

COMMERCIAL SWIMMING CLUB INC.



CLUB HANDBOOK





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## 1. Welcome

The Committee of the Commercial Swimming Club Inc. extends a warm welcome to all members. You are a member of a great Club with a long and proud history of success and a strong reputation in Australian swimming.

The Club operates out of the Valley Pool – and has been there since 1926! The Club provides swimming coaching, training and competition in a manner that ensures swimmers meet their full potential. The club is committed to:

- developing the individual's confidence, self esteem and physical fitness through learning the skills and techniques of swimming;
- conducting training, coaching and swimming meets to ensure maximum participation where possible; and
- providing an environment for all swimmers to achieve their potential, catering for all levels of competition.

The main things you need to know about the Club and its operation are contained in this Handbook. Parents and swimmers are asked to read it carefully.

There is more information on the Club's website. You are encouraged to visit the site frequently as the content is updated regularly and notices to members and swimmers are posted on the website. The address is:

[www.commercial-swimming.org.au](http://www.commercial-swimming.org.au)

### Quick Finder

#### Membership:

David Liddy 0412 530 649

#### Swim meets:

Louise Hogan 0438 625 417

#### Club nights:

Simon Neill 0416 727 999

#### Squads & Coaching:

Trent Patten 0413 842 124

#### Clothing & merchandise:

Carolyn Carsley 0414 776 543

#### Sponsorship:

Larry Weston 0417 648 622

#### Anything else:

Ross Young 0418 219 549



## 2. About Commercial

The Commercial Swimming Club has a long and proud history.

The Club has its foundations in the "Ladies Commercial Amateur Swimming Club", formed in 1903 and the "Commercial Amateur Swimming Club," formed in 1913. The clubs operated separately, but did compete together, firstly at the Spring Hill Baths and, from 1926, at the "new" Valley Baths. A Combined Committee had formed by 1923 to smooth the running of the club program. Eventually, in 1974, the clubs amalgamated and the merged club was called the "Ladies and Men's Commercial Amateur Swimming Club".

In the last decade of the 20th Century, the Club became highly successful in national and international competition. The Roll of Honour includes a "who's who" of Australian swimming.

### 2.1 Club Mission

The Club's mission is to ensure Commercial is a major player in the development and promotion of the sport of swimming at all levels.

### 2.2 Goals

The Club's goals are:

- To promote swimming.
- To provide an arena for competition.
- To identify and develop talent.
- To nurture swimmers to develop to their full potential.
- To instill sportsmanship and club spirit and promote team work.
- To assist in the development of technical officials.
- To help deliver cost-effective swimming to swimmers and their families.



### 3. Administration

#### 3.1 Office Bearers

Patroness Rita Henningsen

##### Management Committee

President Ross Young

Vice President Simon Neill

Secretary Peter Evans

Treasurer Steve Casey

##### Club Officials

Registrar David Liddy

Race Secretary Louise Hogan

Assistant Secretary Shannon Neill

Club Clothing Carolyn Carsley

Website Manager Peter Evans

EKKA Convenor Steve Casey

Club Auditor Mr. D. Casey

##### Coaching Staff

Head Coach Trent Patten

Assistant Coaches Tom Evans

Sam Armstrong

Gym Coach Tom Evans

##### Club Delegates

SQ Delegate Peter Crane

BSA Delegates Steve Carsley

Ross Young

##### Club Captains

Male Luke Vacca

Female Charlotte Casey

#### 3.2 Committee Meetings

Committee Meetings are held in the Valley Swimming Pool Officials Rooms, 432 Wickham Street, Fortitude Valley, on the fourth Monday of each month, except December, starting at 5:30pm. Parents are encouraged to attend and contribute to these meetings and support the running of the Club.



### 3.3 Membership

Club membership fees are set by the Club each year at the Annual General Meeting and are published on the website.

The due date for subscription to renew membership is the first of July each year. Membership fees must be paid by first October.

Membership forms are available in the website. Please note the request for email address – many Club notices are sent by email.

### 3.4 Club Merchandise

The Club sells a range of clothing, including swim caps, t-shirts and hoodies.

Prices and the full range of clothing are listed on the website - or contact the convener.

### 3.5 Affiliations

Being a member of the Commercial Swimming Club Inc. also gives members membership of the following affiliated associations:

- FINA
- Swimming Australia Ltd (SAL)
- Swimming Queensland (SQ)
- Brisbane Swimming Association Inc. (BSA)

### 3.6 Insurance

Members are covered by a comprehensive insurance cover for swimming through our affiliation with Swimming Australia.

