



Traralgon Swimming Club Inc.

## 2022/23 Member Information Book

A general guide for members of the Traralgon Swimming Club including Club history, mission, annual organisation and activities and policies.



Gippsland Championships Winning Team 2022

Traralgon Swimming Club Inc  
[www.traralgonswimming.org.au](http://www.traralgonswimming.org.au)  
PO Box 68  
Traralgon Vic 3844

Effective from July 1, 2022

Available online at [www.traralgonswimming.org.au](http://www.traralgonswimming.org.au)

## TABLE OF CONTENTS

1. Club Contact Details
2. Welcome to the Traralgon Swimming Club
3. About TSC
4. Traralgon success story
5. Mission and Vision
6. Our Values and Culture
7. Code of Conduct
8. Swimmer Development Pathway
9. Club Chant
10. Awards and Recognition
11. Coaching Team
12. Club Captains
13. Membership
14. Fee Structure
15. Swimming/Training Venues
16. Local Competition
17. Volunteering and Officiating at Meets
18. GSI Meet Entry Process
19. Traralgon Meets
20. Trophies and Presentation
21. Strength and Conditioning
22. Uniform
23. Medical Emergency Plan
24. Social Media
25. Club Policies
  - a. Child Safe
  - b. Inclusion Policy
  - c. Relay Policy
  - d. Social Media Policy
  - e. Photography Policy
  - f. Sun-Safe Policy
  - g. Grievance Policy and Procedure

## 1. Club Contacts

Postal address: P.O Box 68  
Traralgon Vic 3844

Web page: [www.traralgonswimming.org.au](http://www.traralgonswimming.org.au)  
Email: [tscswim@traralgonswimming.org.au](mailto:tscswim@traralgonswimming.org.au)

2018/19 COMMITTEE	ROLE	CONTACT	EMAIL
Jane Mitchell	President	0419107366	<a href="mailto:tscpresident@traralgonswimming.org.au">tscpresident@traralgonswimming.org.au</a>
TBC	Vice President		
Adrian White	Treasurer	0418586184	<a href="mailto:adrianwhite2@bigpond.com">adrianwhite2@bigpond.com</a>
Lisa Auteri	Secretary	0407324606	<a href="mailto:tscsecretary@traralgonswimming.org.au">tscsecretary@traralgonswimming.org.au</a>
Jodie Baillie	Registrar	0419897597	<a href="mailto:jodiebaillie01@yahoo.com.au">jodiebaillie01@yahoo.com.au</a>
Dan Auteri	Equipment Officer	0431323045	<a href="mailto:danlisaem@bigpond.com">danlisaem@bigpond.com</a>
Renee Cargill	Clothing Officer	0438762916	<a href="mailto:regcargs@wideband.net.au">regcargs@wideband.net.au</a>
Renee Cargill	New Families	0438762916	<a href="mailto:regcargs@wideband.net.au">regcargs@wideband.net.au</a>
TBC	Grants and Sponsorship		
Madeleine Balcombe	Child Safe Officer	0419505696	<a href="mailto:CSS@traralgonswimming.org.au">CSS@traralgonswimming.org.au</a>
GSI Representative	Julie Nicholes	0409142438	<a href="mailto:julienicholes12bigpond.com">julienicholes12bigpond.com</a>
Roster Coordinator	Natasha Hughes	0408661389	<a href="mailto:ccng@bigpond.com">ccng@bigpond.com</a>
COACHING STAFF	ROLE	CONTACT	EMAIL
Brian Ford	Head Senior Coach	0419584145	<a href="mailto:bmford@wideband.net.au">bmford@wideband.net.au</a>
Dean Gooch	Head Performance Coach	0423303344	<a href="mailto:dean.gooch.tsc@gmail.com">dean.gooch.tsc@gmail.com</a>
Cameron Juha	Performance Coach	0468 950 770	<a href="mailto:cammy_j_05@hotmail.com">cammy_j_05@hotmail.com</a>
Fabienne Schoutens	Performance Coach	0421576892	<a href="mailto:fabienne_schoutens@dodo.co.au">fabienne_schoutens@dodo.co.au</a>
Renee Cargill	Junior Coach	0438762916	<a href="mailto:regcargs@wideband.net.au">regcargs@wideband.net.au</a>
Sam Fenton	Strength and Conditioning	0421993897	<a href="mailto:samfenton@hotmail.com">samfenton@hotmail.com</a>
CLUB CAPTAINS		ROLE	
Zoe Dowler		Female Club Captain	
Will Pendergast		Male Club Captain	
Molly Cargill		Female Vice Captain	
Ashley Nicholes		Male Vice Captain	

## 2. Welcome to the Traralgon Swimming Club

The Traralgon Swimming Club is the premier Swimming Club in Country Victoria, having won the Victorian Country Championships 21 times since 2000. The Club prides itself on its fine competition record, but more so, on the development of outstanding young people with confidence, leadership skills and dedication.

The Club is currently based at 3 training pools at: the Ford Swim Centre (FSC) and the Gippsland Regional Aquatic Centre (GRAC). Land and strength training is held at Control High Performance High Performance Centre, Cross's Rd.

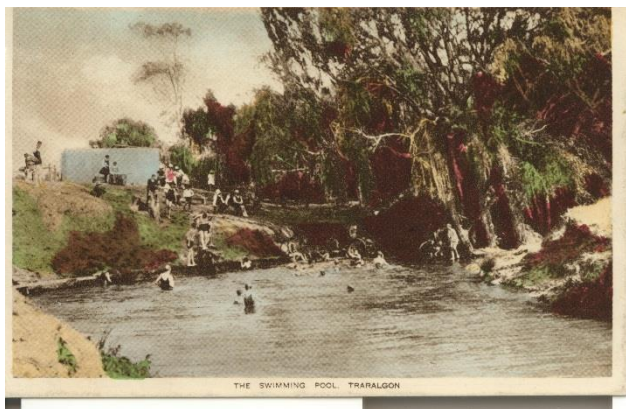
The Committee and Club extend a warm welcome to you and hope that you will enjoy your competitive swimming experience with the Traralgon Swimming Club.

## 3. About TSC

The Traralgon Swimming Club was established in 1957. The swimmers of the day used the old Traralgon pool – a 4 or 5 lane pool measured in yards that was fed by the waters of the Traralgon Creek and the club was instrumental in the development of the existing Traralgon Olympic Pool in the 1960s. The club was moderately successful for the first 40 years when the focus of many local clubs was solely on the local fixture and occasionally extended to the Victorian Country Championships. In 2000 that all changed when the club developed a broader outlook and a winning formula. With Head Coach Brian Ford at the helm, the club moved forward in both membership and achievement winning the Gippsland Championships and Country Championships many times over and placing well in State (consistently top 10) and National Championships.

Since 2000 the Club has won numerous awards, including 3 Gippsport Club Awards and has had several award winning swimmers in its ranks. Swimmers and coaches regularly feature as winners of Gippsland Sports Academy annual trophies, as Gippstar Awardees and as SVI trophy and award winners.

The Club is a leader in the swimming community with members working in committee, officiating and supportive roles in Gippsland Swimming Inc, the Gippsland Sports Academy and with Swimming Victoria.



