniforms

The Club presents the following items free to swimmers when they represent the club at the levels indicated:

- Vikings cap – first swim meet;
- Representative polo shirts (black and red) – first time representation for Vikings at NSW Country or State Championships in an individual event (not available for relay only swimmers). Please note that a swimmer must have purchased a "club" shirt first. If they have not, they must purchase their first "representative" shirt; and
- National representative rugby style jersey - first time representation for Vikings at the National Age or Open Championships or National Open Water in an individual event (not available for relay only swimmers). Please note that National representative uniforms are only available to those swimmers who have current national times at either National Age, National Open or National Open Water events.

### 7.2 External Meets

#### 7.2.1 Entering a swim meet

The TVSC will upload upcoming meets on the TVSC website. A flyer will also be forwarded to you that will contain all the information you require regarding the meet, for example, the venue, the date, the cost per event, etc.

For qualifying meets, the flyer will also advise of qualifying times your child/ren will need to attend the meet.

Please note that some meets require events to be nominated electronically where you are prompted by pay online. Other meets require you to email your nominations to the Race Secretary. If you are required to email your nominations to the Race Secretary, please also email proof of payment.

If you have any questions regarding nominating your child/ren, please email the Race Secretary.

### **7.2.2 Check Entry Report**

Once the nominations are processed by the Race Secretary, an entry report will be emailed out. Please check details and notify the Race Secretary immediately if there are any mistakes.

### **7.2.3 Procedures at a meet**

When representing the TVSC at swim meets, swimmers are expected to wear their club cap. In addition to the club cap, we also have a club shirt that we encourage all our swimmers to wear.

Please always see the Coaches before and after all races.

If there are any issues, please do not take it up with the Coaches, as the Coaches need to focus on swimmers and their races.

If there are any pressing issues, please see the Team Manager, or alternatively please see the MPIO or contact the MPIO by email.

### **7.2.4 Meet program**

As you enter the pool there will usually be programs for sale. The price of these varies from meet to meet. You should read through the program to check that you are entered in the correct events. You should make note of the events that you are swimming in – the event and the event number. If there is a problem with your events please speak to your coach. Sometimes last minute changes are not included in the program. If the Coach is not able to resolve your problem you will need to speak to the Meet Director or report to the recording table.

### **7.2.5 Warm-up**

TVSC swimmers are expected to warm up. At about 5-10 minutes before warm up swimmers should assemble on the pool deck to do some land based warm up exercises and stretching. The Coaches will provide specific instructions regarding warm up on the day. For example, depending on numbers at a meet there may be separate warm up for 12&U and 13&O swimmers. Listen to the Coaches and follow their instructions.

### **7.2.6 How does a Swimmer know when it is there event?**

For local events there will be a claim board which will show the number of the event that is being “claimed” and the event that is currently underway. To claim an event, you need to report to the marshalling area and have your name checked off the list. You will then be grouped with the other swimmers in your heat until it is time to swim. At larger meets there will be instructions in the program about marshalling which may require you to report to marshalling say two events prior.

### **7.2.7 Coaches**

There will typically be two Coaches at each meet. The Coaches may not be your usual squad coach. You should report to one of the coaches prior to claiming and then immediately after your race in order to receive feedback about your swim.

### **7.2.8 Before, during and after events**

Swimmers should report to marshalling on time and behave in the marshalling area. Parents are not permitted in the marshalling area. If a swimmer is nervous about marshalling, an older swimmer can take them to the marshalling area. If a swimmer does not follow the instructions of an official they may not be allowed to race.



When a swimmers event is called, the swimmer will be taken to seats behind the lane in which they are going to swim. When their heat is called, they will move forward to the starting blocks. At Development Meets, the dive blocks must not be moved.

After a swim, the swimmer must exit the pool via the side of the pool, and not over the end of the pool and definitely not over the touch pads.

At Development Meets, a swimmer may receive a slip of paper. These slips have on them the things that they can be disqualified for and in this instance you have not been disqualified, however, the slip must be given to the Coach.