### 3.7 Policies and Guidelines

The Club also supports the following policies and guidelines published by affiliated organisations. These Policies and Guidelines can be found on the Swimming Queensland website [www.qld.swimming.org.au](http://www.qld.swimming.org.au)

- Junior Sport Policy
- SQ Visiting Swimmers Policy
- SAL Member Welfare Policy
- SAL Privacy Policy
- SAL Behavioural Guidelines (reproduced in this handbook)
- SQ Lighting Protection Action Guidelines
- SQ Rule Tolerances Policy
- SAL Anti Doping Policy
- SAL Child Welfare Policy
- Council Queensland Sun Smart Policy
- SAL Pool Depth Guidelines
- SQ Risk Management Guidelines





## 4. Squads & Coaching

### 4.1 Squads, session times and fees

The Club provides three levels of training - senior, intermediate and junior - throughout the year. The Head coach will advise the most appropriate squad for each swimmer and monitor progress and recommend when a swimmer is ready to progress to the next level.

#### Mini Squad

This squad caters for swimmers who are starting out on their swimming career and have graduated from learn to swim level. Swimmers must be able to swim 25 metres.

#### Junior Squad

This squad is for young swimmers who have graduated from mini squad. Swimmers must be able to swim 50m in all strokes. The squad concentrates on stroke correction and simple drills.

#### Intermediate Squad

This squad focuses on swimmers technique and harder drills are used to challenge the swimmer. It is aimed at younger swimmers who compete at regional and state level and is designed to prepare swimmers for the transition to senior squad.

#### Senior Squad

This squad caters for swimmers who aim to compete at State and National level. Swimmers attend up to 10 sessions each week, including gym sessions.

The Club also provides training for Masters swimmers.

Squad training session times are listed below. Squad fees are published on the website.

Note. Pool entry is charged as a separate fee by Valley Pool management.

	Mini	Junior	Intermediate	Senior	Masters
Monday	3:30-4:30pm	3:30-4:30pm	3:30-4:30pm	5:30-7:30am 4:00-6:00pm	5:30-7:00am 4:30-6:00pm
Tuesday		6:15-7:15am <sup>1</sup>	4:00-5:30pm	4:00-6:00pm	
Wednesday	3:30-4:30pm	3:30-4:30pm	3:30-4:30pm	5:30-7:30am 4:00-6:00pm	5:30-7:00am 4:30-6:00pm
Thursday		6:15-7:15am <sup>1</sup> 3:30-4:30pm	4:00-5:30pm	4:00-6:00pm	
Friday		3:30-4:30pm	4:00-5:30pm	5:30-7:30am 4:00-6:00pm	5:30-7:00am 4:30-6:00pm
Saturday				5:30-7:30am <sup>2</sup>	

1 School terms 1 and 4 only

2 May vary - Check with Head Coach



## 4.2 Payment of Squad Fees

Payment for Squad Fees can be by cash, cheque or direct debit (refer the website for details of how to do this). Payments by cash or cheque should be placed in an envelope in the Nomination Box at the railway end of the pool. Please make cheques payable to Commercial Swimming Club Inc.

Please note:

- Payment is required in advance, that is, before a swimmer starts training with the squad.
- Monthly Squad Fees are due on the 1<sup>st</sup> of each month.
- The Club maintains a roll of swimmers who have paid the fees and are therefore eligible to attend training sessions.

## 4.3 Coaching Philosophy

We aim to provide for the requirements of all swimmers in an environment where each swimmer can train and compete to their own level of ability. Each training squad is designed to provide for the specific capabilities and competition demands of the swimmers in the group. When coaches consider swimmers for squads, they consider the following:

- a demonstrated ability that the swimmer can handle the workload;
- the swimmer's ability to handle the psychology of the group;
- the swimmers ability to compete well; and
- whether the swimmer is prepared to make the commitment.

## 4.4 Guidelines for swimmers and parents

The coaches enforce a set of common rules, which is a necessity when dealing with groups of athletes in training and competition situations and which are performance (success) orientated.

The main rules are as follows:

- Swimmers must bring to training the equipment specified by the coach for their squad, in good condition and named.
- Swimmers are expected on the pool deck 10 minutes minimum prior to the starting time in order to prepare and stretch.
- Swimmers are required to attend as many training sessions as possible, as required by the coach.
- Swimmers are required to follow the directions of the coach without delay.
- At competition, swimmers are asked to compete honestly, and speak to their coach before and after their races.
- Club uniform is to be worn at all swim meets where the club is being represented. The uniform consists of the club swim cap when racing and the club T-shirt and hoodie (in winter).

The Club also expects members, swimmers, coaches and officials to behave in accordance with the Behaviour guidelines (chapter 8).



## 5. Club Night

Club swim meets are conducted every second Tuesday evening during school terms 4 and 1 at the Valley Pool, commencing at 7:15 p.m. sharp and concluding at (or before) 8.30 p.m. The dates are published in the Club Night Calendar on the website. The Calendar is included in Attachment A.