THE SWIMMING POOL TRARALGON



OLD TRARALGON BATHS  
Approx 1939

## 4. Traralgon Success Story

### Gippsland Championships

1998	4 <sup>th</sup>	2019	1 <sup>st</sup>
1999	2 <sup>nd</sup>	2020	1 <sup>st</sup>
2000	1 <sup>st</sup>	2021	1 <sup>st</sup>
2001	1 <sup>st</sup>	2022	1 <sup>st</sup>
2002	1 <sup>st</sup>		
2003	1 <sup>st</sup>		
2004	1 <sup>st</sup>		
2005	1 <sup>st</sup>		
2006	1 <sup>st</sup>		
2007	1 <sup>st</sup>		
2008	1 <sup>st</sup>		
2009	1 <sup>st</sup>		
2010	1 <sup>st</sup>		
2011	1 <sup>st</sup>		
2012	1 <sup>st</sup>		
2013	1 <sup>st</sup>		
2014	1 <sup>st</sup>		
2015	1 <sup>st</sup>		
2016	1 <sup>st</sup>		
2017	1 <sup>st</sup>		
2018	1 <sup>st</sup>		

### Victorian Country Championships

1998	9 <sup>th</sup>	2020	1 <sup>st</sup>
1999	3 <sup>rd</sup>	2021	1 <sup>st</sup>
2000	1 <sup>st</sup>	2022	2 <sup>nd</sup>
2001	1 <sup>st</sup>		
2002	1 <sup>st</sup>		
2003	1 <sup>st</sup>		
2004	2 <sup>nd</sup>		
2005	1 <sup>st</sup>		
2006	1 <sup>st</sup>		
2007	1 <sup>st</sup>		
2008	1 <sup>st</sup>		
2009	1 <sup>st</sup>		
2010	1 <sup>st</sup>		
2011	1 <sup>st</sup>		
2012	1 <sup>st</sup>		
2013	1 <sup>st</sup>		
2014	1 <sup>st</sup>		
2015	1 <sup>st</sup>		
2016	1 <sup>st</sup>		
2017	1 <sup>st</sup>		
2018	1 <sup>st</sup>		
2019	1 <sup>st</sup>		

### State Long Course Championships (Victorian Clubs)

2000	10 <sup>th</sup>	2019	10 <sup>th</sup>
2001	10 <sup>th</sup>	2020	6 <sup>th</sup>
2002	13 <sup>th</sup>	2021	8 <sup>th</sup>
2003	7 <sup>th</sup>	2022	8 <sup>th</sup>
2004	6 <sup>th</sup>		
2005	8 <sup>th</sup>		
2006	7 <sup>th</sup>		
2007	6 <sup>th</sup>		
2008	9 <sup>th</sup>		
2009	9 <sup>th</sup>		
2010	9 <sup>th</sup>		
2011	5 <sup>th</sup>		
2012	6 <sup>th</sup>		
2013	4 <sup>th</sup>		
2014	4 <sup>th</sup>		
2015	4 <sup>th</sup>		
2016	4 <sup>th</sup>		
2017	4 <sup>th</sup>		
2018	6 <sup>th</sup>		

### National Age Championships

2005	56 <sup>th</sup>	2020	48 <sup>th</sup>
2006	28 <sup>th</sup>	2021	57 <sup>th</sup>
2007	45 <sup>th</sup>	2022	43 <sup>rd</sup>
2008	24 <sup>th</sup>		
2009	43 <sup>rd</sup>		
2010	42 <sup>nd</sup>		
2011	33 <sup>rd</sup>		
2012	25 <sup>th</sup>		
2013	24 <sup>th</sup>		
2014	18 <sup>th</sup>		
2015	25 <sup>th</sup>		
2016	44 <sup>th</sup>		
2017	25 <sup>th</sup>		
2018	38 <sup>th</sup>		
2019	42 <sup>nd</sup>		

## 5. Traralgon Swimming Club Mission and Vision

# *Strong Bodies – Strong Minds – One Team*

### *Mission*

The Traralgon Swimming Club is a Competitive Swimming Club where Coaches, Swimmers and Parents work in partnership to develop a culture through which swimmers can achieve their full potential as athletes and club and community leaders.

### *Vision*

The Traralgon Swimming Club will be the “Club of Choice” due to our commitment to

- being a **professional, committed and welcoming** organisation which provides a high level of service to its membership
- providing the best swimming **coaching, sports science, physical and mental training** to ensure our swimmers can attain the highest level of competitive excellence
- providing opportunities for swimmers and members to **develop and display skills, capacities and values** consistent with a winning culture
- being **financially stable** and in a position to support initiatives and equipment requirements through positive relationships with sponsors and active fund raising
- provide a **safe and nurturing environment** encouraging teamwork, cooperation and mutual respect
- provide swimmers with a **pathway to elite swimming**

## **6. Our Values and Culture**

**We seek to build a club where:**

### **Swimmers**

- **are positive, resilient, determined and motivated to achieve their personal best**
- **develop independence to self-direct and self-monitor their development**
- **develop leadership skills**
- **are responsible and dependable members of the swimming club and the broader community**
- **are dedicated to the Traralgon Team, supportive of team mates and committed to Team Success**
- **are respectful of themselves and those around them**
- **always advance and respect the TSC brand and reputation**

### **Committee, Coaches and Parents**

- **provide a safe, encouraging and nurturing environment in which members develop their skills and talents to their fullest potential**
- **are positive role models in word, action and attitude**
- **are professional, progressive and passionate in their roles**
- **support all members, encouraging and applauding excellence and effort**
- **support the club's mission, vision, policies and culture**
- **actively promote TSC**

**As part of our “Safe Sport Commitment” we strive to:**

- provide a safe environment for everyone involved in our sport;
- take an inclusive approach in our activities;
- ensure the safety and wellbeing of young people in our sport in particular;
- develop and maintain an effective child safe culture across all of our activities, programs and services; and
- support all people in our sport protect young children who are involved in swimming
- promote and support the cultural safety of Indigenous children, children from culturally and linguistically diverse backgrounds and children with a disability

**That is why we take seriously our obligation to educate and inform everyone involved in our sport of their own responsibility to:**

- protect and look after each other;
- protect and look after young people; and
- create and maintain a child-safe culture and also a culture of inclusion and safety that is understood, endorsed and put into action by all.

## **7. Code of Conduct**

### Code of Conduct for Swimmers

The Code of Conduct for Swimmers applies to all Club swimmers in situations where they are representing the Traralgon Swimming Club, whether in training, in competition or on representative teams. The Code outlines the expected behaviour of swimmers when dealing with coaches, other competitors, parents, officials, event organisers and others.

1. Respect the rights, dignity and worth of others of all individuals involved with the Traralgon Swimming Club environment regardless of their gender, ability, ethnicity, cultural background or religion.
2. Be aware of, and conduct yourself within, Traralgon Swimming Club's rules, standards and policies as well as those governing the sport.
3. Interact positively with officials and volunteers regarding and regardless of all decisions. Respect their role and efforts and use the appropriate rules and guidelines to resolve a dispute.
4. Bullying, verbal abuse, intimidation, physical abuse or unduly influencing others has no place within Traralgon Swimming Club and is not acceptable whether in person, or on social media.
5. Contribute to a positive team culture and team excellence by working equally hard for yourself and for your swim team.
6. Take personal responsibility for your behaviours and actions at all times when within the Traralgon Swimming Club environment.
7. Support your coaches and team mates whilst also respectfully co-operating with management, event staff and officials.
8. Participate for your own fulfilment, enjoyment and fun, not to satisfy the expectations of others.
9. Respect the facilities, equipment and resources that the Club has provided or organised for your use to support your swimming improvement, including the people associated with those settings.
10. Refrain from unwanted and unnecessary physical contact with others in the squad and respect cultural and gender boundaries at all times.



### Code of Conduct for Parents

The Code of Conduct for Parents applies to parents and guardians in situations where they are acting as representative of or in the environment of the Traralgon Swimming Club. The Code outlines the expected behaviours of parents when engaging with their own children, coaches, other participants and parents, officials, event organisers and others.

