

# Wilston State School Amateur Swimming Club



HANDBOOK 2023 - 24

[www.swim.wilstonpandc.org.au](http://www.swim.wilstonpandc.org.au)

## **WELCOME**

The Wilston State School Amateur Swim Club (**Club**) Committee would like to welcome all parents and children to the Wilston Crocs. This Handbook covers important details about the Club, including Friday night swim Club competitions and competing at other carnivals for the Club, and is supplemented with details provided on the Club website.

If there is anything that you would like explained further, please see the website for details of Club Committee members, who will be more than happy to assist.

## **POOL HISTORY**

The Wilston State School swimming pool was one of the first Queensland school pools built and reflects community efforts in fundraising and preliminary site work. Opened on 10 November 1923, the reinforced concrete pool was originally 23 metres long and 7.6 metres wide.

A year later, a long timber dressing shed with a brick base, weatherboard walls and a gable roof was built to the west of the pool, and is now listed as a heritage building. In 1970, as part of the school's Jubilee project, the swimming pool was widened to six lanes and lengthened to 25 metres.

At the time, the pool represented 48 years of swimming history at the school and the pool update was considered a suitable commemoration to all who contributed to it. This project was funded jointly by the Wilston State School Parents and Citizens Association (**P&C**) and the Queensland Government. In 2016 the pool was given a face lift with new starting blocks, lane ropes, flooring around the pool, and the pool itself was painted.

The promotion of water safety, as well as acknowledging the value of swimming to children's health, were key motivating factors to the establishment of all school pools in the early 1900's. Thanks to the efforts of the school and pool community, water safety, fun and fitness remain key priorities for the Club today.

## **MISSION STATEMENT**

**To offer an organised program of swimming events for members that helps them gain personal satisfaction and enjoyment from their continual improvements in swimming.**

This mission will be achieved through the engagement of quality coaches, organisation and management of events throughout the season and continued development and fostering of a strong sense of community for members of the Club and their families.

## OFFICE DETAILS

Telephone: 07 3356 0874  
Email: swim@wilstonpandc.org.au  
Address: Corner of Primrose and Thomas Streets  
Wilston State School  
PO Box 101, Grange QLD 4051  
Website: www.swim.wilstonpandc.org.au  
Opening hours: Check the website for opening hours. Please contact the office via email, if you are unable to contact us during these times.

## CODE OF CONDUCT

The following is an extract from the 'Swimming Australia' Code of Conduct & Discipline Policy. <https://swimmingausprd.wpengine.com/wp-content/uploads/Swimming-Australia-General-Code-of-Conduct-and-Disciplinary-Policy.pdf>

The club expects that all swimmers and their families familiarize themselves with these guidelines and commit to meet each of them. These guidelines form part of the rules of the Club and are to be followed by all people in attendance at Club events.

“Swimming Bodies and Clubs expect that the following Code of Conduct is followed at

all times and by all people involved in any way with Swimming:

- (a) Treat everyone involved in Swimming in a considerate, objective and courteous manner with proper regard for their rights, dignity and worth.
- (b) Be ethical, considerate, fair, courteous and honest.
- (c) Be professional in, and accept responsibility for, your actions.
- (d) Avoid any real or perceived conflicts of interest.
- (e) Give all people equal opportunity to participate.
- (f) Follow and encourage others to follow SA's standards, rules, policies and procedures at all times.
- (g) Operate within the rules and spirit of Swimming, including the national and

international guidelines that govern SA.

(h) Report any concerns or breaches of this Code of Conduct & Discipline Policy

or the National Integrity Framework through the appropriate channels and in a timely manner.

(i) Provide a safe environment for the conduct of activities in accordance with any relevant Swimming Body's policy.

(j) Show concern, empathy and caution toward others.

(k) Be a positive role model to all and do not shame, humiliate, oppress, belittle,

harass or degrade any person.

(l) Respect and protect confidential information at all times - particularly personal information of any Member or Child or Young Person or other sensitive issues or matters, whether regarding individuals or organisations.

(m) Maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to your role(s).

(n) Ensure that any physical contact with others is appropriate to the situation,

such as being necessary for the person's skill development.

(o) Ensure your actions or inaction do not bring or are not reasonably likely to bring the sport of Swimming into disrepute.

(p) Provide a safe, welcoming and inclusive environment that places the health, welfare and wellbeing of participants above all else.

(q) Conduct yourself appropriately when using Social Networking.

(r) Adopt and maintain a responsible attitude towards the consumption of tobacco products and alcohol.