Points accrued by swimmers competing at Club Night are used to determine eligibility for many of the Club Awards and Trophies.

### 5.1 Club Night Rules

Club meets will be governed by the following rules, regulations and responsibilities:

1. The Club committee is responsible for the proper conduct at each meet and club members must remain within the confines of the pool area for the duration of the meet.
2. Instructions of officials must be obeyed at all times. Persistent disobedience or any misconduct by a swimmer will result in disciplinary measures being applied by the Referee for that night.
3. The Referee may refer such disciplinary measures of any swimmer to the committee for further action.
4. After the Referee's whistle sounds, movement round the pool is not allowed, and there must be absolute silence for the start
5. Swimmers are asked to wear CSC swim cap at Club nights.
6. The committee reserves the right to alter the rules of the club or the program without prior notification.
7. During all swim nights conducted by the club the Referee's decision relating to all rules of Swimming Australia shall be final, and the Referee shall decide all questions relating to the conduct of the meet, the final settlement of which is not otherwise covered by the rules.

### 5.2 Club Night Officials

The Club appoints Officials to manage Club Night. The roles and appointed Officials each season are published on the website.

### 5.3 Nominations for Club Night

Nominations for events must be received by 7.00 p.m. This is essential to allow for the preparation of race sheets. Nominations for club swim are closed at 7.00 p.m. sharp. The first event is marshaled at 7.10 pm.

At each Club Night, for the purpose of gaining points, each competitor may swim:

- one event in each stroke (either 25 or 50 metres);
- a 100 or 200 metre event in a stroke of their own choice, if scheduled; and
- an Individual Medley, either 100 or 200 metre of their own choice, if schedules

On the first occasion a member swims for the season, he or she will swim against the best time swum during the previous season. New members (and current members who



have not swum a particular distance before), must swim a time trial on the first occasion they swim in order to establish a time for points. '

The Computer Operator, using the Meet Manager program, will prepare a "Race Sheet" for each event. All heats will be seeded with the fastest swimmer in the centre lane, with heats scheduled from slowest to fastest.

The Race Sheets will go to the Clerk of Course and Chief Timekeeper.

All competitors must report to the Marshalling Area at least one event prior to their event or as requested by the Announcer.

The Clerk of Course will call competitors' names for each heat in turn, and competitors should then report to the Check Starter. On the instructions of the Check Starter, the competitors will move behind their respective blocks and wait for the Starter's instructions.

The competitors will start on the electronic bleep from the starting device in according to the rules and on completion of the heat; each competitor's time will be taken by the Timekeeper using a stopwatch. Times will be recorded by the Chief Time Keeper with Race Sheets passed onto the Control Room Supervisor for recording within the Meet Manager program.

Print outs of "swimmers times" & "club records broken" reports will be produced at the end of the Club Night & posted on the website, as close as practical, the next day. They will be made available the following Club night.

#### 5.4 Progression Times

Progression times will apply for 25 metre swimmers. Once a competitor achieves the time listed in the table below, the swimmer is strongly encouraged to progress to 50 metres in that particular stroke.

Stroke	25-50 m
Freestyle	22 seconds
Backstroke	25 seconds
Breaststroke	27 seconds
Butterfly	25 seconds

It is strongly recommended that swimmers are able to swim the times noted below for the 200m Individual Medley before entering that event at Club Night.

11 Years & Under    3:49:00

12 Years & Over    3:20.00

#### 5.5 Rule Tolerance Policy

Swimmers 7 years and under will not be disqualified at Club Night. (as per Swimming Queensland Policy). Those swimmers will be given Stroke Correction Forms in order to assist to correct their error.



## 5.6 Club Championship Eligibility

To be eligible to compete in the Club Championship, a swimmer must be a financial member of the club. Ages for all championship events will be determined as at 30th March in the year ending the season (e.g. for the 2010-2011 season, age is determined at 30 March 2011).

Championship events will be held over the distances for each age and stroke on the dates set out in Attachment A "Club Night Program".

## 5.7 Points System

The following table outlines the points system that CSC uses to measure an individual's performance. The basis of the points system is that each competitor swims against his or her own times.

Achievement	No of Points
Best time plus 2.50 or more seconds	1
Best time plus 1.50 to 2.49 seconds	2
Best time plus 0.50 to 1.49 seconds	3
Best time plus or minus 0.49 seconds	4
Best time minus 0.50 to 1.49 seconds	5
Best time minus 1.50 to 2.49 seconds	6
Best time minus 2.50 or more seconds	7



## 6. External Swim Meets

### 6.1 Meet Calendar

The Club, with the Head Coach, sets a calendar of external meets at which it expects swimmers to compete and at which Commercial will attend as a Club. The meets in the calendar are largely Brisbane Swimming, Queensland Swimming and Swimming Australia sponsored meets, together with some inter-club meets.