1. Respect the rights, dignity and worth of others of all individuals involved with the Traralgon Swimming Club environment regardless of their gender, ability, ethnicity, cultural background or religion.
2. Encourage your child to participate in sport for their individual enjoyment and personal fulfilment.
3. Focus on your child's effort and performance, rather than winning or losing. Do not openly compare or criticise your child, other children or parents.
4. Encourage your child to abide by the rules and accept decisions made by officials.
5. Trust professionals associated with or recommended by the Club and respect decisions made in relation to the development, encouragement and directions for your child.
6. Appreciate and value the roles undertaken, the contributions made, and the efforts of volunteers throughout the Club.
7. Take personal responsibility for your own actions and behaviours at all times within the Traralgon Swimming Club and general swimming environment.
8. Show trust and respect to coaches and administrators, ensuring that matters are raised in the appropriate forum and at the applicable time and place.
9. Refrain from any form of abuse, intimidation, harassment or discrimination towards any other parents, club members or staff.
10. Consider and respect all rules relating to facilities access, equipment and resources that the Club has provided for your child to enhance their swimming development.

## Code of Conduct for Coaches

The Code of Conduct for Coaches applies to paid coaching staff or volunteers in situations where they are acting as representative of the Traralgon Swimming Club. The Code outlines the expected behaviour of coaches when engaging with participants, members, parents, officials, event organisers and others.

1. Respect the rights, dignity and worth of others of all individuals involved with the Traralgon Swimming Club environment regardless of their gender, ability, ethnicity, cultural background or religion.
2. Be responsible and approachable on matters concerning the coaching, training and the development of individual swimmers.
3. Provide leadership to help each swimmer reach their potential by respecting the talent, developmental stage and goals of each person, and compliment and encourage with positive support and feedback.
4. Encourage honesty and fairness to be the basis of decisions and ensure that decisions relating to swimmer development are made without bias and can be justified in an objective and reasonable manner.
5. Ensure that the physical and emotional welfare of swimmers in the training and competition setting is at the core of swimmer development.
6. Uphold the required standard of accreditation and licensing of professional competencies and seek additional avenues for personal development.
7. Maintain a sound working knowledge of Traralgon Swimming Club policies, rules and coaching techniques.
8. Ensure that any physical contact with others is appropriate to the situation and necessary for the swimmer's skill development and in accordance with the Traralgon Swimming Club Child Safe policy and code of conduct.
9. Actively engage with parents and foster a climate of mutual support and respect between squad members and across the Club membership.
10. Take responsibility for ensuring that swimmers respect and utilise venues, facilities and equipment in accordance with the expectations and requirements of those venues.

## Code of Conduct for Volunteers

The Code of Conduct for Volunteers applies to those people that are undertaking volunteer roles within the Traralgon Swimming Club. This includes team managers, technical officials, swim meet helpers, committee members and other roles as appointed representatives of the Traralgon Swimming Club. The Code outlines the expected behaviours of volunteers when engaging with competitors, members, parents, officials, event organisers and other parties.

1. Respect the rights, dignity and worth of others of all individuals involved with the Traralgon Swimming Club environment regardless of their gender, ability, ethnicity, cultural background or religion.
2. Maintain the required standard of accreditation and/or licensing of professional competencies.
3. Ensure that the safety and welfare of all swimmers remains the priority in the planning and conduct of all swimming activities and events.
4. Foster a collaborative approach to the management of the team, avoiding decisions or actions made in the interests of your child.
5. Apply fair, equitable and accountable principles to the engagement with participants in activities or events associated with team trips.
6. Immediately report any breaches of the Traralgon Swimming Club Safe Sport and Member Welfare Policies to the appropriate authority or responsible person.
7. Encourage all participants to uphold the 'essence of sport' and call out any inappropriate behaviour by participants, parents or other volunteers.
8. Be empathetic, consistent and objective when making decisions.
9. Address unsporting behaviour and promote respect for all competitors.
10. Give every participant a 'fair go' regardless of their gender, ability, ethnicity, cultural background or religion.

### Code of Conduct for Club Committee

The Code of Conduct for Committee applies to officers, employees, and contractors undertaking work within the Club environment. The Code outlines the expected behaviours when engaging with members, parents and others.

1. Respect the rights, dignity and worth of others of all individuals involved with the Traralgon Swimming Club environment regardless of their gender, ability, ethnicity, cultural background or religion.
2. At all times seek to provide positive opportunities and experiences for members and people associated with the Club.
3. Act in good faith and in the best interests of the sport as a whole.
4. Maintain confidentiality in regards to sensitive and/or commercial information.
5. Resolve conflicts fairly and with good intent and where possible implement and follow established and consistent procedures.
6. Do not allow prejudice, conflict of interest or bias to affect your objectivity or professionalism.
7. Ensure that provision of a safe environment is at the heart of all activities, events and programs planned and conducted by the Club.
8. Ensure that relevant Traralgon Swimming Club policies are followed in support of consistent and accountable processes to guide club operations.
9. Be approachable and actively listen to the feedback received from Club members.
10. Encourage the involvement of positive and passionate people in the activities, events and directions of the Club.

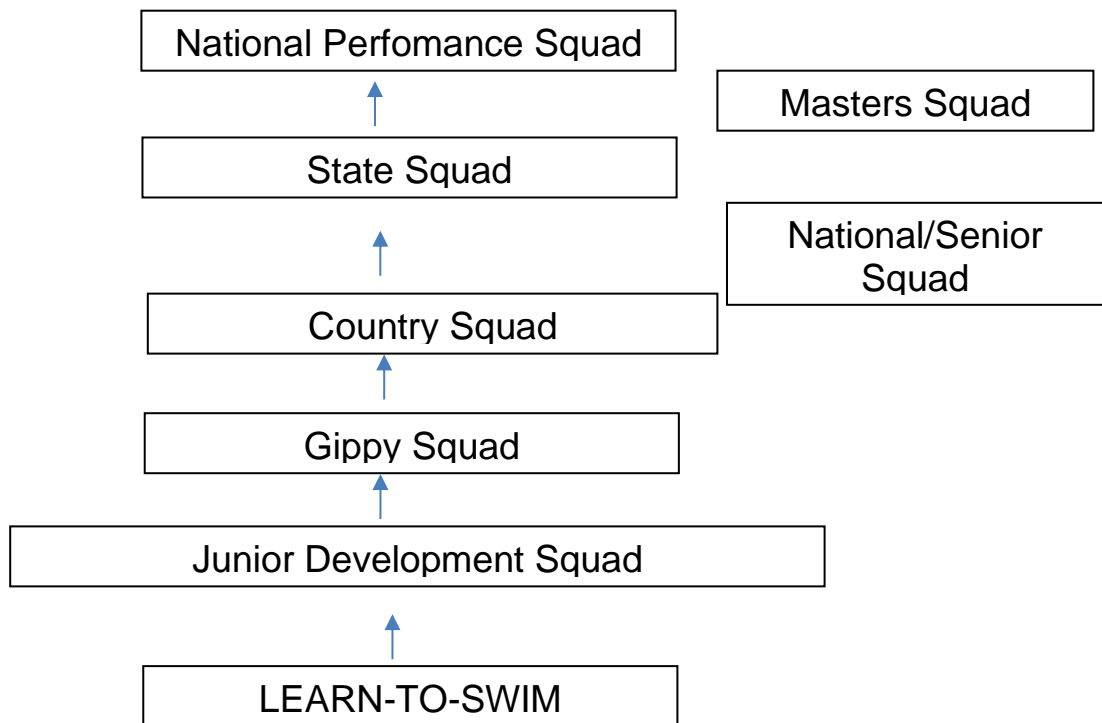
## **8. Swimmer Development Pathway**

The development pathway for swimmers in the Traralgon Swimming Club provides opportunities for development from post-learn to swim through to National and international competition.