## **SUPERVISION**

Swimmers must be accompanied by a parent or an appointed adult carer at all Club nights, inter-club competitions and any other formal or informal event held on the premises or elsewhere by the Club. This person is to be responsible for the swimmer or non-swimmer during the entire program. Failure to ensure adequate supervision may result in suspension or loss of championship points. The Club takes no responsibility for minding, supervision or enforcement of the rules relating to children at club events and functions. The parent or appointed adult carer is fully and solely responsible for this supervision.

## **GRIEVANCE POLICY**

The aim of the Grievance Policy is to quickly resolve any conflict within a set procedure to ensure that all parties involved receive a fair hearing. It is intended for the swim club business only, not for Squad Training or Learn to Swim.

1. If a serious or irreconcilable conflict arises, a swimmer or parent should address the committee in writing (via email to the Secretary) regarding the nature of the grievance.
2. A special meeting will be organised, if needed, between all parties in an attempt to resolve the conflict. Details of the meeting will be confirmed in writing to all parties involved. At least two committee members will be involved in the meeting.
3. After the grievance has been discussed and all parties have had a chance to present their perspective of the conflict, the parties will be asked to leave and the committee panel will inform the parties of the outcome within seven days (in writing).

## **CLUB MEMBERSHIP**

Wilston Crocs' membership for the 2023-24 season is current from sign-on through to 30 June 2024. Signing up as a Croc will give your child –

- Friday club nights to focus on improving your personal best in a fun, friendly atmosphere
- End of season Club Championships and trophy night
- Eligibility for friendly inter-club carnivals, junior development meets, A-Grade qualifying meets and Brisbane/Queensland championship events
- Official registration and membership with Brisbane Swimming Association, Swimming Queensland, Swimming Australia and the Wilston Crocs – inclusive of all insurance
- Complimentary Wilston Crocs Swim Cap

**To become a member, swimmers need to complete a Wilston Crocs Enrolment Form, which is available online or from the pool office.**

- **New members** then need to sign up with Swimming Queensland via their Membership Portal: Swim Central <https://swimcentral.swimming.org.au/>. Select Wilston State School Amateur Swim Club and follow the process to register.
- **Existing members** will receive a Subscription Payment Letter from Swimming Australia, which will set out the applicable fees and enable payment of fees online.

Club Membership fees are listed on the website. Membership categories are as follows:

- **Full membership - Competitive swimmer 9+:** A member who is entitled to compete at Friday Club nights and at BSA/SQ/SA or other Swimming Club carnivals.
- **Friday club night membership - Recreational Swimmer 9 +:** A member who wishes to compete only at Friday Club nights (ie. no external BSA, SQ or other club carnivals).
- **Swimmer 8 years and under:** A member who is 8 years at the start of the season, or on the date they started their membership at the club, is entitled to compete at Friday Club nights and at certain BSA, SQ and SA events/carnivals.

If you have any questions about the type of membership required for your swimmer, or require assistance in signing up to Swimming Queensland, please contact the office or email [swim@wilstonpandc.org.au](mailto:swim@wilstonpandc.org.au).

### **SWIM CLUB COMMITTEE AND VOLUNTEERS**

The organisation and efficient running of the Wilston Crocs is dependent on parent involvement. The Club Committee is a sub-committee of the P&C . The Club Executive Committee comprises of a Chairperson, Vice Chairperson, Secretary and Treasurer. Additional key roles include Chief Timekeepers (must be 13+ years to be a timekeeper), Club Race Starters, Club Announcers, Chief Scribe, Club Referees, Marshalls, Computer Operators, Canteen Conveners, SQ/BSA Race Secretary/Parent Liaison (assists the head coach in this role), Carnival Organiser, Club Mascot and Maintenance Coordinator. Additional volunteers for timekeeping and canteen and barbeque duties (roster system is used to ensure these duties are covered) are required each club night. Club Committee contact details are provided on the website.

Committee meetings are held monthly (dates advertised on website), with parents of all club members invited to attend. Committee and support positions are declared vacant for the following season at the Annual General Meeting (usually conducted in February or a date prior to the P&C Annual General Meeting).

Eligibility to vote at committee meetings is gained by having attended a minimum of 3 meetings in the preceding 12 month period.

## **CLUB LEADERSHIP GROUP**

### **Role Description**

- **Be efficient, punctual, prepared, neat.** Arrive early to help with the setup and greet swimmers and their families on arrival. Assist with pack up at the conclusion of each Friday night.
- **Be responsible, safe, strong, positive.** Demonstrate the correct behaviour around the pool and in marshalling. Help with marshalling and to keep noise levels down at the start of events. Be available to help where needed.
- **Be respectful, understanding, kind, inclusive.** Engage, support, and encourage our junior swimmers. Thank volunteers (timekeeping, marshalling, computer operators) each night.
- **Be involved, observant, sustainable, proud.** Be an example to our younger swimmers both in and out of the water. Assist with the co-ordination of the 12.5 metre swim and relays. Communicate with Swim Club organisers to assist with a smooth running night and any suggestions you may have. Create and foster enthusiasm and culture within the club.