The Calendar is published on the website and is included in Attachment C.

The Race Secretary will post a notice on the Club Notice Board at the pool, and on the website, when nominations must be received by the Race Secretary for meets in the calendar. The Race Secretary shall also email a reminder the Monday prior to close of nominations.

Swimmers may also attend other meets at their discretion. While the Club does not attend en mass, swimmers are expected to represent the Club and wear club uniform. It is expected swimmers will discuss meets they plan to attend with their coach before nominating.

If a swimmer wishes to nominate for a meet other than scheduled in the Club's Meet Calendar, the swimmer should contact the Race Secretary to advise the meet for which they want to nominate and to find out when the nomination must be received by the Race Secretary in order for the Race Secretary to complete the nomination by the due date.

The nomination procedure is the same, whether the meet is scheduled in the Calendar or not.

### 6.2 External Swim Meet Nominations

Except for certain SAL and SQ meets, nominations for external swim meets are processed by the Race Secretary and usually lodged with the host club by the Race Secretary. The nomination process is:

1. Check the closing date

Nominations will NOT be accepted after the closing date. The Club closing date for nominations is typically one week prior to the closing date published by the meet organiser. Please note that the closing date published by the meet organiser is the date when the payment, printed reports and electronic entries file must be received by the meet organiser. The Race Secretary needs some time to process entries and payment, hence the Club's specified closing date for nominations is earlier than the published by the meet organiser.

2. Fill in the Meet Nomination Envelope.

Nomination envelopes are available at the railway end of the pool. Fill out the front of the Nomination Envelope, include the payment in the Envelope and drop it into the Nomination Box (located on pool deck railway end) prior to the closing date and time.

It is important to complete all the information on the envelope – including the swimmer's name - in order for the Race Secretary to nominate the swimmer in the events selected.

Entries without payment will not be processed.



### 3. Payment Method

Payment for nominations can be by cash, cheque or direct debit (refer the website for details of how to do this). Include the cash, cheque or a receipt of EFT transaction in the Nomination Envelope and place the Envelope in the Nomination Box. Please make cheques payable to Commercial Swimming Club Inc.

### 4. Check Entry Report

Once nominations are processed by the Race Secretary an Entries Report will be displayed on the Notice Board at the railway end of the pool. They may also be emailed to the swimmer. Please notify the Race Secretary immediately if there are any mistakes at: [racesecretary@commercial-swimming.org.au](mailto:racesecretary@commercial-swimming.org.au)

Please Note.

- Late entries, entries without payment, or entries which do not meet specified Qualifying Times will not be processed.
- Only approved Qualifying Meets can be used for gaining Qualifying Times (Qualifying meets are BSA and SQ events and some external meets that specify they are a Qualifying Meet on the program.)
- Fines may apply to the swimmer if proof of Qualifying Times cannot be provided.
- Short Course results cannot be used for Long Course entries, unless the meet program specifically allows this.
- Masters Swim Meet results cannot be used for entries.
- Long Course results can be used for Short Course entries.
- Nominations will not be accepted from non-financial members.

SAL and SQ now use on-line nomination for some meets. Individual swimmers nominate themselves. The Race Secretary shall advise when on-line nomination is required.

## 6.3 Member Support at National Meets

To the extent practicable, the Club offers some financial support to swimmers attending National Championship meets.

Determination of the level of support offered will be at the discretion of the committee. Each swimmer will only receive support once regardless of how many national meets they attend each year. When determining the level of support and priority for allocation to members, the Committee takes in to account the following factors:

- Participation at the Club's annual fund raising event at the Brisbane Exhibition.
- Attendance on Club Nights, including Club Championships
- Attendance at events in the Calendar
- Availability for Club Relay Teams at both SQ & BSA meets
- Overall support for the Club and demonstrated Club spirit



## 7. Club Awards

The Club awards the following trophies each season. Awards are also made for Boys and Girls Age Champion. Trophies and Awards are presented at the annual Club Trophy Day, which is published in the Club Night Calendar.

In addition, at each Club Night awards will be made for:

- Swimmer of the Week. Awarded to the swimmer who achieves the greatest number of points at the meet
- Progress awards. Certificates will be presented to swimmers who achieve the times to advance from 25 to 50 metre events.
- Speed awards. Bronze, Silver Gold and Platinum awards (certificates) will be made to each swimmer, 12 and under, who achieves the target times in their age group in each stroke. The target times are listed in Attachment B.

All trophies will be awarded at the discretion of the Committee.