Coaches give consideration to swimmer's performance both at training and in competition when assessing their capacity and readiness to move through the squad structure. Coaches will consider:

Age, maturity and physical development  
Country, State and National qualifying times  
Swimmer and family commitment to training program

After a move of squad takes place, a one month trial period will be in place to assess that the move is appropriate for the swimmer, with consultation some adjustment may be necessary. The Head Coach retains overall discretion and may allocate swimmers to a squad when the criteria has not been met.



Traralgon's squads are structured to cater for swimmers of all levels and ability. Accordingly there are a number of squads available to members. Further information regarding each squad can be found at [www.traralgonswimming.org.au](http://www.traralgonswimming.org.au) under "Squads"



## **9. Club Chant:**

**I Am (I Am)**

**You Are (You Are)**

**We Are (We Are)**

**TRARALGON**

**Out we come, out we come, out we come to swim!**

**Not just for play, not just for fun,**

**We are here to win!**

**Training hard, swimming fast, working as a team**

**Traralgon club, we rule the pool, listen to us scream!**

Give us a T

Give us an R

Give us an A

Give us an R

Give us an A

Give us an L

Give us a G

Give us an O

Give us an N

Who Rules the Pool – Traralgon!

Don't mess, don't mess, don't mess with the best cause the best don't mess

Don't fool, don't fool, don't fool with the cool cause the cool don't fool

Traralgon x x x x we rule!

**NO SURRENDER!!!**

## **10. Awards and Recognition**

2000- Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions

2001 - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions

2002 - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
GSA Ben Geard David Drane Encouragement Award

2003- Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
GSA Brenton Ford David Drane Encouragement Award

2004 - Ken and Pat Hewat Trophy Gippsland Champions

2005 - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions

2006 - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
Australian Unity Silver Club PB

2007 - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
Australian Unity Gold Club PB  
GSA Jeremy Meyer Tim Forsyth Trophy for Sporting Excellence

2008 - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
Australian Unity Gold Club PB  
Junior Gippstar Jeremy Meyer Annual Winner

**2009** - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
Bob Carmichael Shield for Top Country Club SC  
Australian Unity Gold Club PB  
GSA Jeremy Meyer Tim Forsyth Trophy for Sporting Excellence  
Junior Gippstar Jeremy Meyer Annual Award

**2010** - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
Bob Carmichael Shield for Top Country Club SC  
Australian Unity Gold Club PB  
Top three Australian Clubs on Go Club Points  
GSA Georgia Tsebelis Tim Forsyth Trophy for Sporting Excellence

**2011** - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
Bob Carmichael Shield for Top Country Club SC

Australian Unity Platinum Club PB  
Gippstar Club of the Year Award

**2012** - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
Bob Carmichael Shield for Top Country Club SC  
Australian Unity Platinum Club PB  
Girls 14 & Under 4x50 Freestyle team Gippstar Team Award  
GSA Mikaela Cornelissen Tim Forsyth Trophy for Sporting Excellence  
GSA Caiden Gill – David Drane Encouragement Award

**2013** - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
Bob Carmichael Shield for Top Country Club SC  
Australian Unity Platinum Club PB  
GSA Ellodie Reid Tim Forsyth Trophy for Sporting Excellence

**2014** - Alan Monaghan Shield Top Country Club  
Ken and Pat Hewat Trophy Gippsland Champions  
Bob Carmichael Shield for Top Country Club SC  
Australian Unity Platinum Club PB  
No 2 Club in Australia – Go Club program

**2015** - Alan Monaghan Shield Top Country Club  
Bob Carmichael Shield for Top Country Club SC  
Ken and Pat Hewat Trophy Gippsland Champions  
GSA Mikaela Cornelissen and Emily Beecroft Tim Forsyth Trophy for Sporting Excellence  
GSA Connor O'Neill - David Drane Encouragement Award

**2016** - 4th ranked club at 2015 Victorian State LC Championships  
Alan Monaghan Shield Top Country Club  
Bob Carmichael Shield for Top Country Club SC  
Ken and Pat Hewat Trophy Gippsland Champions  
Gippstar Club of the Year  
Caiden Gill – SVI Allan Blue Memorial Trophy  
Mikaela Cornelissen – Rising Star Award Gippsland Academy of Sport  
Emily Beecroft – Tim Forsyth Trophy for Sporting Excellence

**2017**- 4th ranked club at 2016 Victorian State LC Championships  
Alan Monaghan Shield Top Country Club  
Bob Carmichael Shield for Top Country Club SC



Ken and Pat Hewat Trophy Gippsland Champions

Emily Beecroft - Latrobe City Young Citizen of the Year, Gippstar winner for 2016, Tim Forsyth and Rising Star Awards Gippsland Academy, VicSport Young Athlete of the Year, Paralympic Representative 2017, World Para Swimming Championships 2017, World Para Swimming World Series in Indianapolis, USA 2017

Gippstar Awards: Team of the Year – 12/U State SC Team

**2018** - 6th ranked club at 2016 Victorian State LC Championships

Bob Carmichael Shield for Top Country Club SC

Alan Monaghan Shield Top Country Club

Ken and Pat Hewat Trophy Gippsland Champions

Emily Beecroft - Victorian Age Multiclass Swimmer of the Year, Commonwealth Games Para team member, Rising Star Award Gippsland Sports Academy

**2019** -

Alan Monaghan Shield Top Country Club

Ken and Pat Hewat Trophy Gippsland Champions

Ruby Storm - Victorian Age Group Multi-Class Swimmer of the Year - ASCTA

Molly Cargill – David Drane Award winner GSA

**2020** -

Alan Monaghan Shield Top Country Club

Ken and Pat Hewat Trophy Gippsland Champions

**2021**

Alan Monaghan Shield Top Country Club

8th ranked club at 2021 Victorian State LC Championships

Ken and Pat Hewat Trophy Gippsland Champions

Audrey Lee – SV Young Leader of the Year

Olivia Baillie – David Drane Award GSA

Jordyn Cargill – Tim Forsyth Award GSA

**2022**

Ken and Pat Hewat Trophy Gippsland Champions

Kayla Wilson 15-18 years female Multi Class Age Group Champion at the State Championships

Kody Said 12 years Male Age Group Champion at the State Championships

**Head Coach Brian Ford**

2006 – GSA Phil Shelley Sports Development Award

2009 – Gippstar Special Achievers Award

2012 – Herb Jeffery Trophy – Contribution to Country Swimming

2012 – Victorian Sport and Recreation Community Coach of the Year  
 2014 – Gippsland Swimming Life Membership  
 2000-2003, 2005-2017 – Victorian Country Coach of the Year  
 2021 – Gipstar Special Achievement Award

**Head Performance Coach Dean Gooch**

2015- Victorian Age Group Coaching Achievement at Australian Age  
 2015 – Victorian Multi – Class Age Group Coaching Achievement at Australian Age & MC Age Championship  
 2016 – GSA Phil Shelley Sports Development Award  
 2018 - 2021 - Victorian Country Coach of the Year  
 2018 - ASCTA Vic Coaching Achievement for Placing a Swimmer on a Major Australian team.

**Club President Jane Mitchell**

2000 and 2012 –SVI Administrator of the Year Award  
 2021 – Herb Jeffrey Trophy – Contribution to Country Swimming

**11. Coaching Team**

The coaching team at Traralgon Swimming Club is coordinated by Senior Head Coach, Brian Ford. Brian is a TSC Life Member and has had many years’ experience as a swimmer and coach. Brian has been the head coach of several squads and teams for Gippsland and Swimming Victoria and is widely recognised as the most successful coach of a country swimming club Australia wide. The Club’s high profile at National Age Championships and success in premier events at State level has established Brian as a progressive and successful coach.