To apply for a Club Leadership Position you must meet the following criteria:

- Be in Year 5 at the time of application
- Train at the Club
- Must be registered with Swimming Qld as a financial competitive swimmer for the Wilston Crocs Club for the season
- Intention to attend all Club Nights where possible
- Participate in both carnivals (Ascot Cup and Milton/Oakleigh Carnival)
- Represent Wilston Crocs at a minimum of 50% of meets.

The number of positions in the Club Leadership Group will be at the discretion of the committee. Eligible and interested candidates need to complete a 'Club-Leadership-Group-Nomination-Form' and submit this to the committee by the due date.

In selecting members of the Club Leadership Group the committee will consider the above information. The outgoing Club Leadership Group will announce the incoming Club Leadership Group at the first club night of the new season.

If a committee member's child has nominated for a leadership position, they will be excluded from the decision process.

## SWIM CARNIVALS

**Inter-club carnivals:** Throughout the Amateur Swim Club season, the Club may hold or be invited to participate in inter-club carnivals. All members are eligible to participate.

**Swimming Queensland (SQ) and Brisbane Swimming Association (BSA) swim meets:** These swim meets (short and long course events) give every child an opportunity to improve their times in a race situation, while providing points for their club in the Brisbane competition ladder. Swimming in the long course events also provides children an opportunity to race in a 50m pool. See the SQ and BSA calendar on the website for meet dates.

## CLUB NIGHTS

Club nights are held every Friday night during term 4 and term 1 of the school year. Club Championship nights are held on a weekend at the conclusion of the season, with Trophy Night typically scheduled as soon as possible thereafter.

- The Club Night Calendar, found on the website, lists the events scheduled, and in what order, for each Club night.
- In the event of a weather event (e.g. storm) the Storm Policy will be adhered to. The committee will endeavor to notify members of the Club if the night is cancelled prior to the start time.
- A maximum of 4 events can be swum each Club night (not including relays).
- To swim in the 50m and longer distance races, swimmers must meet the qualification times (listed on the website).
- To nominate for club night events, sign into Swim Central, click 'Events' search the 'Events Calendar' for the relevant date. In the nominee box, please ensure you have the correct child's name. Use the plus symbol at the end of each event line to add a nomination.
- All race nominations close Wednesday at 6:00PM. If you miss nomination, the race marshal will try to schedule you into a race on club night, however this is not always possible. Due to the electronic timing system used for races, no time will be recorded or points accrued in this situation.
- Club night races begin at 6:00PM sharp.
- Swimmers need to listen to the announcer for when to move to the marshalling area. While in the marshalling area, swimmers need to keep noise levels low, be quiet on the whistle, and listen for their event, heat and lane number. If a swimmer misses their race, the race marshal will attempt to place the swimmer in another race, but no time will be recorded or points accrued.
- 12½ metre races are held each week at the most appropriate time in the program. No nomination is necessary for participation in these races. This event is open to any financial member of the Club and their younger siblings who are interested in participating for fun or who are wanting to practice any stroke before entering into the 25 metre races. Senior swimmers will be in each lane to assist any younger swimmer wanting or needing help.



### **CLUB POINTS SYSTEM:**

Each week swimmers attain points for their improvement based on their own personal best (PB) time. At the end of the season, awards will be given to the swimmers with the highest number of points in various age groups. Points are awarded as follows:

<b>Time Recorded at Club Night</b>	<b>Points</b>
2.6 seconds or more slower than best time	1
Between 1.6 and 2.59 seconds slower than best time	2
Between 0.6 and 1.59 seconds slower than best time	3
Between 0.59 seconds slower and equal to best time	4
Between 0.01 and 0.59 seconds faster than best time	5
Between 0.6 and 1.59 seconds faster than best time	6
Between 1.6 and 2.59 seconds faster than best time	7
2.6 or more seconds faster than best time	8

Other points awarded:

- 4 points will be awarded to swimmers graduating from 25m to 50m in any stroke.
- 1 point will be awarded if a swimmer is disqualified.

### **CLUB CHAMPIONSHIPS DETAILS:**

The Club Championships will be held on a nominated date and time as advised by the Club at the start of the season. An alternate (back up) date and time will be provided at the same time.