THE KIEREN PERKINS TROPHY Outstanding Performances at National or International level	THE TRACEY WICKHAM TROPHY Best Performance at State Championships.
THE SAMANTHA RILEY TROPHY Outstanding Performance.	THE GREG LALOR (AO) TROPHY Club Champion. Boys & Girls.
THE RITA HENNINGSEN TROPHY Aggregate Points. Boys & Girls.	PRESIDENT'S TROPHY Greatest Number of Swims. Boys & Girls.
MICK KEENAN MEMORIAL ROSE BOWL Club Spirit.	BERT BALL TROPHY Co-Operation.
GEORGE THOMPSON MEMORIAL TROPHY Aggregate Points Boys 12 Yrs & Under.	PAT NOLAN MEMORIAL TROPHY Aggregate Points Girls 12 Yrs & Under.
NORM AND LEILA GORDON MEMORIAL TROPHY Aggregate Points Boys 10 Yrs & Under.	BILL NOLAN MEMORIAL TROPHY Aggregate Points Girls 10 Yrs & Under.
A. F. BARNACLE SHIELD Best Performance in Open Water.	THE ALBERT & JUNE HANDLEY TROPHY Most Improved Novice.
LORRAINE & BARRY SHORT TROPHY Exceptional Service to the Club	BILL FLEMING MEMORIAL RELAY TROPHY 2X50 Freestyle Handicap Relay.
KAREN & JEFF VAN DER GRAFF RELAY TROPHY 4X50 Metres Medley Handicap Relay.	ANNE THOMPSON RELAY MEMORIAL TROPHY 4X25 Metres Freestyle Handicap Relay for 11 years & Under.



## 8. Behaviour Guidelines

### 8.1 The Essence of Australian Sport

In Australia we are proud of our sporting ability and our reputation as a nation of good sports. Our society expects high standards of behaviour from all people involved in the sport, and it is vital the integrity of the sport is maintained at every level of the sport. The principles of Fairness, Respect, Responsibility and Safety should be maintained and the Commercial Swimming Club is committed to upholding these principles.

#### Fairness

Operating within the spirit of the rules, never taking an unfair advantage and making informed and honourable decisions at all times.

#### Respect

Recognising the contribution that people make to sport, treating them with dignity and consideration, as well as caring for the property and equipment they use.

#### Responsibility

Taking responsibility for one's actions and being a positive role model at all times.

#### Safety

Encouraging healthy and safe procedures, preventing and reporting dangerous behaviour, while demonstrating concern for others.

### 8.2 General Behaviour Guidelines

Commercial Swimming Club supports the principles of Member Welfare and Child Welfare Policy published by Swimming Australia. The Club expects any person involved in any way with the Club and the sport of swimming generally, and particularly those responsible for activities involving members under the age of 18 years, to behave in accordance with the following guidelines:

- Respect the rights, dignity and worth of others.
- Be ethical, considerate, fair and honest in all dealings with other people and organisations.
- Be professional in, and accept responsibility for your actions.
- Make a commitment to providing a quality service.
- Be aware of Swimming Australia's standards, rules and policies.
- Operate within the rules and spirit of the sport, including the national and international guidelines that govern Swimming Australia.
- Understand the possible consequences of breaching Swimming Australia Member Welfare and Child Welfare Policies.
- Immediately report any breaches of the Swimming Australia Member Welfare and Child Welfare Policies to the appropriate authority.
- Refrain from any form of abuse towards others.
- Refrain from any form of harassment towards others.
- Refrain from any form of discrimination towards others.



- Refrain from intimate relations with members whom they have a supervisory role or power over.
- Refrain from any form of victimisation towards others.
- Provide a safe environment for the conduct of activities in accordance with any relevant Swimming Australia policy.
- Show concern and caution towards others that may be sick or injured.
- Be a positive role model.

### 8.3 Competitor Behaviour Guidelines

- Abide by the General Behaviour Guidelines
- Follow the rules of swimming Australia at all times.
- Give your best at all times.
- Never argue with an official. Use the appropriate rules and guidelines to resolve a dispute.
- Control your temper. Verbal or physical abuse is not acceptable.
- Work equally hard for yourself and /or your team.
- Be a good sport. Applaud good performances weather they are made by your team or the opposition.
- Treat all swimming participants, as you would like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coaches, team mates, opponents, management, event staff and officials.
- Participate for your enjoyment and benefit, not to satisfy the expectations of others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnicity, cultural background or religion.