Dean Gooch is the Club’s Head Performance coach who works with the National Squad. Dean brings experience as well as expertise to this role and the results speak for themselves. Emily Beecroft and Ruby Strom have both been placed on Australian multi class and para teams and the club has had consistent success at the National Age and Open Championships.

The Club’s Land and Strength and Conditioning program is headed by Sam Fenton who works closely with Brian to ensure our swimmers develop the strength and fitness required to swim at their best.

**Senior Head Coach**

Brian Ford	Silver Level Coach
------------	--------------------

**Head Performance Coach**

Dean Gooch	Silver Level Coach
------------	--------------------

**Performance Coach**

Cameron Juha	Bronze Level Coach
Fabienne Schoutens	Bronze Level Coach

## **Junior Coach**

Renee Cargill

Bronze Level Coach

## **Strength and Conditioning**

Sam Fenton Strength and Sport Conditioning Coach/Masters in High Performance

Audrey Lee

## **12. TSC Club Captains**

TSC Club Captains are appointed by the Coaching panel in consultation with the Club President each year based on the following criteria:

- show leadership skills and responsibility required to undertake the position
- attend club functions as required, undertaking public speaking as required
- support team mates in a positive and encouraging manner at all times
- be a role model for younger swimmers
- support coaches, committee and members of the club

2022/23 Club Captains: Zoe Dowler and Will Pendergast

2022/23 Vice Captains: Molly Cargill and Ashley Nicholes

## **13. Membership**

The membership 'year' currently runs from July 1 – June 30. All members are required to register online with through Swimming Victoria each new season. This permits swimmers to train and compete whilst covered by SVI's compulsory insurance. A range of membership options are provided for swimmers and parents. (One parent must register for every child 15/u).

## **14. Fees Structure**

### **Membership Fee**

Membership: the membership fee is made up of the SVI component and a club component. SVI (Swimming Victoria) charge an amount each year for registration. This primarily covers insurance which covers swimmers and parents in case of injury whilst swimming, training or volunteering on behalf of the club.

The Club component is a small amount which covers some administrative costs.

The Membership registration fee is determined prior to the start of the new season each year and advertised on the website.

## **Registration 2022/23**

Swimmer (aged 8/U)	\$130.00
Swimmer (aged 9/O)	\$140.00
Non Swimmer/Committee	\$25.00 (parents)
Qualified Official	\$15.00

## **Training Fees**

Each squad pays a training fee. The fees are based on the number of hours of training that are offered to swimmers in the squad as well as additional support – clinics, land training, etc.

Fees are due and payable monthly on the 1<sup>st</sup> of each month

Training fees and registration fee are not refundable and only swimmers who are injured or away for 4 weeks or more may apply to the Treasurer for a suspension of fees (form supplied on web).

Squad Name	Due Monthly on the 1 <sup>st</sup> of the month
National Performance Squad	\$180
State Squad	\$160
Country Squad	\$150
Senior/National Squad	\$130
Masters Squad	\$30
Gippy Squad	\$130
Junior Development Squad	\$120

Families experiencing difficulty with the payment of training fees should contact the Treasurer to make a suitable payment plan which could involve regular smaller payments to the club.

Failure to keep up with fee payment will result in swimmers being unable to take part in Club training or activities. (By-Law 3.8 Members who neglect payment of training levy will be excluded from subsidised travel and coaching sessions until payment is made.)

Most club business is carried out on the internet. Members can make payments for fees, clothing, camps, etc. through the TSC bank account. Always add your surname or invoice number for identification purposes!

The Account name is: Traralgon Swimming Club

Bank: Westpac Traralgon  
BSB 033259  
Acc 254561

## **15. Swimming and Training Venues**

### **Gippsland Regional Aquatic Centre**

50m 8 lane high performance Centre  
Entry fee – casual \$4.90  
Aquatic membership – \$17.60 fortnight  
Child/Concession  
Joining fee - \$72.50



### **Ford Swim Centre – Cross's Road**

25m 6 Lane pool  
Entry fee – casual \$5 per session  
10 Session Card - \$45  
20 Session Card - \$85

## **16. Local Competition**

Swimmers are encouraged to take part in the local Gippsland season. Clubs run private winter meets from June – September – which is followed by the Gippsland Summer season. A full fixture of meets can be found at [www.gippslandswimming.org.au](http://www.gippslandswimming.org.au) under “Calendar”.

Between June and September, club-run meets vary in terms of entry process and cost. Check out the meet programs (on the GSI website above) to understand the process.

The Summer season is more standard with all meets costing only \$16 to enter – and swim any number of events. All Junior entry is \$20 and Gippy entry is \$8 per event. Entries are through Swim Central.

Our club usually arrives at local meets 90 minutes before the start time of 10am – or as directed by Brian's weekly email. Families should plan on a door entry fee of between \$4 and \$5 per person (determined by the host club). Take chairs, rug (if preferred), food and healthy snack and water. Swimmers need warm outer clothing and footwear on cooler days. We sit together and support swimmers.

**Swim Meet Nutrition** – there are several good and informative resources on the Traralgon website. Go to Members/Resources <https://traralgonswimming.org.au/members/forms-and-resources/> to view all of the accumulated nutrition wisdom that has seen our swimmers maintain fitness and peak fitness.

## **17. Volunteering and officiating at meets**



For each swim meet a roster will be prepared to fulfil our officiating duties at meets. There is a GSI requirement that clubs provide a number of timekeepers based on the number of entries to ensure our meets are run as ‘qualifying meets’ (that means that children’s times are recorded in the National Data Base). Please check Brian’s email through the week prior to the meet to see if you are listed on the roster and to check entries to ensure they are correct. If you are unable to fulfil your timekeeping responsibility, please arrange a replacement or

a swap. Novice timekeepers will be placed with an experienced official to learn this role.

Parents are encouraged to learn other roles around the pool as well as timekeeping. If you have an interest in learning starting, or marshalling or helping in recording, please make yourself known to a GSI Official and you will be supported in this pursuit. Please let Michael Mihaly or Jane Mitchell know if you are interested in pursuing further qualifications.

## **18. GSI Meet Entry Process**

**Entries:** Swimmers to enter on-line through Swim Central using the calendar for events on your home page. Entries close on Thursday prior to the swim meet at midnight. Only registered swimmers may enter GSI meets. Credit card payment is required.

*Please contact Jane at [entries@gippslandswimming.org.au](mailto:entries@gippslandswimming.org.au) if you have any questions about entries.*

**Checking Entries for accuracy:** An entry file and the meet program will be posted on the GSI website after Thursday. Parents and Swimmers are encouraged to check the file for accuracy. Please contact the [GSI Entries Officer](#) if entries are missing or incorrect.

**Late Entries:** Late entries are entries submitted after the closing time for on-line entries. Late entries sometimes may be made after the online closing date but incur a late entry fee of **\$30**. Contact [entries@gippslandswimming.org.au](mailto:entries@gippslandswimming.org.au) for further information.

**Scratching from events:** Scratching are required to be submitted to the Recorder’s table at the meet on the appropriate forms (available at the table) by 9:30am for pre-meet scratching. *After 9:30am swimmers may scratch through the Marshall.* A program will be printed after 9:30am

including all pre-meet scratchings. The smooth running of the meet will be affected by the timely submission of scratchings.

Swimmers who are unable to attend a meet for which you are entered should contact a coach or Team Manager so they will be scratched from events. No refunds are paid by GSI.

**Entry Fee:** An entry fee of \$16 is paid when entering on line

## RESULTS

Top finishers are announced at meets, event results are posted at venues and results are available in real time on **Meet Mobile** a smart phone app that can be purchased as an annual renewal through your phones app store. Meet Mobile is not only useful for viewing meet results at the venue or remotely, but is also great prior to the meet to find and ensure your swimmer's entries are correct.