After your race, please report to the Coach to discuss your event.

### 7.2.9 Results and DQs

The results will be announced and posted progressively throughout the day. At the AIS the results are posted on the wall on the way to the change rooms. The announcer will announce the first three place getters and will also announce any DQs during the day. If a swimmer gets a DQ, do not panic, most swimmers have been DQ'd for something. If a swimmer does not understand the reason for the DQ, the swimmer must speak to the Coach. If the swimmer is still not clear about the reason for the DQ, they may together with a parent (at local meets) approach the recording desk and politely and respectfully ask why they were disqualified.

At Development Meets the officials will, in general, not disqualify the younger swimmers competing in the development division. There are exceptions to this, for example, starting before the starter's signal.

### 7.2.10 Time-keeping

It is a requirement that all Clubs provide time-keepers at each meet, therefore, it is expected that each family contribute at some stage during the day. If your child is entered into a swim meet, you will be rostered for time-keeping. The time keeping roster will be emailed by the Registrar prior to the meet. However, sometimes TVSC are not advised of the timeline nor the lane allocation until quite late so you may not receive the roster until the night before or the morning of the meet.

Time-keeping rosters will be emailed to members prior to the meet. Despite the best efforts of the co-ordinator, the allocated time-keeping slot may not always coincide with the time your child is swimming, or may need to change at the last minute that is out of the control of the co-ordinator.

At most local meets, normally three time-keepers per lane are required. Clubs are allocated lanes for timekeeping based on the number of swimmers and also the number of other officials that the Club has provided to run the meet. TVSC being a large club is usually required to provide time keepers for two lanes (this equates to six time-keepers).

**Time-keeping is not optional and it is a condition of club membership. All parents are expected to time keep unless they are helping at the meet in an official capacity. Failure to fulfil your duty to time-keep will result in your child/ren not being entered into any further swim meets.**

### 7.2.11 Withdrawals

If a swimmer is withdrawing from an event or events, preferably please discuss with your Coach first. Withdrawals are usually taken at the recording desk. Early notification of withdrawals helps with the smooth running of the meet. Please note that there is no refund for withdrawing.

## 7.3 Relay Teams

Relays are an exciting and integral part of the TVSC team experience. Many squad members will be provided the opportunity to race as part of the TVSC relay teams at Club Nights, local meets, ACT, NSW and Australian level meets.

### 7.3.1 Relay selection process

The relay selection process ensures the best possible teams are selected to represent the TVSC at ACT, Country, State and National level swimming championships; enables parents to make accommodation plans that take into account participation in relay teams; and encourages the participation of all members in the ACT Relay Championships.

It is expected that selected relay team members will represent TVSC with respect, integrity and sportsmanship. When selected on a TVSC relay team, the team is representing the entire Club.

### 7.3.2 Relay policy principles

The relay selection process is simple and as fair as possible. Swimming is a time-based sport, therefore the main principle guiding selection is the combination of the fastest times by available TVSC squad members at meets immediately preceding the ACT, NSW Country, NSW State and National championships for which the relay teams are being selected.

The TVSC recognises that the professionals coaching our swimmers are in the best position to select relay teams relating to swimmers and their likely performance at a meet, and evaluations of performances within a meet, if necessary.

Further, Swimming ACT, Swimming NSW and Swimming Australia swimming rules will require teams to be selected appropriately.

### 7.3.3 Eligibility

All swimmers wishing to be considered for selection in a Club relay must be a financial member of TVSC; and at the time of selection, be **ongoing and participating member of a TVSC squad either in the lead up to the relevant meet or at the time of the meet**, learn to swim or training program (e.g. SAL National Training Centre, SAL Podium Centre or overseas higher education programs) approved by the Head Coach and TVSC Committee; and have an official time for an individual event (stroke, distance and course) during the current season.

### 7.3.4 Selection process steps

Draft relay teams will normally be selected according to fastest official times in the club's Team Manager database (which should include all the official times in the SAL National Database). The times used will normally be the official short or long course times appropriate to the meet, swum during that season by TVSC squad members, particularly in the period leading up to the meet. Draft teams will not take into account whether a swimmer has qualified as an individual or not, unless they have already indicated they are not available.