### 8.4 Coach Behaviour Guidelines

- Abide by the General Behaviour Guidelines
- Be responsible for matters concerning the coaching, training and development of members.
- Help each person (athlete, official, etc.) to reach their penitential – respect the talent, developmental stage and goals of each person, and compliment and encourage with positive support and feedback.
- Be honest and do not allow your qualifications to be misrepresented.
- Maintain a 'duty of care' towards others and accountability for matters relating to training and competition.
- Maintain the required standard of accreditation and/or licensing of professional competencies.
- Have a sound working knowledge of Swimming Australia policies, rules and coaching techniques.
- Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development.



## 8.5 Parent and Guardian Behaviour Guidelines

- Abide by the General Behaviour Guidelines.
- Encourage your child to participate in sport for their individual enjoyment, personal satisfaction, and improvement.
- Focus on your child's effort and performance, rather than winning and losing. Encourage your child to abide by the rules and accept judgments made by officials.
- Never ridicule or yell at a child for making a mistake or performing below expectation.
- Be an example to your child and others. Appreciate good performances by all participants.
- Support all efforts to remove verbal and physical abuse from the sporting environment.
- Show appreciation and respect for all people involved in your child's swimming.
- Respect the rights, dignity and worth of all participants, regardless of their gender, ability, ethnicity, cultural background or religion.

## 8.6 Technical Official Behaviour Guidelines

- Abide by the General Behaviour Guidelines
- Encourage all participants to uphold the 'essence of sport'
- Be consistent, objective and courteous when making decisions.
- Address unsporting behaviour and promote respect for all competitors.
- Emphasise the spirit of fair competition.
- Promote rule changes that will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest rules and guidelines for officiating.
- Place the safety and welfare of the participants above all else.
- Give every participant a fair go regardless of their gender, ability, ethnicity, cultural background or religion.

## 8.7 Administrator Behaviour Guidelines

- Abide by the General Behaviour Guidelines
- Act in good faith and in the best interest of the sport as a whole.
- Maintain confidentiality in regards to sensitive and / or commercial information.
- Resolve conflicts fairly and promptly through established procedures.
- Do not allow prejudice, conflict of interest or bias to affect your objectivity.

## 8.8 Spectator Behaviour Guidelines

- Abide by General Behaviour Guidelines
- Remember that people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performances and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the outcome.
- Respect the decisions of officials, and teach others to do the same.



- Never ridicule or scold an athlete for making a mistake. Positive comments are motivational.
- Reject the use of violence in any form, whether it is by spectators, coaches, officials or competitors.
- Show respect for all athletes. Without them there would be no competition.
- Encourage competitors to follow the rules and the officials' decision.
- Do not use foul language, sledge or harass other competitors, coaches or officials.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.



## 9. Swimming Stroke Rules

The following section outlines the FINA rules as at September 2009 for each individual stroke. These rules have been adopted by the club. Rule clarifications should be directed to the Referee.

### 9.1 The Start

1. The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle from the referee the swimmers shall step onto the starting platform and remain there. On the starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signal.
2. The start in Backstroke and Medley Relay races shall be from the water. At the referee's first long whistle, the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position. When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter shall give the starting signal.
3. In Olympic Games, World Championships and other FINA events the command "Take your marks" shall be in English and the start shall be by multiple loudspeakers, mounted one at each starting platform.
4. Any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again. The Referee repeats the starting procedure beginning with the long whistle (the second one for backstroke).

### 9.2 Freestyle

1. Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.
2. Some part of the swimmer must touch the wall upon completion of each length and at the finish.
3. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

### 9.3 Backstroke

1. Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.
2. At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in 8.3.4. The



normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

3. Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the turn, at the finish and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.
4. When executing the turn there must be a touch of the wall with some part of the swimmer's body in his/her respective lane. During the turn the shoulders may be turned over the vertical to the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.
5. Upon the finish of the race the swimmer must touch the wall while on the back in his/her respective lane.

#### 9.4 Breaststroke

1. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke, followed by a breaststroke kick.
2. From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.
3. The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.
4. During each complete cycle, some part of the swimmer's head must break the surface of the water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.
5. The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is not permitted except as in 8.4.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.
6. At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

#### 9.5 Butterfly

1. From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time.



2. Both arms shall be brought forward together over the water and brought backward simultaneously through-out the race, subject to 8.5.5
3. All up and down movements of the legs must be simultaneous. The legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.
4. At each turn and at the finish of the race, the touch shall be made with both hands simultaneously, at, above or below the water surface.
5. At the start and at turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

## 9.6 Medley

1. In individual medley events, the swimmer covers the four swimming strokes in the following order: Butterfly, Backstroke, Breaststroke and Freestyle. Each of the strokes must cover one quarter (1/4) of the distance.
2. In medley relay events, swimmers will cover the four swimming strokes in the following order: Backstroke, Breaststroke, Butterfly and Freestyle.
3. Each section must be finished in accordance with the rule which applies to the stroke concerned.