If the Club Championships cannot be held on that nominated date and time e.g., due to a weather event, the Club Championship will take place on the alternate (back up) date and time.

Qualifying requirements include:

- Swimmers must be a financial member.
- Swimmers must swim in a minimum of 50% of club nights over the season. Nomination without swimming does not count unless a Club night is cancelled because of a weather event (e.g. storm). However, if a swimmer has been unable to swim due to illness or school commitments, written explanation (via email to the Chair or Secretary) can be submitted to the committee for consideration. Participation and conduct of the swimmer during training, club nights and carnivals will be taken into consideration when deciding eligibility to participate in Club Championships.
- Swimmers must have nominated, within the closing date and time advertised in the lead up to Club Championship event/s.
- The age of the swimmer will be age on block as at the first Championship night.
- Swimmers must have met qualifying times throughout the season to nominate and swim in the 100 metre races.

Championship points:

- 1<sup>st</sup> – 5 points
- 2<sup>nd</sup> – 3 points
- 3<sup>rd</sup> – 1 points

#### **AWARDS:**

**Age Group Categories:** The following are the age group categories for Points and Most Improved trophies.

Junior – 7 years and under  
Intermediate – 8 & 9 years  
Senior – 10 years and over

**Age championship trophies:** Trophies given to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placed Age Champions.

**Points trophies:** Awarded to the swimmer with the highest points accumulated from all club nights, with categories for Junior, Intermediate and Senior.

**Most improved trophies:** Awarded to the swimmer achieving the greatest improvement margin in times for the 4 strokes across the season, with categories for Junior, Intermediate and Senior. To be eligible for this trophy a swimmer must have swum a minimum of 50% of club nights over the season.

#### **Kate Gibson Trophy:**

Kate Gibson was involved in the club with great commitment from 2000 until her death in 2010. As a long-term committee member, she excelled as carnival organiser and computer operator. Kate strived for fairness and her passion was always for the quiet achiever. This trophy is typically given to a family in recognition of their involvement and commitment to the Club.

**President's Trophy:** This award is an elite performance award, for the swimmer who achieves the most outstanding performance throughout the entire club championship races. Priority will be given to the number of club records achieved and if no records are broken, further consideration will include the number of first places, number of personal bests, and proximity to club records. The winner of this trophy does not need to be a student of Wilston SS.

**Sportsperson of the Season award:** This award is given to an individual (usually a swimmer) who has shown a high level of sportsmanship throughout the season. You do not need to be a student of Wilston SS to be nominated for this trophy.

**Jeppesen Family Trophy – Best all round swimmer:** In establishing this award, the Jeppesen family stipulated that the recipient must currently attend primary school and be a full BSA/QSA affiliated member of the club. The swimmer must train at the school pool, perform at consistently high levels in carnivals and attend a minimum of 75% of Club nights. The swimmer should at all times demonstrate a high level of leadership and sportsmanship, making themselves a role model for other swimmers.

**Trainers of the year:** This award is given to one swimmer in each squad (Stroke Development, Skills Development and Training Development/Target Squad). The swimmers must have shown consistency in squad training throughout the entire year, respect for the coach and other swimmers, and have consistently striven towards their own personal best and to be the best sportsperson they can be. Swimmers do not need to be students of Wilston SS to be nominated for these awards.

**Club Spirit Award:** Awarded to club members who consistently have a go, show courtesy to fellow club members and volunteers and support their team both in and out of the water.

**Award Nomination:** The Swim Club Committee will consider nominations for the Kate Gibson Trophy, Sportsperson of the Season award and Jeppesen Family Trophy, and will agree on the final voting list in each of these categories for Award voting. Each nomination will be added the final voting list by majority vote of the committee present.

In considering nominations for the Sportsperson of the Season award and Jeppesen Family Trophy, the committee will seek input and endorsement from the coaches.

**Award Voting:** The winner for the Kate Gibson Trophy, Sportsperson of the Season award and Jeppesen Family Trophy will be decided using a voting system agreed by the committee present. A committee member cannot cast a vote on a particular award if their child is on the final voting list for that same award.

#### **RECORD TIMES:**

Record times are determined as follows:

##### **Club Championship Records:**

- Age on block at the first Championship night.
- Club records can only be set by a Wilston Swim Club Member.
- Club records can only be set at club championships.
- The swimmer must swim in the correct age group, distance and stroke (as determined by the referee) for a record to be set.

##### **Pool Records:**

- Age as of day of competition.
- Pool records can be set by any swimmer competing at the Wilston State School pool.
- Pool records can be set at club night, home carnivals and club championships.
- No other races will be specially set up to attempt records.

A full list of records can be found on the Club website.