



**GEOGRAPHE BAY**  
**SWIMMING CLUB**

# **HANDBOOK**

# **2022**



## Contents

Welcome .....	4
Our Club .....	4
Mission Statement .....	5
Club Objectives .....	5
Vision Statement .....	5
Club Management .....	6
Contact Information: .....	6
Role of the Management Committee: .....	7
Role of the Member Protection Information Officer: .....	7
Meetings .....	7
Coaches .....	7
Head Coach – Diamond Squad .....	7
Coach – Crystal Squad .....	7
Coach – Amber Squad .....	7
Coach – Pearl Squad.....	7
Coach – Fitness Squad .....	7
Coach – Relief .....	7
Communication .....	8
Publicity .....	8
Membership Information.....	9
Registration .....	9
Fees .....	9
Invoices .....	9
Bank Details .....	10
Sponsors .....	10
Sickness/Injury/Medical Requirements .....	10

Uniform & Equipment .....	11
Training and Squad Structure .....	11
Squad Groups .....	11
Absenteeism.....	12
Training Schedule .....	12
Club Performance .....	12
Time Trials .....	12
Records .....	13
Club Service Medal .....	13
Junior Excellence Awards .....	13
Swim Meets.....	14
Guide .....	14
Targeted Meets .....	14
What to Pack .....	15
Team and Relay Selection.....	16
Fundraising .....	16
Club Policies .....	17
Policies Agreement .....	17
Club Sun-protection Policy .....	17
Club Smoking Policy .....	17
Club Alcohol Policy .....	17
Club Social Media Policy .....	17
Club Social Media Policy: Non-compliance .....	18
Photo Release Policy.....	18
Code of Conduct Policy.....	19
Grievance Procedure.....	21
Purpose .....	21
Policy .....	21
Procedures .....	21
Steps to Making a Complaint/Achieving Resolution.....	21

Seeking Resolution.....	22
Formal Complaint Procedure.....	22

## Welcome

Welcome to the Geographe Bay Swimming Club (Inc). The purpose of this handbook is to provide you with the information you need once you become a registered member of the Club. It also provides the tools to access further information regarding swimming as part of our Club.

## Our Club

The Geographe Bay Swimming Club (Inc) is a competitive swimming club that was established in 2007 (as GMAS Swimming Club) and was affiliated with Swimming WA in 2008. The Club aims to promote the sport of swimming and to support swimmers in performing to the best of their abilities. Qualified coaches deliver our training sessions and are supported by Club parents and other Club volunteers. We aim to develop swimmers at all levels to compete at their level of ability, from Regional through to State and National level.

Following the Club's incorporation in January 2014, Club membership was opened not only to students from GMAS, but also to students aged 7 and above from other schools in the Busselton area.

In January 2022 we changed our name to Geographe Bay Swimming Club (Inc) to further reflect that swimmers from all schools were welcome to join. The Club's continued success and financial sustainability depends on the support of its members who are required to actively contribute and assist within the Club where necessary and support Club events.

Please visit our [website \(www.geobayswimclub.com.au\)](http://www.geobayswimclub.com.au) for Club contact details, waitlist information, squad training times and other important Club information.

We are based at the Geographe Leisure Centre (GLC) in Busselton. There are change rooms and showers available as well as access to morning and afternoon bus services (see your child's school for further information on school bus timetables). Lane space at the pool is shared between our Swimming Club, Busselton Swimming Club and other user groups.

We encourage you to familiarize yourself with our Club by taking the time to read this comprehensive Handbook. To register as a member you are required to read and understand the Club Policies, which deal with things such as Sun Protection, Social Media use, Photo Release information, the Code of Conduct and more. Thereafter, regularly accessing our website and social media pages will ensure you are up to date with the latest training schedules, Club competitions, social events and general swimming information.

Teamwork is imperative to the successful running of any Club, and ours is no different. A combined effort from all Club members, to ensure harmony and optimism, is paramount as it creates a stable environment enabling all swimmers to reach their full potential in the pool.

Training sessions involve our coaches working poolside, providing technical guidance and encouragement as our swimmers train. While parents are welcome to watch training sessions, we respectfully request that you allow our coaches the space to do the job we have entrusted them to do: coach our swimmers. Our Head Coach welcomes parental involvement and is happy to chat to you (after training) in regards to arranging targeted interviews with you and your child at a convenient time for all involved.