## SWIM CENTRAL

After each meet the results are submitted to Swimming Victoria by the District of Club recorder. These results are uploaded to Swim Central and are available for future entries when registering for swim meets. If there is an issue with your child's profile or results on Swim Central, please contact Jane at [tscswim@traralgonswimming.org.au](mailto:tscswim@traralgonswimming.org.au), not Swimming Victoria.

## Recommended Qualifying Times for Open 100 and 200m Events in 2022/23

In an effort to allow swimmers every opportunity to attempt longer distances and achieve Qualifying times for competition outside Gippsland, Qualifying Times have been eliminated from the Gippsland Program for all meets except the Gippsland Championships where qualifying times may be required (see program).

Parents and coaches are asked to be mindful of swimmer's capability in swimming longer distances and bear in mind the following 'recommended' times before entering children in events. These times are the Open QT used in the Gippsland Championships and are generous.

	Female	Male
<b>100 Free</b>	<b>1:20.00</b>	<b>1:15.00</b>
<b>200 Free</b>	<b>3:00.00</b>	<b>2:50.00</b>
<b>100 Back</b>	<b>1:40.00</b>	<b>1:28.00</b>
<b>200 Back</b>	<b>3:30.00</b>	<b>3:20.00</b>
<b>100 Breast</b>	<b>1:50.00</b>	<b>1:45.00</b>
<b>200 Breast</b>	<b>3:50.00</b>	<b>3:45.00</b>
<b>100 Fly</b>	<b>1:40.00</b>	<b>1:30.00</b>
<b>200 Fly</b>	<b>4:00.00</b>	<b>3:55.00</b>
<b>200 IM</b>	<b>3:30.00</b>	<b>3:25.00</b>
<b>400 Free</b>	<b>6:15.00</b>	<b>6:00.00</b>
<b>400 IM</b>	<b>6:15.00</b>	<b>6:00.00</b>

## **19. Traralgon meets**

The Traralgon Swimming Club hosts 1-2 GSI meets each season, but we also run 3 'private' meets. These are short course meets designed to help swimmers get SC qualifying times and, with regard to the 11 & Under meet, allow novice and junior swimmers an opportunity to compete in a more 'casual' atmosphere. Brian's newsletter and the TSC website contain all the info you need! Parents are asked to support our non-GSI meets through a signup.com form – the link is circulated prior to the meet via Brian's newsletter.

## **20. Trophies and Presentation**

The Traralgon Swimming Club holds an annual presentation night in May of each year. In 2023 the Presentation Night will be held on Saturday 9th May at a venue to be determined. Details will be published closer to that date.

Swimmers need to compete in at least 3-4 meets to receive a participation trophy at the Presentation. The local winter season as well as the GSI Summer Season meets contribute to this count. Included in this count are all meets which are 'targeted' by the club as well as Victorian Championship meets. Swimmers who compete in 9+ meets for the season will receive a Club Trophy.



Points received at meets as determined by the point table (By Law 5.0) are totalled to determine the Age and Club Champions. Swimmers may receive trophies as listed below:

**Age Champion** - for the boy and girl swimmer in each age group who, having satisfied the requirements of accumulates the highest aggregate point score as determined by above points table over the entire local season including All Junior, State and National titles, but excluding Representational teams (e.g.8-12 team).

**Kathleen Froud Memorial Club Champion** - for the boy or girl who accumulates the highest aggregate point score over the entire season including All Junior, State and National swims, but excluding representational teams. MC swimming points not included in aggregate calculations for this award. \*Kathleen Froud was an exemplary member of our club to 1998. Kathleen is a former Club Champion who died in 1998 of Lymphoma Cancer at the age of 17. We recognise her commitment and sportsmanship through this award.

**Coach's Award** - for a swimmer in each squad who is both a good swimmer and who trains hard and constantly. This swimmer never hesitates when given an instruction at training or when asked to do an extra swim at a meet. Each squad coach chooses the recipient.



Mulch Express 1st Year swimmer with potential - for the swimmer who is judged by the coaches to be someone who exhibits the qualities that make champions. This swimmer is a hard worker who listens during training and tries to follow instructions from the coaches.

AGL Most Improved 10 & Under Swimmer - for the swimmer (boy and girl) 10 years and under who, based on last year's times, this year's times over 50m and 100m events and an ability to swim three strokes legally, has improved overall by the most seconds.

AGL Most Improved Swimmer 11 years of age and Over - for the swimmer (boy and girl) over 10 years who, based on last year's times, this year's times over 50m and 100m events and an ability to swim all four strokes legally, has improved overall by the most seconds.

Doc Shop Encouragement Award - for the swimmer chosen by the coaches in consultation with the recorder, who exhibits ability, improvement and effort.

Bruce Cain Outstanding Contribution Award - awarded to a Club member who is deemed by the President to have offered invaluable service to the Club during the swimming season(s).

Doc Shop Swimmer with Disability Swimmer of the Year – for the Swimmer competing mainly in Multi-Class events to be awarded at the discretion of the coaching panel.

Brian Ford trophy for the Best Relay Performance of the Season – as judged by the Head Coach

Meyer Family FINA Trophy – for the swimmer who scores the highest FINA or MCPS point score (i.e. closest to the world record) for an individual event throughout the season

Ikin Family Trophy for the most Successful Swimmer in the Gippsland Fixture based on aggregate points from the regular Gippsland Season not including Gippsland Championships

Age groups for club trophies are 7 & Under, 8 years, 9 years, 10 years, 11 years, 12 years, 13 years, 14 years, 15 years, 16 years, 17 & Over. A swimmer's age will be defined as the age they swim up to and including December 31 in the current GSI season.

## **21. STRENGTH and CONDITIONING**

**All Swimmers should wear:**

T Shirt (Tighter Fitting so Coaches can see body position during exercise)  
Shorts (Which allow Movement from hips down)  
Runners (no Volleys or Hush Puppies - slippers)  
Water Bottles

## 22. Uniform



Uniform Officer: Renee Cargill 0438 762 916  
[regcargs@wideband.net.au](mailto:regcargs@wideband.net.au)

Renee works at the Ford Swim Centre and can attend to your clothing needs when her work schedule permits

### Club Polo

Sizes: 4XS, 3XS, 2XS, XS, S, M, L, XL

\$60.00

If you have no other item of TSC clothing, this is the one to own and wear with pride! Made from fast drying Polyester.

### Club Shorts

Sizes: 6, 8, 10, 12, 14, XS, S, M, L, XL

\$20

Maroon with elastic waist, side pockets, Polyester



### Club Hoodie (available from time to time – check website)

Sizes: 4,6,8,10,12,14,16, XS, S, M, L, XL, 2XL.

**Club Beanie \$15**

**2 for \$25**





### **Club Cap** **\$12**

All Uniform items are ordered online  
[www.traralgonswimming.org.au](http://www.traralgonswimming.org.au)



Drink Bottles \$6



Sun Smart Bucket Hats \$15

Other items - personalised caps, coats, hoodies and bathers are available from time to time. Inquire through the clothing officer regarding these items.

## **23. Medical Emergency Planning** **Camp planning portal**

All swimmers are required to be registered through the Club's Medical Emergency platform, Operoo. Operoo for Sports is a mobile health and safety solution that gives authorised team officials – coaches and team managers - instant access to important medical and emergency contact details when an incident or injury occurs.

We also use Operoo for Camp registration, permissions and payment.

If your child is not currently registered with this free service (membership financed by the Traralgon Swimming Club) please contact [tscswim@traralgonswimming.org.au](mailto:tscswim@traralgonswimming.org.au) to arrange access.