## 9.7 The Race

1. All individual races must be held as separate gender events.
2. A swimmer swimming over the course alone shall cover the whole distance to qualify.
3. The swimmer must remain and finish the race in the same lane in which he/she started.
4. In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.
5. Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.
6. Pulling on the lane rope is not allowed.
7. Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the referee shall report the matter to the Member promoting the race, and to the Member of the swimmer so offending.
8. No swimmer shall be permitted to use or wear any device or swimsuit that may aid his/her speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, etc.). Goggles may be worn. Any kind of tape on the body is not permitted unless approved by FINA Sport Medicine Committee.
9. Any swimmer not entered in a race, and who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.



10. There shall be four swimmers on each relay team.
11. In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified.
12. Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.
13. The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.
14. Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.
15. Should a foul endanger the chance of success of a swimmer, the referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event or in the last heat, he/she may order it to be re-swum.
16. No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect.

## 9.8 Timing

1. The operation of Automatic Officiating Equipment shall be under the supervision of appointed officials. Times recorded by Automatic Equipment shall be used to determine the winner, all placing and the time applicable to each lane. The placing and times so determined shall have precedence over the decisions of timekeepers. In the event that a break-down of the Automatic Equipment occurs or that it is clearly indicated that there has been a failure of the Equipment, or that a swimmer has failed to activate the Equipment, the recordings of the timekeepers shall be official.
2. When Automatic Equipment is used, the results shall be recorded only to 1/100 of a second. When timing to 1/1000 of a second is available, the third digit shall not be recorded or used to determine time or placement. In the event of equal times, all swimmers who have recorded the same time at 1/100 of a second shall be accorded the same placing. Times displayed on the electronic scoreboard should show only to 1/100 of a second.
3. Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three timekeepers appointed or approved by the Member in the country concerned. All watches shall be certified as accurate to the satisfaction of the governing body concerned. Manual timing shall be registered to 1/100 of a second. Where no Automatic Equipment is used, official manual times shall be determined as follows:
  1. If two (2) of the three (3) watches record the same time and the third disagrees, the two identical times shall be the official time.
  2. If all three (3) watches disagree, the watch recording the intermediate time shall be the official time.



3. With only two (2) out of three (3) watches working the average time shall be the official time.
4. Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.
5. In the case of a relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.
6. All 50 metre and 100 metre splits shall be recorded for lead-off swimmers during relays and published in the official results.



## 10. Development Programs

### 10.1 Australian JX Program

The Australian Junior Excellence (JX) Program recognises, rewards and encourages junior swimmers who, through their development of aquatic skills and fitness, achieve a high standard of swimming excellence. The Program now also recognises the achievements of SWD and OWS swimmers.

Under the Program, swimmers aged from 9 to 13 years who accomplish times set by Swimming Australia qualify at Green, Bronze, Silver or Gold standard, depending on their performance/s during the season.

For doing so, qualifiers receive special recognition by way of:

- A distinctive JX cap (9 and 10 year olds) or JX shirt (11 to 13 year olds)
- A JX certificate of achievement, signed by the National Youth Coach and members of the Australian Swim Team!
- A JX motivational poster, featuring elite Australian swimmers
- Publication of their name on this website
- Australia is one of the top swimming nations in the world and by achieving the Green, Bronze, Silver or Gold JX standard, junior swimmers are on the pathway to international success.

JX Program qualifying times are posted on the Club Notice Board at the pool.

### 10.2 Youth Performance Squad

The Australian Youth Performance Squad (YPS) is an exciting new initiative designed to reward swimmers aged 13-18 for their performances in the pool. The YPS is an extension of the Junior Excellence program which recognises and rewards 9-13 year olds. Similar to Junior Excellence, YPS rewards swimmers for achieving particular time standards set by Swimming Australia. YPS qualifiers receive recognition by way of:

A customised YPS towel based on level achieved

- a YPS cap
- a YPS poster
- a YPS DVD (See preview above)
- have their name published on this website

For more details see the SAL website at [www.swimming.org.au](http://www.swimming.org.au)





## Attachment A: Club Night Program

COMMERCIAL CLUB NIGHT PROGRAM • 2010–2011 SEASON																	
2010-2011	Own Choice	Individual Medley Own Choice		Freestyle				Backstroke			Breaststroke			Butterfly			Special Events
		100	200	25	50	100	200	25	50	100	25	50	100	25	50	100	
12 Oct 2010																	Sign On Night
26 Oct 2010																	
9 Nov 2010																	S/C and Anne Thompson Memorial Relay
23 Nov 2010																	
7 Dec 2010																	Bill Fleming Memorial Relay & Christmas Party
11-17 Dec 2010	Queensland State Championships																
1 Feb 2011																	
15 Feb 2011																	
1 Mar 2011																	S/C and Karen & Jeff Van Der Graff Relay
15 Mar 2011																	
29 Mar 2011	Club Championships (refer table below) & Break Up Night																
15 May 2011	Trophy Presentation Day (venue to be advised)																