On behalf of our dedicated committee we wish your family many rewarding experiences in your journey ahead as members of Geographe Bay Swimming Club Inc., and hope you enjoy the fantastic sport of swimming.

## Mission Statement

Our philosophy as a club is holistic and our values are centered on;

***“Creating happy, physically fit, well-balanced swimmers who are coached to achieve greatness, both in swimming and in life.”***

## Club Objectives

The aim of our Club is to provide top-quality, professional coaching for swimmers of all ability levels in a friendly, positive environment which values goal-setting, sportsmanship and fitness.

We cater to recreational and fitness swimmers, through to competitive swimmers. All of our swimmers are encouraged and supported to achieve their objectives and goals in local, state and national competitions. We provide opportunities and training to support competitive swimming to FINA standards.

We have a team of experienced coaches and a dedicated management committee who are supported by a group of enthusiastic parents. Together we aim to create a fun, family-oriented Club with a focus on swimmers enjoying swimming as being integral to living a healthy lifestyle.

Our Club aims to regularly attend swim meets in our region and in Perth.

## Vision Statement

As a relatively young incorporated regional Club, we have a clear vision.

***“to promote the life-long enjoyment of swimming in a supportive environment, striving to achieve individual and team goals.”***

Achieving this vision requires a combined effort from coaches, committee members, parents, swimmers and our sponsors.

Our Head Coach will provide guidance to all coaches, overseeing training structures to ensure there is a seamless flow as swimmers graduate from each squad level. All coaches will encourage swimmers to be the best they can be; according to the individual goals swimmers have set for themselves. Parents will support swimmers in their efforts to arrive at scheduled training sessions prepared and on time. Swimmers will willingly communicate their goals and aspirations openly to coaching staff and strive to achieve those goals. Sponsors will also be sought in an effort to ease the financial weight caused by additional travel and accommodation costs that regional Clubs tend to face when attending various meets. In addition, all of these contributors, who make our Club so unique, will work together with optimism and encouragement creating a Club culture of true sportsmanship and excellence.

## Club Management

### Current Management Committee

<u>Committee Role</u>	<u>Name</u>	<u>Email</u>
<b>President</b>	Richard Penn	<a href="mailto:president@geobayswimclub.com.au">president@geobayswimclub.com.au</a>
<b>Vice President</b>	Jacqui Warner	<a href="mailto:v.p@gmasswimmingclubClub.com.au">v.p@gmasswimmingclubClub.com.au</a>
<b>Secretary</b>	Kirsten Roberts	<a href="mailto:secretary@geobayswimclub.com.au">secretary@geobayswimclub.com.au</a>
<b>Treasurer</b>	Vanessa Pelle	<a href="mailto:treasurer@geobayswimclub.com.au">treasurer@geobayswimclub.com.au</a>
<b>Team Registrar</b>	Lisa Taylor	<a href="mailto:registrar@gmassswimmingClub.com.au">registrar@gmassswimmingClub.com.au</a>
<b>Country Pennants Co-ordinator</b>	Julie Stone	<a href="mailto:c.p@geobayswimclub.com.au">c.p@geobayswimclub.com.au</a>
<b>Grants Officer</b>	Rebecca Kelly	
<b>Equipment/Uniform Officer</b>	Kristy Hargreaves	<a href="mailto:uniforms@geobayswimclub.com.au">uniforms@geobayswimclub.com.au</a>
<b>General Member</b>	Jem Wright	
<b>General Member</b>	Emma Dickson	
<b>South West Region Rep</b>	Jocelyn Bird	

### Contact Information:

For all Geographe Bay Swimming Club Inc enquiries, please email the Club at the following email address:

### **Role of the Management Committee:**

Our committee is dedicated to achieving the mission and vision statement of our Club, outlined and underpinned by our constitution. The committee has an obligation of due governance and will serve the Geographe Bay Swimming Club Inc. to ensure professionalism, transparency and accountability. The committee serves as the foundation of the Geographe Bay Swimming Club Inc.

The Committee carries out the day to day running of the Club and duties can include organising Club events such as time trials, fundraisers and social get-togethers; administrative support such as overseeing the Club website, bookkeeping, auditing and management of marketing; logistical support such as systems management and employment of coaching staff; and many other duties.