## **24. Social Media**

As well as the club's web site, we have a presence on Facebook and on Instagram. Currently, Jane manages the website (please contact [tscswim@traralgonswimming.org.au](mailto:tscswim@traralgonswimming.org.au) if you identify any errors), Jane and Brian manage Facebook and Molly Cargill, assisted by the team captains, posts on Instagram.

## 25. Club Policies

### A. Child Safe Policy

**Child Safe Officer:** Madeleine Balcombe CSS@traralgonswimming.org.au

#### Purpose

This policy was written to demonstrate the strong commitment of the management, staff and volunteers of the Traralgon Swimming Club (**the Club**) to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

#### Commitment to Child Safety

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

#### Related Documents

This policy must be read in conjunction with:

- [Swimming Australia Safe Sport Framework](#)
- [Swimming Victoria Code of Conduct/Commitment Statement](#)
- [Swimming Australia/ Swimming Victoria Privacy Policy](#)
- [The Club's Constitution & By Laws](#)

#### Application of this Policy

This policy was developed by the Club and in collaboration with staff, volunteers and the children who use our services and their parents.

This policy applies to all individuals involved in the Club (paid and volunteer) including, but not limited to:

- Administrators
- Coaches
- Officials
- Team Managers
- Participants
- Parents
- Spectators

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and

- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

## **Child Abuse**

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child. The Club is committed to reducing the risk of any child abuse occurring.

## **Children's Rights to Safety and Participation**

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

### **We do this by:**

## **Valuing Diversity**

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation

## **Recruiting staff and volunteers**

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff and volunteers
- Require police checks and Working with Children Checks for relevant positions or where required by the Working With Children Act 2005 (Vic).
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

## **Supporting staff and volunteers**

The Club seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

## **Reporting a child safety concern or complaint**

The Club has appointed a Child Safety Officer with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. Our complaints process is in accordance with

Swimming Australia Safe Sport Framework Part 4 and summarised in Swimming Victoria Safe Sport Reporting Process.

## Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, everyone 18 or over to whom this policy applies should avoid direct, unsupervised contact with children in accordance with codes of behaviour outlined in Part 3 of Swimming Australia Safe Sport Framework and outlined in the following specific examples.

- Change Room arrangements:
  - a) supervise children or young people in change rooms whilst balancing their need for privacy;
  - b) avoid one-to-one situations with children or young people in a change room area;
  - c) ensure that females not enter male change rooms and vice versa.
- Overnight Stays and Sleeping Arrangements:

Overnight stays are to only occur with the authorisation of parents/carers and appropriate Senior Persons in swimming and there are particular standards of behaviour that must be upheld outlined in section 3.6(l).
- Transporting children:

Persons in positions of authority can only transport children and young persons in circumstances that are directly related to the delivery of swimming programs, activities, services or events and only with express authorisation of a Senior Person and the parent(s)/carer(s).
- Physical Contact: Physical contact must be appropriate to delivery of swimming programs, activities, services and events (eg, fitting goggles) and based on the needs of the child or young person (ie. To comfort if distressed).

## Reviewing this policy

This policy will be reviewed every 2 years and we undertake to seek views, comments and suggestions

## B. Inclusion Policy

### Aims and objectives

Traralgon Swimming Club aims to give all members of the community every opportunity to achieve their swimming potential, irrespective of ethnicity, age, disability, gender or background.

Traralgon Swimming Club aims to be an inclusive swimming club and actively seeks to remove the barriers to learning and participation that can hinder or exclude individuals from participating in the sport of swimming.

We aim to raise awareness by providing a culture where inclusion is embraced by all members of the club, and programs and pathways are provided for all swimmers, irrespective of who they are.

## C. Relay Team Policy

Relay teams are integral to the Traralgon Swimming Club experience. The club takes particular pride in the outstanding success and reputation our relay teams enjoy and the esteem they bring to our club.

The club organises and financially covers relay entries for local, country, state and National relay teams.

The coaching panel led by Brian Ford is responsible for the composition of the relay teams in consultation with Club coaches. All teams will be selected based on potential outcomes:

- best competitive outcomes
- age group and open record attempts

Wherever possible swimmers are given opportunities to participate in Traralgon relay teams. When swimmers are named in relay team, it is anticipated that they will make themselves available to compete for the club.

## **D. Social Media Policy**

### **To whom the guidelines apply:**

These guidelines apply to all swimmers, coaches, members, and other people involved in the TSC who contribute to or create content for social media.

### **Reason for Social Media Guidelines**

These guidelines are for the protection of club members and the Traralgon Swimming Club. They ensure that all members are aware of what constitutes responsible social media usage and what is inappropriate and unacceptable.

### **Definition of social media:**

Social media includes Facebook, Twitter, Instagram, snap-chat, YouTube, LinkedIn, blogs, texting/SMS and any other social networking tools or content-sharing sites used by people to whom these guidelines apply.

### **What happens if I don't follow these guidelines?**

You are expected to understand and follow these guidelines. If you do not, you may be subject to disciplinary action and put your future membership of TSC at risk.

Be aware that if a serious breach occurs, it may be necessary to contact the police or other authorities to deal with the matter.

### **Check these guidelines:**

These guidelines are likely to be further updated as new technologies and social networking tools emerge. Make sure that you check back once in a while to make sure you are up to date.

### **The Guidelines:**

If you participate in social media, please follow these guiding principles:

- Post respectful and meaningful comments, and be appropriate and polite when expressing your opinions.
- Always pause and think before posting. Remember that you are posting to a public space and that your comment/photos can exist in cyberspace forever.
- Do not engage in behavior that might be considered to be hurtful, offensive or disrespectful to yourself or another person - especially to swimmers, coaches, officials and members of TSC/other clubs or the wider swimming community.
- Do not use social media to make derogatory comments about issues or concerns that you or others have relating to the TSC (such as swimmer, coaching or management issues). Such concerns should be expressed directly to the President or Senior Head Coach.
- Bullying, discrimination or victimisation will not be tolerated under any circumstances and any breach will be treated seriously.
- Posting or sharing inappropriate, sexually explicit or otherwise pornographic photos is not only unacceptable, but illegal and will not be tolerated in any circumstance.

### **Concerns about the activities of others:**

If you have concerns about or believe that these guidelines may not have been followed by a person to whom they apply, please inform the Club President or Senior Head Coach either verbally or in writing.

**Bullying** means the repeated intentional use of negative or hurtful words and/or actions by a person, or a group of people, against another person or group of people.

**Discrimination** means the exclusion of another person from a sporting activity based on, among other things, that person's age, disability, physical features, race, religion, sex, or sexual orientation. It does not include the exclusion of people from competitive sporting activities. It does include the exclusion of a person in the context of coaching, refereeing, or administration of a sporting activity.

**Victimisation** means threatening another person or subjecting them to a detriment because of a concern they have raised, or a complaint they have made, relating to the TSC or this policy.

## E . Photography Policy

Parents/Guardians are required to sign an agreement as noted below:

**Occasionally, we take photographs of the children in the swimming club whilst involved in swimming, camps, clinics and club social activities. We may use these images in printed media releases, on our website, in publications or on club-controlled social media. We may also make video or webcam recordings.**

To comply with the Child Safeguarding Policy, we need your permission before we can photograph or make any recordings of your child.

### **Conditions of use:**



1. This form is valid for the period of time your child is a member of the Traralgon Swimming Club. Please contact the club if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the club and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group photographs or footage with very general labels e.g. 'All Junior Team'.
5. We will only use images of swimmers who are suitably dressed (may include sporting attire/bathers).
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended.

Signatures are obtained through Operoo and maintained by the Club as a database of permission.

## F. Traralgon Swimming Club's sun protection policy

The following policy is in place to help Traralgon Swimming Club reduce UV exposure and skin cancer risk.