The relay teams will normally be formed by the four fastest swimmers available. Changes may be made to take into account such matters as:

- splits not recorded in the National Database but are available in the Team Manager's database;
- limited opportunities to have a relevant time for the current season (usually for the short course season);
- training attendance, performance, injury;
- any other reason for poor performance during the season or immediately before the meet;
- selection from swimmers in the age group targeted for the relay. For example, 13-14 years swimmers will normally be considered first before other age groups for a 14&U relay team where a 12&U relay is also provided at the meet. The main exceptions to this position is when:
  - the inclusion of a swimmer in a younger age group would result in a team meeting the qualifying time; and/or
  - the team having a better overall performance that would result in more points for the club at a major championship, e.g. Country, State Age or National Age.

In line with the above, the best swimmers will normally be selected for the "A" & "B" relay teams at Country, State and National Championships, but may vary for the ACT Relay Championships or other meets.

Every attempt will be made to not overlook any swimmer, where possible. Consideration for reserves and pre-planned alternate swims may also take place. Once swimmers have been notified of their selection, if a swimmer is unable to attend the meet, they should inform the Head Coach as soon as possible. Once the availability of swimmers is confirmed, amendments to teams may be required and swimmers will be notified. Changes are not able to occur between A and B relays once nominations are made to the relevant organising body (i.e. Swimming ACT/NSW/Australia) – nominations are generally made during the session prior to that which includes the relays.

### **7.3.5 General information in regards to relays**

Relay entry fees are to be met by TVSC at Country, State and National level meets. For ACT Championships, families will contribute the equivalent of one relay entry fee per swimmer (with the club paying the balance).

For relays at meets where the club is not entering the teams officially, swimmers are encouraged to form teams themselves and pay the entry fee on the day.

## **8. Appointment of Club Captains**

Both a male and female Club Captain is selected annually to represent the club. Club Captains must be committed to undertaking the duties outlined below.

Club Captains are selected by the committee in consultation with the Coaches or via application. The method of selection is at the discretion of the committee depending on circumstances. The Committee reserves the right to review Club Captains performance and appointments against the below criteria at any time during the season.

## Club Captains Responsibilities:

- Be available to attend all training sessions when requested.
- Club captains must attend 80% of all club nights.
- Attend junior district competitions including finals (this doesn't mean compete).
- Assist with the marshalling of junior club members at any competitions.
- Participate in all club championships.
- Attend the club's annual carnival.
- Head the junior social committee & present to the Clubs general committee any ideas for social events coming out of the junior committee.
- Assist the coach whenever directed.
- Always wear current club uniform to any competitions.
- Demonstrate high levels of leadership and personal behaviour.
- Assist in leading and guiding club members in their conduct, sportsmanship, and swimming achievements.
- Represent issues of swimmer interest and concern to the President and other committee members.
- Assist in younger swimmer development through regular attendance at club meets and carnivals.
- Represent and lead the club at carnivals and other events when required.
- Assist in supporting fundraising events through encouraging and increasing participation by club members.

## 9. Frequently Asked Questions

### 9.1 What does the term 'break time' mean?

Swimmers will usually begin their racing experience at 'Development Meets'. These meets are designed to introduce athletes to racing at a young age in a friendly and relaxed environment. Once they have achieved the 'break time', they are unable to swim that particular event at a Development Meet.

### 9.2 What does the term 'qualifying time' mean?

A qualifying time ensures that an athlete races distances when they are ready to tackle them. They also assist in keeping meets running at a fast pace by ensuring athletes are of an adequate standard being tackling longer (eg. 200m events).

### 9.3 What does the term 'point score' mean?

Points are allocated to swimmers

### 9.4 What is a marshalling area?

The marshalling area is a location where a swimmer expected to stay so that they are ready to swim in their event. The Marshall will call a swimmer's name three times only for the race they have entered. If a swimmer does not respond to the third call, they will be scratched from the event.