### **Role of the Member Protection Information Officer:**

Swimming WA encourages all Clubs to have a trained Member Protection Information Officer (MPIO). The trained MPIO is provided with information and the skills required enabling the officer to act as a point of contact within a Club or organization for issues concerning harassment, discrimination, bullying or abuse.

This position of MPIO for Geographe Bay Swimming Club Inc. is currently held by:

Helen Cullam

### **Meetings**

The Geographe Bay Swimming Club Inc. Management Committee meets on a monthly basis to ensure smooth operation of the Club. On occasion there is a need to meet more often and therefore fortnightly meetings will take as required.

The Annual General Meeting (AGM) is held once a year and a representative from each swimming family is obliged to attend. The AGM is held in March each year. The Club's financial year ends on the 31st December.

Meeting minutes are available on request for members, noting that the contents of the minutes are the business of the Geographe Bay Swimming Club Inc. and its members and are not to be widely circulated.

### **Coaches**

Ross Rann

Lauren McGregor

Jocelyn Bird

## Communication

Our Club Registrar manages all personal contact details in a Member Register. This is used to keep Club members informed and updated on issues relating to training timetables (as informed by the coach), Swimming WA registration requirements and other general information. The Registrar can be contacted for any general queries. All unofficial correspondence and messages will be sent through the private facebook page, such as training cancellations, team progress, equipment details and drills etc. It is an expectation that all members join this facebook page in order to stay informed and up to date. Please note, enabling notifications will enable the most up to date information to be accessible, and as such, we ask that all members endeavour to post communications via the facebook page.

Our Club Treasurer endeavours to invoice families at the end of each term, for the following term, by email. However, all general fee-related enquiries should be directed to the Registrar.

Our Coaches manage training timetables and requirements. Any queries relating to your child's training, swim-meet participation or attendance should be directed to your child's swimming coach. . If you wish to make a meeting time to speak with a coach, please contact our Head Coach @ [headcoach@geobayswimclub.com.au](mailto:headcoach@geobayswimclub.com.au) for an appointment time.

Our Committee will forward information by email on Club matters. Queries relating to fundraising can be directed to the email [secretary@geobayswimclub.com.au](mailto:secretary@geobayswimclub.com.au) Our Club President can be contacted with any issues, suggestions or queries at [president@geobayswimclub.com.au](mailto:president@geobayswimclub.com.au)

## Publicity

Our Club has many forums for advertising and marketing, including the local community newspapers, our Club newsletter, our public facebook and instagram pages and the [geobayswimclub.com.au](http://geobayswimclub.com.au) website.

If you have any news you would like to share in regards to your child's achievements in swimming, please contact our Club President, via the Club email [secretary@geobayswimclub.com.au](mailto:secretary@geobayswimclub.com.au). Where possible, include the details and a photo if possible so that it can be considered for publication in the newsletter or the local media. The facebook page is also a useful way to advertise any second hand equipment, bathers or other items for other Club members.

**NOTE:** In our publicity material, photographs of our Club swimmers may be used for promotional purposes from time to time. This is covered in our Photo Release Policy.



## Membership Information

### Registration

All Club members including parents and committee are required to be members of Swimming WA and register online. This membership is renewed annually.

One parent of any swimmer under 18 years of age also needs to join and there is no charge for parents.

Swimming WA offers many benefits with their membership:

- Annual Members are eligible to compete in SWA OPEN WATER SERIES Events;
- Discounts and exclusive offers at SWA's online store;
- SWA Membership Card and Sticker
- Invitations to SWA Member only exclusive events;
- Swimming WA Corporate Partner discounts.

Please log on to the [Swimming WA](#) website to join or renew your membership each year. If assistance is required, please contact the Club Registrar.

### Fees

In addition to Swimming WA Registration, Club Membership fees are charged per term to each swimming member. These fees vary and are dependent on the squad in which your child participates. The fees cover the cost of lane hire and coaching requirements.

Swimmers are also charged a pool entry fee by the GLC. The GLC has Swim Squad Memberships available which may be beneficial for those with swimmers attending multiple sessions each week. They also have corporate memberships available. Please enquire at the GLC for further details regarding their Membership options. Please note, as a GLC User Group, we are bound by the GLC Safety Policy regarding the supervision of children aged 10 and under. If your child is 10 or under, you must directly deliver your child to the coach at the beginning of training and then collect promptly poolside at the conclusion of the training session. In the event you are unable to collect on time, please contact a committee member or Geographe Bay Swimming Club parent to ensure the child is not left unattended.

