



SWIMMING CLUB HANDBOOK 2017



WELCOME TO 2017.

Swimming is one of Australia's most popular activities and we believe that every Australian should have the chance to take part in our sport regardless of their age, ability, gender, sexuality, cultural background or religion.

So, whether it's swimming for fun or for fitness, or getting involved in a non-swimming role, your club plays a very important part in making this possible for everyone. And we've designed our programs and initiatives to help you support your members, new and old.

This year, we've introduced some new programs and initiatives and made some changes to our existing ones. We've created this booklet to guide you through everything you need to know.

And if you have any questions or comments, or you just want to say hello, then pop us an email on clubs@swimming.org.au.

What's included with this booklet?

- **Posters** to promote your club locally
- **Junior Excellence qualifying times posters** for your junior members
- **Safe Sport posters** to use around your club
- An **information flyer** about insurance

Keep your details up to date!

Want to be the first to know about our programs, initiatives and opportunities? Make sure your email is up to date on ClubLANE.

YOUR BENEFITS.

Being one of our affiliated swimming clubs comes with heaps of benefits for your club and your members.



Here's a quick reminder of what you get:

- Free club website hosting
- Inclusion on our Optus Swim Finder
- Access to ClubLANE and our online Meet Entry system
- Comprehensive insurance cover through JLT Sport
- Regular e-newsletters from Swimming Australia and your State Swimming Association
- Commitment to our Safe Sport Framework, including our Child Protection Commitment Statement and Code of Conducts
- Recognition and Award programs including Swimming Australia Club of the Year and Local Legends
- Member programs including Optus Junior Dolphins and Junior Excellence
- Initiatives including Beyond the Black Line
- New member kits for all members aged 9 - 12
- Promotional material to promote your club locally
- Support from our Club Development network including online training and tools
- Access to our elite athletes for club visits

Want to find out more?

Head to swimming.org.au/Home/ClubCloach/Club/Swimming-Australia-Affiliation or speak to your Club Development Officer.

MAKING IT EASIER TO FIND YOUR CLUB.

We've created Optus Swim Finder; a brand new interactive online tool that lets anyone search for their nearest swimming pool or club.

With over 1600 swimming pools and 900 clubs, it's an easy way for new and existing swimmers to find out more about programs and initiatives on offer and get involved with our sport. And it's a great way for your club to find new members.



What does my club need to do?

Just make sure your information is up to date.

Our Optus Swim Finder tells people:

- Club contact name, number and email
- Web address
- Training venue
- Club programs

And, if it's not, just pop us an email on swimfinder@swimming.org.au.

MAKING THINGS EASIER FOR YOU AND YOUR MEMBERS.



Need a helping hand?

We've developed some FAQs for you to share with your members. Visit support.swimming.org.au to take a look!

ClubLANE

ClubLANE is designed to make club administration and managing tasks easier for your club committee.

And every club committee member can have access! To gain access to your ClubLANE portal contact your State Swimming Association directly.

What can I do on ClubLANE?

- Manage membership registration and payments
- Create club newsletters
- Manage and run meets through our Online Meet Entry system
- Send messages direct to club members

MyLANE

MyLANE is a personalised portal for your members and lets swimmers view their race results, track their times against PBs and QTs and set new goals.

It also lets your members see upcoming meets for your club and regional, state or national events.

And it's a great way for members to find out what's happening at your club, as your news features on the portal alongside information from State and Territory Associations and Swimming Australia.

Members can access their portal at mylane.swimming.org.au.

OUR PROGRAMS.

Optus Junior Dolphins

Optus Junior Dolphins is a great way for kids to have fun with their friends and improve their swimming in a safe, social and non-competitive environment.

It's a key part of our swimming pathway and supports kids with basic swimming skills, with 5 to 8 year olds in mind.

There are heaps of benefits for your swimming club and it's a great way to attract new members and retain old ones.

What do swimmers get?

- Free club membership if they are under 7, and half price membership if they are 8 (except in NSW)
- A participant pack, including a bag and t-shirt
- The chance to take part in national initiatives

What does my club get?

- A program manual with games, carnival ideas and session plans
- Promotional material
- Regular emails

What does my club need to do?

Make sure you've got access to our manual, marketing toolkit and promotional pack. If you're missing anything, pop us an email on **junior.dolphins@swimming.org.au**.

Want to find out more?

Visit juniordolphins.com.au



Junior Excellence

We want to encourage our junior swimmers as they develop aquatic skills, and reward their achievements.

JX recognises and rewards swimmers aged between 9 and 16 who achieve set times. Swimmers can qualify at Gold, Silver, Bronze or Green standard, so there's always room to progress.

What do swimmers get?

- Their name featured on our website
- A JX pack, including a swimming cap, poster, certificate and other goodies

What does my club need to do?

Nothing! We keep an eye on times and results, and will send out packs as swimmers qualify.

Beyond the Black Line

Focusing on body image, race anxiety, communication and physical v psychological development, Beyond the Black Line is a new initiative for 13 to 17 year olds.

We'll be delivering clinics at clubs across Australia and members of our Australian Dolphins Swim Team will be sharing their own experiences on their journey to becoming elite athletes.

What do swimmers get?

- A booklet
- Exclusive video content sent to their inbox

What does my club need to do?

For more information or to book a clinic for your club visit www.australianswimmers.com.au



Looking for JX times?

We've included a poster with all JX qualifying times with this handbook!



Want to be part of it?

To find out more and register your club visit sportingschools.gov.au/sport/swimming-australia.