### Rationale

The sun's ultraviolet (UV) radiation can't be seen or felt. Whatever the weather, it's important for people of all skin types to use sun protection whenever UV levels are three or higher. Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world, with two in three Australians developing some form of skin cancer before age 70.

While playing or watching sport, people are exposed to the sun's UV for long periods of time.

Sporting clubs and organisations have a responsibility under health and safety legislation to provide and maintain a safe working environment for staff, volunteers, players and spectators. By minimising UV harms, we aim to fulfil this obligation and duty of care.

### Sun protection times

To assist with the implementation of this policy, club officials, coaches and participants are encouraged to access the daily local sun protection times via the [SunSmart widget](#) on the club's website, the free [SunSmart app](#), or at [sunsmart.com.au](http://sunsmart.com.au).

The sun protection measures listed are used for all outdoor activities during the **daily local sun protection times**. *The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.*

- A combination of sun protection measures are needed during the daily local sun protection times.

### Schedules, fixtures and rule modifications (including a cancellation policy)

- As swimming occurs in outdoor pools, it is understood that there is a degree of risk involved in our sport. However, we seek to minimize risk in the following ways.
- Where possible, training, events and competitions are scheduled to minimise exposure to UV and heat.

- Cancellation of training, events or competition occurs according to the rules of Swimming Victoria when high risk conditions are forecast.

Where it is not possible to avoid peak UV and heat periods, the following measures are considered to minimise risks:

- Warm-up activities are limited in duration and intensity.
- The duration of the activity is reduced.
- Activities start earlier in the morning or later in the evening.
- Rest breaks and opportunities to seek shade and rehydrate are increased.
- Officials rotate out of the sun more frequently than usual.
- Player interchange and substitution is used more frequently than usual.
- Activity is held at an alternative venue (e.g. indoor pools)
- Officials, coaches and senior members act as role models by wearing sun-protective clothing and hats, applying sunscreen and seeking shade wherever possible.

## Sun protection measures

### 1. Clothing

- Sun-protective clothing is included as part of on and off-field uniform and uniform for officials and volunteers.
- Tops/jerseys are made from UPF (UV Protection Factor) 50+ material and have long sleeves and a collar.
- Tops/jerseys are loose-fitting and lightweight.
- Where the competition uniform does not provide adequate sun protection, participants are reminded to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen to all exposed skin and wear covering clothing whilst not on the field.

### 2. Sunscreen

- SPF30 (or higher) broad-spectrum, water-resistant sunscreen is promoted and/or provided to participants.
- Participants are encouraged to apply sunscreen 20 minutes before training or playing and to reapply every two hours or immediately after sweating, swimming or toweling dry.
- Sunscreen is stored below 30°C and replaced once it is past the expiry date.
- Participants are encouraged to apply a generous amount of sunscreen (the equivalent of one teaspoon per limb).
- The first aid kit includes a supply of SPF30 (or higher) broad-spectrum, water-resistant sunscreen.

### 3. Hats

- Wide-brimmed or bucket hats are included as part of the swimming club uniform (even if they can't be worn in actual play).
- Caps and visors do not provide adequate sun protection to the face, ears and neck and are not recommended for extended sun protection but may be used, in combination with sunscreen on parts of skin not covered, as an interim measure for on-field play or training.

### 4. Shade

- An assessment of existing shade has been conducted at commonly used outdoor venues.
- When not actively swimming and between individual events, participants and spectators are able to rest in shaded areas.

- Where there is insufficient natural or built shade, temporary shade structures are provided or participants are notified to bring their own temporary shade (e.g. tents or umbrellas).
- Shade from buildings, trees and other structures is used where possible
- Marshalling and presentation ceremony areas are protected by shade.
- Participants and officials rotate to cooler, shaded areas.

## 5. Sunglasses

- Participants are advised to wear sunglasses that meet the Australian standard (AS/NZS 1067:2016)

## Education and information

- The times when sun protection is required (as determined by SunSmart's daily local sun protection times) are communicated to participants and spectators.

## Review

- This sun protection policy will be reviewed regularly.
- This policy was last updated in January 2022
- Next policy review: January 2023

*Please note: Certain health conditions and medications mean some people are more sensitive to UV radiation and need to use sun protection at all times regardless of the UV levels. Please make sure your policy includes their particular needs. For further information visit [Risk factors for skin cancer](#).*

## Relevant documents and links

- SunSmart: [sunsmart.com.au](https://sunsmart.com.au)
- SunSmart widget: [sunsmart.com.au/resources/uv-widget](https://sunsmart.com.au/resources/uv-widget)
- SunSmart app: [sunsmart.com.au/resources/sunsmart-app](https://sunsmart.com.au/resources/sunsmart-app)
- **VicSport UV Protection:** [vicsport.com.au/uv-protection](https://vicsport.com.au/uv-protection)
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\)](#) (2019)
- AS 4174:2018 Knitted and woven shade fabrics
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS 4399:2020, Sun protective clothing - Evaluation and classification
- AS/NZS 2604:2012 Sunscreen products - Evaluation and classification
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: [4. Labelling and advertising – directions for use of the product](#)

For more information contact SunSmart:

W: [sunsmart.com.au](https://sunsmart.com.au) / E: [sunsmart@cancervic.org.au](mailto:sunsmart@cancervic.org.au)

P: (03) 9514 6419

## Disclaimer

This information is general in nature and does not constitute medical advice from your doctor or health professional. While all reasonable attempts have been made to ensure the accuracy of the information, SunSmart and associated parties cannot accept responsibility for loss, injury, claim or damage resulting from the use or application of this information. This information is based on current available evidence at the time of review. It can be photocopied for distribution.

Updated: October 2021

## **G. GRIEVANCE POLICY AND PROCEDURE**

- (1) Where a Member has a grievance arising from their involvement in the activities of the Club, whatever that may be, with;
  - (a) another Member,
  - (b) an officer, Committee member or employee of the Club; or
  - (c) the Committee; or
  - (d) the Club

And that Member considers that the grievance warrants investigation and action by the Club that Member shall follow the procedure in this clause.

- (2) If the grievance is a matter which is dealt within the [Safe Sport Framework](#) it shall be dealt with in accordance with that document.

### **(3) Grievance Officer**

- (a) The Member shall contact the Club's Grievance Officer, (Lauren Beecroft info@mycreative.com.au) who has been appointed by the Committee, and advise that they have a grievance that they wish to discuss. Where a grievance is to be submitted in writing it should be addressed clearly to the Club Grievance Officer and marked "Private and Confidential".
- (b) If the Grievance Officer is unable to be unbiased against, or in favour of, the member concerned then the Committee shall appoint a Grievance Officer without bias specifically to hear the matter.

### **(4) Action by Grievance Officer**

- (a) Where a grievance has been received by the Grievance Officer, that person shall as soon as practicable, discuss the grievance with the aggrieved party and take whatever steps and conduct whatever investigations necessary to determine whether a grievance is legitimate.
- (b) Where the Grievance Officer determines that the grievance is legitimate that person shall take all necessary steps to resolve the grievance and may recommend to the Committee what that person considers appropriate action.
- (c) Where the Grievance Officer determines that the grievance is not legitimate that person shall advise the aggrieved party accordingly in writing. If the aggrieved party is not satisfied with the Grievance Officer's determination they may appeal to the Club Committee.
- (d) Where the Grievance Officer is unable to resolve a grievance or considers the grievance of a very serious nature that person shall report the grievance to the Secretary and/or the Committee.
- (e) All grievances received by the Grievance Officer, and all information surrounding the circumstances of a grievance which is discovered by the Club Grievance Officer on investigation shall be confidential and may only be communicated to the Secretary and/or the Committee.

## **5 Procedures by a Grievance Officer**

In investigating a grievance and/or determining its legitimacy, the Grievance Officer shall observe the rules of natural justice.