### Invoices

Our treasurer will email invoices in advance. Invoices are due and payable within 14 days of issue. If there are any issues arising in relation to fee payment, please contact the Club immediately.

If a swimmer has not paid their fees by the due date the Club Treasurer will contact the family to request payment. If payment cannot be made the swimmer will not be able to participate in any further sessions, due to insurance purposes, until payment is finalised. This communication will be done via the parents and not the swim Club member.

## Bank Details

Geographe Bay Swimming Club Inc.'s bank details are as follows: Account Name - Geographe Bay Swimming Club (Inc)

BSB - 633 000

Account Number - 1515 19402

Please use the family surname or invoice number as the reference.

PLEASE be aware that no cash will be accepted poolside.

## Sponsors

A list of our sponsors appears on our website as well as our Club Facebook Page and Club shirts.. We encourage our members to support our sponsors wherever possible.

If your family would like to contribute towards our Club in the form of sponsorship, we would be most appreciative. Please contact the Club President to discuss sponsorship.

## Sickness/Injury/Medical Requirements

There may be times when a swimmer sustains an injury during or outside of training. If an injury or illness affects a swimmer's ability to train for a significant amount of time, the Club will seek a medical certificate from an accredited medical practitioner or parent/legal guardian clearing the swimmer to commence or re-commence training. Until this certificate is provided, the swimmer will need to be excluded from participating, due to insurance purposes.

For the safety and wellbeing of all staff and swimmers at our Club, any pre-existing injuries or medical conditions need to be communicated to the Club via the initial Club Registration Form. If a swimmer has any new injury, allergy or ailment the coach or Committee should be aware of, please request to update your Club Registration Form immediately. You can email the Club Registrar at [registrar@geobayswimclub.com.au](mailto:registrar@geobayswimclub.com.au) to request a new form.

\*Please note that if your child is absent for more than 2 weeks, due to injury/illness and a doctor's certificate is presented to the Club you may be eligible for a fee credit.

## Uniform & Equipment

**Uniforms:** Our Club colours are navy, teal and white.

All swimmers are expected to wear the Club swimming cap when at training and attending all swim meets. In addition, swimmers should wear navy shorts/pants, the Geographe Bay Swimming Club shirt and if required, the Geographe Bay Swimming Club Jumper when arriving and departing from swim meet competitions.

Please contact the uniforms officer ([uniforms@geobayswimclub.com.au](mailto:uniforms@geobayswimclub.com.au)) for further information on purchasing uniform items.

**Equipment:** Required at every session

- Goggles
- Water Bottle
- Swim Cap
- Mesh Kit Bag
- Pull Buoy
- Kickboard
- Fins

In addition, swimmers may be required to purchase:

- Front snorkel
- Paddles

## Training and Squad Structure

### Squad Groups

The separate squad groups are designed to cater for the needs of all swimmers. Coaches assess swimmers accordingly against a number of criteria. Swimmers are then placed into the squad that best caters to their needs. The swimmer's ability, age and proven commitment to training sessions are all considered when assessing a swimmer's squad placement.

### *Fitness Squad*

Fitness Squad is for high school aged children who are interested in swimming to help build their fitness. These children do not compete and train once a week. The sets for these swimmers are skill and endurance based.

### *Pearl Squad*

It is for children who are interested in joining our squads and designed for them to be in the water 1 hour per week to learn basic squad etiquette. This squad is all skill based and focuses on not just swimming skills but squad training skills as well. When positions become available in the Amber Squad we are able to move our Pearl Squad children across smoothly.

### ***Amber Squad***

This squad swims 3-4 times per week and their sets consist of skill based training with an introduction to endurance training. These children are able to do swim meets when they are ready and at the coach's discretion.

### ***Crystal Squad***

Swimmers in this squad often compete at regional meets. This squad is able to train 4-6 times per week. The sets for these children are skill and endurance based. Crystal squad members focus on their race skills and prepare for race meets.

### ***Diamond Squad***

The Diamond Squad is our most advanced squad and is aimed at swimmers wishing to qualify for Country Championships, State Championship and Australian Age Championships. Open Water swimmers are also catered for in the Diamond Squad.