Sporting Schools

We're working with the Australian Government to bring together clubs, coaches and schools to get more kids active and healthy.

By developing pathways between schools, clubs and community programs, Sporting Schools makes sport accessible to kids and helps them develop a lifelong interest in the sport.

And, it's a great way to promote your club to potential new members.

How can Sporting Schools benefit my club?

- Additional coaching opportunities for club coaches
- New business opportunities
- Support and resources to promote and run the program

SUPPORTING VOLUNTEERS.



Volunteers are vital - from our club and community volunteers, to our coaches and technical officials - they're at the heart of everything we do.

Club Volunteers

We want to help make sure your club is sustainable and able to deliver successful programs to your local community. And we've developed a course to help!

Our new course looks at:

- What makes a successful club?
- Goal setting and planning
- Volunteering
- How to be an effective committee member

Technical Officials

TOs play a very important role. It's a rewarding role that helps people contribute to our sport, meet others and gain new experiences.

Recruit

The more TOs you have, the easier it is to run meets! Encourage parents and volunteers to become timekeepers, check starts, clerk of courses or inspectors of turns.

Training

We've designed 5 online modules to make training easier for volunteers and help them gain accreditation at their own pace. Each module takes 60 - 90 minutes to complete, followed by a practical assessment.

Communication

We'll keep in touch with our TOs through a monthly e-newsletter!

Coaches

Our Bronze Coaching course focuses on encouraging participation for fun, play and skills in a safe swimming environment. It's ideal for people who:

- Want to help swimmers develop a broader range of skills and techniques
- Want to encourage swimmers to compete at district level

Our online course takes 6 – 8 hours to complete, followed by a one day workshop.



Information for coaches

To take part in our courses, visit swimming.org.au/Home/ClubCoach/Coaching/become-a-coach.aspx

Local Legends

We want to acknowledge and reward our volunteers for everything they do to help make our sport better.

How to enter

Ask your members to fill in our online nomination form – they'll need to provide a little bit of information and send a photo.

Selecting our winner

At the end of the nomination period, each state will select a winner. These winners will be in the running to win our SAL Local Legend of the Year award, presented at our annual Gala Dinner.

Prizes

For State winners:

- 2 return airfares
- 2 tickets to attend the SAL Gala Dinner
- A night's accommodation for 2

For the SAL Local Legend of the Year:

- SAL Local Legend Award
- \$500 cash prize for the winner
- \$200 cash prize for the swimming club
- \$50 cash prize for the person who nominated

To nominate, visit swimming.org.au/Home/Officials-Volunteers/Volunteers/Local-Legends.aspx before August 2017.

KEEPING OUR SPORT SAFE.

Our Safe Sport Framework

We want swimming to be fun, enjoyable and safe for all. Our Safe Sport Framework is an essential part of our proactive and preventative approach to safeguarding children and young people involved with our sport.

Introduced in July 2016, our Safe Sport Framework replaces the Child and Member Welfare policies and procedures and previous Codes of Conduct.

Report any concerns

For serious concerns, such as criminal conduct or Child Abuse, please contact us on (03) 9910 0700.



Our key changes include:

- Introducing a Child Protection Commitment Statement
- Introducing a Code of Conduct for dealing with children and young people, with higher standards of behaviour
- Consolidating general and role-specific Codes of Conduct
- Introducing rigorous recruitment and screening requirements for our staff, coaches, volunteers and administrators
- Consolidating and simplifying our complaints procedures
- Providing guidance and advice for everyone using the Safe Sport Framework, as well as tools, resources and guides for clubs, members and participants.

What can our club do?

- Be aware of our responsibilities and expectations
- Help safeguard each other and the children and young people involved in our sport
- Help us promote our best practice policies, practices and procedures
- Share our guidelines with parents and guardians
- Report any concerns about a child's safety or welfare immediately to a club official, coach, administrator or a Club Member Protection Information Officer.

Want to find out more?

Visit www.swimming.org.au/Home/Club-Cloach/Safe-sport.aspx



OUR CODES OF CONDUCT.

We now have two Codes of Conduct that set out the behavioural standards that we expect from everyone involved in our sport. These can be found in part 3 of our Safe Sport Framework.

Our General Code of Conduct

This outlines the general expectations that we have of all members and participants in our swimming community.

Our Code of Conduct for dealing with Children and Young People

This new Code makes explicit the standards of behaviour and dos and don'ts when it comes to those within our sport who deal with children and young people

Want to find out more?

Visit www.swimming.org.au/Home/Club-Cloach/Safe-sport.aspx



OUR EVENT CALENDAR.



National Open Water Championships

Friday 27 - Sunday 29 Jan 2017
Adelaide

Hancock Prospecting Australian Swimming Championships

Sunday 9 - Thursday 13 April 2017
Brisbane

Georgina Hope Foundation Australian Age Swimming Championships

Sunday 16 - Sunday 23 April 2017
Brisbane

State Teams Short Course

Friday 22 - Sunday 24 Sept 2017
Canberra

Hancock Prospecting Australian Short Course Swimming Championships

Thursday 26 - Saturday 28 Oct 2017
Adelaide

Find out more!

Keep an eye on swimming.org.au and on your inbox for exclusive emails with club and member offers!



Want to get in touch?

Swimming Australia Ltd
03 9910 0730
www.swimming.org.au

Australian Swimming Coaches & Teachers Association
07 5494 9649
www.ascta.com

Australian Swimmers Association
03 9287 1876
www.australianswimmers.com.au

Swimming Western Australia
08 9328 4599
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