COMMERCIAL CLUB CHAMPIONSHIPS								
	Freestyle		Backstroke		Breaststroke		Butterfly	
	50m	100m	50m	100m	50m	100m	50m	100m
	8yr – 15yr	16 & Open	8yr – 15yr	16 & Open	8yr – 15yr	16 & Open	8yr – 15yr	16 & Open
29 Mar 2011	X	X	X	X	X	X	X	X



## Attachment B: Speed Awards

Speed awards are made to swimmers 12 and under who achieve the target times at Club Night as set out below.

	Platinum	Gold	Silver	Bronze
<b>8 years &amp; under Girls/Boys</b>				
50m Free	37.00	40.59	45.79	53.29
50m Back	43.60	48.59	54.49	1.04.09
50m Breast	50.10	55.59	1.01.79	1.11.89
50m Fly	40.20	46.49	53.29	1.02.09
<b>9 and 10 years Girls</b>				
50m Free	34.29	36.89	40.89	46.39
50m Back	40.99	44.39	49.19	55.79
50m Breast	45.49	49.49	54.59	1.01.09
50m Fly	37.79	41.69	47.49	55.19
<b>9 and 10 years Boys</b>				
50m Free	33.59	36.09	39.79	45.29
50m Back	40.19	43.59	48.49	55.19
50m Breast	44.99	48.69	53.79	1.00.09
50m Fly	36.89	40.49	46.29	54.39
<b>11 and 12 years Girls</b>				
50m Free	30.69	32.29	34.29	36.59
50m Back	36.09	38.49	41.29	44.69
50m Breast	39.79	42.59	45.99	46.69
50m Fly	33.39	35.59	38.49	42.69
<b>11 and 12 years Boys</b>				
50m Free	29.89	31.49	33.69	36.19
50m Back	35.09	37.69	40.69	44.29
50m Breast	38.79	41.89	45.59	49.79
50m Fly	32.59	34.79	37.79	42.19



## Attachment C: Club Meet Calendar

Date	Meet	Venue	Coach Attending
28 & 29 Aug	Qld SC Champs	Chandler	Tom
11 & 12 Sep	BSA Sprint Champs	Chandler	Trent
9 & 10 Oct	Qld LC Qualifying #1	Chandler	Trent/Tom
23 Oct	Qld Open Water State Champs	Lake Kawana	Trent
13 & 14 Nov	Qld LC Qualifying #2	Chandler	Trent/Tom
20 & 21 Nov	BSA Open Water Champs	Raby Bay	Trent
11-17 Dec	Qld LC State Champs	Chandler	Trent
29 & 30 Jan	BSA Restricted	Chandler	Tom/Sam
5 & 6 Feb	Qld State Sprints	Chandler	Trent
19 & 20 Feb	BSA Junior Metropolitan Champs	Chandler	Trent/Tom
26 Feb	3 way meet	Jamboree Heights	Trent/Tom/Sam
26 & 27 Feb	Qld LC Qualifying #3	Chandler	Trent/Tom
5 & 6 Mar	Aust OWS Champs	Sydney	Trent
11-13 March	BSA Senior Metropolitan Champs	Chandler	Trent/Tom
26 & 27 March	Qld LC Qualifying #4	Chandler	Trent/Tom
1-8 April	Aust Open Nationals	Sydney	Trent
18-23 April	Aust Age Nationals	Adelaide	Trent

Check the Club website for updates to this Calendar and "what's happening".





## Attachment E: Goal Setting

An important factor in ensuring that success is achieved requires a swimmer to document their personal goals. Effective goal setting allows swimmers to succeed because it provides the mechanism to ensure they know where they are going. The seven characteristics of effective goal setting are as follows:

- Written: Goals must be in writing as it stimulates the memory to begin tracking in the right direction.
- Positive: Stay positive and ensure that you are moving forward.
- Present Tense: Write the Goal in an "I AM" form.
- Dated: Goals are more effective if there is a date to achievement attached.
- Specific: Goals must be specific.
- Planned: Action steps should be developed that provides a direction on where you are heading.
- Awareness: Be aware of changing directions that may be encountered along the way.

Use this section to outline your personal goals for this season.

1. My Major Goal is:

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2. List your Short Term Goals you need to achieve to accomplish your Major Goal(s):

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3. List all the things that you need to do to achieve your Short Term Goals:

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BE KEEN

SUPPORT YOUR CLUB

TRAIN HARD

ENJOY SUCCESS