This squad is expected to train at least 5 of the 7 sessions offered per week.

### **Absenteeism**

In the event that a swimmer is unable to attend a training session, a courtesy text message, email or phone call to the coach, at a suitable time, is expected.

### **Training Schedule**

Please refer to Club website and social media for the current squad timetable.

Training will continue through the holidays on most occasions, for those who wish to attend (excluding Pearl and Fitness Squads). Please double check this with your child's coach at the end of each term.

We request that parents wishing to remain and observe their children training do so from the seating area well back from the pool deck. It is important that parents are seated beyond eye contact with their children whilst they are training to avoid distraction by the parent's presence.

## **Club Performance**

### **Time Trials**

Time Trials are designed to provide a competitive environment and opportunity for members of all squads to challenge themselves to achieve PB times and gain valuable racing experience, at a Club level.

While these events are competitive and structured, they also provide a social opportunity for swimmers and families to come together to meet new Club members. Time Trials also include novelty events with the goal of fostering team spirit and fun.

### **Records**

Official Club records can only be set at official Club swims and at SWA sanctioned meets. It is important that swimmers understand that times set in school carnivals are not eligible to be considered for Club records. Only times recorded by three (3) timekeepers or Automatic Officiating Equipment (AOE) scrutinized by SWA officials and set in a 25 or 50-metre pool, are eligible for Club records.

Club Time Trial records are kept by the Registrar and updated after each Time Trials.

### **Club Service Medal**

The annually presented Club Service Medal was introduced in 2014 to acknowledge the individual contribution of a swimmer towards GMAS/Geographe Bay Swimming Club. Criteria considered when recognising a swimmer's contribution include the training commitment record, representation at Club, regional and Perth swim meets and sportsmanship.

### **Junior Excellence Awards**

Swimming WA recognizes and awards junior swimmers who have set a high standard of swimming excellence through their Junior Excellence Program (for ages 9 to 13 years).

The Youth Performance Squad is an extension of this program, for swimmers aged 13 to 18 years, who have achieved standards as set by the association.



## Swim Meets

### Guide

Appropriate nutrition before, during and after a swim meet is vital. Where possible, parents should provide swimmers with nutritional food so they can maintain high levels of energy. With increased training loads and physical development, your swimmer's requirement for high quality "fuel" will increase. An ideal nutritional plan for swimmers provides a wide source of nutrients, is high in carbohydrates, includes adequate protein, and avoids saturated fats.

Please note that at most venues for competitions, the convenience food available is unsuitable for swimmers. During meets, swimmers may not have their usual appetite for large meals and may prefer to graze. It is ideal to have a meal high in carbohydrates and low in fat the night before, and a good-sized breakfast on the day of the meet. Some foods may make swimmers feel uncomfortable for races, so please take note and avoid packing them during meets. Proper storage of food in insulated cooler bags is recommended.

Ideas for swimmer snacks include: peanut butter or jam sandwiches, stuffed potatoes, noodles, fruit muffins, muesli bars, brunch bars, chopped fruit, pasta or rice salads, wraps with a variety of fillings.

We encourage swimmers to rehydrate on a regular basis to keep their fluids up. These habits will also have a significant impact on the body's ability to recover from training. At training, most junior swimmers do not require sports drinks. The best fluid for rehydrating is, in most cases, pure water. However, senior swimmers may at times benefit from the addition of a balanced sports drink to provide electrolytes.

The true benefits of training properly can only be fully appreciated with rest and recovery. We encourage all swimmers to ensure they are getting an adequate amount of sleep every night and make this a priority, particularly in the lead up to a meet. Parents can help support their swimmers by ensuring there is a regular and consistent routine as much as possible.

### Targeted Meets

The swimming calendar is broken into two seasons the long course season where meets are held in 50m pools; and the short course season, where meets take place in 25m pools.

Each season, the Head Coach will provide a list of targeted meets which will be available to members via the Geographe Bay Swimming Club facebook page. These are the meets designed for maximum Club participation.

In addition to these meets, swimmers can attend other calendared swim meet events. (see the Swimming WA almanac posted free online). Please note that these events may not be attended by a coach.

The Committee may organize the hire of a bus for transporting members to targeted meets. A small fee will be collected from each family to cover the travel costs associated with the bus hire and travel expenses. Often the hire of a bus is dependent on the number of participants attending the targeted meet, along with bus availability.

### **What to Pack**

Swimmers should carefully pack their swimming bag the night before the swim meet. Below we have listed a suggested packing list for swimmers, however swimmers should check with their coach who will advise them of any additional requirements:

- 2 x bathers
- 2 x goggles
- 2 x swimming caps
- 2 x towels
- Warm clothing
- Sport shoes for dryland warm up
- Plenty of healthy food, snacks and water in insulated lunch bag
- Copy of the races entered for the meet

Parents are advised to organize food the night before, so that it is easier to leave early in the morning.

You may also want to pack highlighters to find your swimmer's events easily in the programme of events, pens for writing down new personal best times, and a marker pen which can be used to write a reminder of event numbers on your child's arm, for marshalling.

If possible, print off a copy of your swimmer's race entry confirmation, usually emailed to you from Swimming WA or from our Club's Registrar.

Warm up times are as notified by the Head Coach, and are usually at least half an hour before the warm up time stated in the Almanac. This is to allow the squads time to complete their dryland training and pool warm up.

During the meet, swimmers should speak to their coach for pre-race advice, and after the race, for feedback.

Parents should avoid giving feedback to either their own swimmer or other swimmers, although positive comments are welcomed.

A timekeeping roster is drawn up on the day by a parent volunteer. Please ensure the time you have been allocated is suitable and if not, arrange a swap with another parent.

If your swimmer has entered a meet but is unable to attend that day (for example, due to illness), please contact your coach immediately, and also email the host Club or Swimming WA so that the swimmer may be scratched from their events.

Geographe Bay Swimming Club Inc. members are expected to sit together in the allocated stand/ area and cheer for our swimmers this sends a clear message to our swimmers and other Clubs that we have a strong team spirit of support and encouragement. Swimmers are requested to keep mobile device use to a minimum, instead using this time to socialize and support the team.

### Team and Relay selection

On occasion, individuals and teams may be selected to represent the Club either in relays or at meets. The Head Coach and coaching staff pick the team, and decide who swims in each race. Please respect that this decision isn't always made easily and coaches will do their best to do what is best for the Club.

Prior to a swim meet involving team events, coaches should be informed if your swimmer isn't able to attend, once a commitment has been made, in order to provide coaches with enough time to organize a replacement swimmer.

### Fundraising

Geographe Bay Swimming Club Inc. is a not-for-profit incorporation and therefore requires that all members be aware that they are expected to participate in fundraising ventures carried out by the Club. The proceeds of fundraising will not be used to pay for coaching contracts. The proceeds of fundraising will be used for the direct benefit of Club members in regard to:

- Geographe Bay Swimming Club training equipment and tools
- Country Pennants
- Region One expenses
- Clinics, camps and expert assisted training sessions





## **Club Policies**

### **Policies Agreement**

All club members are required to read and understand the Club Policies, including the Code of Conduct, as a condition of joining the club. Declarations of understanding and accepting these conditions are included on the Membership Form.

### **Club Sun-protection Policy**

As part of being prepared for training, swimmers are expected to have applied their own sunscreen before they enter the pool, or begin their dry land training. Swimmers should reapply their sunscreen as required throughout training to ensure its effectiveness. Toilet breaks provided by coaches are an ideal time for re-application of sunscreen.

We ask that all supporters and swimmers at outdoor swim meets ensure they have adequate clothing and a hat to protect them from sun exposure for safety as well as setting a good example for all members.

The Geographe Bay Swimming Club will provide sun shelter to volunteers assisting with duties at swim meets, such as erected shades/umbrellas for sun protection. Shelters will also be erected where shade is not readily available, to protect our swimmers while waiting between event marshalling times.

### **Club Smoking Policy**

The Geographe Bay Swimming Club Inc. has a smoke free policy, which is to be honoured at all Club events including when travelling away when representing or supporting the Club.

### **Club Alcohol Policy**

The GLC is the training location of Geographe Bay Swimming Club Inc. It is an alcohol free premises and as such no alcohol is permitted anywhere on or surrounding the complex. Whenever Club Members are representing the Club in a public environment, responsible alcohol consumption is required and intoxication will not be tolerated.

### **Club Social Media Policy**

Social Media plays a significant role in the lives of many of our swimmers. Social Media sites include but are not limited to facebook, instagram, snapchat, tumblr etc. The Head Coach and coaching staff may prohibit the use of social media sites while in attendance at swim-meets, to encourage swimmers to focus on the meet, their fellow swimmers and their own performance on the day. We ask that the coaches' judgments are respected in regards to this request.

Parents are advised that the following website addresses and associated sites are recommended to ensure they are aware of cyber safety advice:

The 'Code of Conduct' for our Club also applies to Social Media use. This means that all written social media postings

(for example, tweets, facebook comments, blogs, status updates, etc, are recognized as "public comment". The Committee takes "public comment" about the Geographe Bay Swimming Club Inc. seriously, as this has the potential of damaging the reputation and privacy of our Club, its parents, swimmers, coaches, committee members and various parties such as the GLC staff and patrons, and Club sponsors. As a result, these parties must not be brought into disrepute by negative, inappropriate or derogatory "public comments" via social media or any other public comment. In addition, we ask that you show respect and maintain the privacy of members. Coaches and others who work with children must direct all electronic communication through the child's parent.

### **Club Social Media Policy: Non-compliance**

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our "Code of Conduct" policy.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

### **Photo Release Policy**

Photographs and/or video may be taken of squads or individual members within the Geographe Bay Swimming Club Inc. by either a Committee member, a coach, or a professional media photographer.

The purpose of any photographs/video is to promote the Club's many events, to recognize individual or squad achievements, for example, in our newsletter, on our website or in local newspaper articles, or to assist coaches in the analysis of swimmer technique and as a useful feedback tool for our swimmers.

Upon filling out the Membership Form whilst joining the club, we ask that all parents/guardians indicate whether they approve or do not approve of photography or video of their swimmer for the stated reasons above. Swimmers 18 and above may sign their own Photo Release.

Please note that any photographs taken professionally or otherwise are not guaranteed to be published by local media or may be used at a later date. When notified by the Committee of upcoming photographic sessions for squads or individuals, it is the responsibility of the parent and the swimmer to bring the appropriate Club shirt/uniform.

## Swimmers Code of Conduct Policy

Geographe Bay Swimming Club Inc. is committed to tackling inappropriate behaviour and utilises the Swimming Australia Member Welfare and Child Welfare Policies to address inappropriate behaviour. A full copy of the policies and associated information can be found at:

[www.swimming.org.au](http://www.swimming.org.au) (Follow prompts to behavioural guidelines links)

[www.ausaid.gov.au](http://www.ausaid.gov.au)

The Geographe Bay Swimming Club Inc. Committee agreed in August 2014 to adopt the two policies and abide by them.

These policies assist in ensuring every person involved in swimming is treated with respect and dignity, is safe and protected from abuse. They also aim to ensure that everyone involved in swimming is aware of their legal and ethical rights and responsibilities.

Any form of bullying, harassment or discrimination is actionable and the policies outline the procedures to be followed under such circumstances.

Our Club swimmers must feel safe at training and at competitions, particularly when travelling with other swimmers, coaches, support staff, parents or officials.

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 or harass anyone.

We encourage members to direct any concerns relating to the breach of the Code of Conduct to the Club email [secretary@geobayswimclub.com.au](mailto:secretary@geobayswimclub.com.au) where you will receive information that will direct you to the Club President who will follow the above-mentioned policy protocols in an effort to resolve the problem.

The following rules apply for ALL Geographe Bay Swimming Club Inc. swimmers and are expected to be adhered to at ALL times.

### *Training and meets*

- Do not swear or bully another Club member, from your own Club or any others.
- Treat all Club members with respect just as you would like to be treated.
- Work equally hard for yourself and your Club.
- Be a good sport. Encourage and support all Club members.
- Do not enter the water before the coach instructs you to.
- If you are late present yourself to the coach on arrival.
- Keep your hands and equipment to yourself.
- Wear correct swimming attire and bring all equipment to training sessions.

- Respect and follow instruction from Club coaches or committee members at all times. Do not argue or ignore instructions.
- Respect staff and officials at any venue you attend.

### *Competition*

- Compete for enjoyment and not just to please parents or coaches.
- Compete by the competition rules and conditions.
- Never argue with an official. If you disagree then have your coach approach the official in the proper manner
- Control your temper. Verbal abuse of officials, coaches or other competitors is not acceptable or permitted in any sport.
- Represent your Club with pride and respect.

### *Parents*

- Encourage your child to participation, however if they are not willing then do not force them.
- Focus on your child's efforts and performance rather than the overall outcome of an event. This will assist the child to set realistic goals related to their ability rather than the emphasis on winning.
- Teach your child that an honest effort is just as important as winning so that each result can be accepted without undue disappointment.
- Provide a model of good sportsmanship for your child to copy.
- Parents are not permitted to be on pool deck for training or competitions.
- Encourage honest effort, skilled performance and team/Club loyalty.
- Insist that your child abide by the Club and competition rules.
- Make any new parents/swimmers feel welcome at all times.
- Support all Club members.
- Recognize the value of helping out and fundraising, be involved in the Club.
- Parents are responsible for their children before and after training sessions.
- Accept all children are individuals and will achieve at different levels.
- At times when alcohol consumption is permitted, always model responsible alcohol consumption.
- Intoxication will not be tolerated.

## **Breach of the code**

### ***Discipline***

Swimmers are expected to follow the Code of Conduct and coaches' direction at all times. Failure to do so may result in the coaches disciplining the swimmer. This may result in a swimmer's exclusion from the training squad for a specified time period. Coaches are expected to be able to indicate to the swimmer or parent/guardian the reason for being disciplined. The Management Committee will not tolerate disruptive or disrespectful behaviour from swimmers toward others, including the coaches.

### ***Expulsion from the Club***

If a member is, in the opinion of the Management Committee, guilty of conduct contrary to the interests of the Club, the Management Committee shall have power on a resolution carried by a two-thirds majority of the Management Committee, to suspend for any period or expel such member. In this instance, the member shall have the right to appear and be heard before the Management Committee, prior to a suspension judgment being made.

## **Grievance Procedure**

### **Purpose**

To ensure that grievances / complaints raised by members (including members of the Committee), volunteers, stakeholders or community members are dealt with in a prompt and equitable manner

### **Policy**

It is recognised that people associated with the Club will from time to time have grievances or complaints that need to be resolved in the interest of maintaining good relationships. Geographe Bay Swimming Club (Inc) committee believes that:

- People have the right to have their grievances receive careful consideration through established processes that are timely and based on fairness and respect
- The best resolution is one that is reached cooperatively and informally where possible prior to a formal complaint being lodged in writing
- A person making a complaint or airing a grievance will not be disadvantaged in anyway as a direct result
- Where a formal complaint is received by the Committee it will be considered in a timely and confidential manner. It will be documented together with the steps towards resolution

## **Procedures**

### ***Steps to Making a Complaint / Achieving Resolution***

- Speak to the person causing the problem and inform them of the behaviour, decision or action that the complaint or grievance refers to. Discuss possible solutions
- Speak to a Committee Member for advice on possible solutions and/or intervention
- Make a Formal complaint in writing to the Committee
- Seek independent arbitration through the current Club MPIO (Member Protection Information Officer) or  
SWA Country Co-ordinator if a suitable resolution cannot be reached

### ***Seeking Resolution***

Where issues cannot be resolved informally, a complaints process will be adopted based on the principles of open discussion, confidentiality, fairness, respect, and timeliness.

### ***Formal Complaint Procedure***

A person who chooses to make their grievance or complaint formal must do so in writing to the Committee.

- Once a formal complaint is received it will be referred to the President (unless the complaint directly concerns the President) for discussion and recording
- Contact will be made with the complainant within 7 days of the receipt of the complaint
- If another party is involved they will be fully informed of the full details of what is being said and a meeting will be established between the parties with a selected mediator
- If the grievance is substantiated and unresolved the matter will be referred to the next Committee Meeting or if deemed more urgent, a Special Meeting will be called. This may also involve the parties concerned
- The complainant and respondent will be informed of a decision in writing
- If this does not result in a suitable resolution, or there is dissatisfaction with the handling of the complaint, the matter can be referred to the independent current Club MPIO.
- If the grievance remains unresolved, the matter should be referred to the relevant body/Commission dependant on the nature of the complaint. Referral will be made by the MPIO with all concerned stakeholders being cc'd in.