



HANDBOOK

Galston Swim Club
"Creating more than a ripple.."

www.galston.swimming.org.au

WELCOME TO ALL MEMBERS OF GALSTON SWIM CLUB

Please read this handbook thoroughly as it contains all of the information needed to understand the rules and procedures of Galston Swim Club Inc. and its activities.

If you have any questions about the information in this handbook, please ask any of the Committee members who will be happy to assist.

The Committee and coaching staff wish all members and their families an enjoyable and successful experience with our club.

Club Location: Galston Aquatic Centre
412 Galston Road
Galston NSW 2159

Postal Address: PO Box 3174

DURAL NSW 2158

Email address: secretary@galstonswimclub.com.au

Website: www.galston.swimming.org.au



Galston Swim Club

FROM THE COMMITTEE

Welcome to Galston Swim Club (GSC). The information in this handbook is designed to be your reference point throughout the year. It will inform you on what to expect within the club.

To the new swimmers and families joining the club, we trust that you will enjoy your time and experiences at GSC.

The foundations are in place for a successful year ahead and it is our vision to improve and maintain an enjoyable friendly swimming environment for all members.

GSC encourages swimmers of all ages and levels of ability. We endeavour to prepare swimmers to compete at club events and outside carnivals, as well as promote a fun filled atmosphere and strong team spirit.

We encourage all members to familiarise themselves with our website www.galston.swimming.org.au as all information about the club is found there and regularly updated.

As a committee we work together to ensure the smooth running of our Club. More volunteers are always welcome, and we would encourage all parents to become involved in any way they can.

All Committee members must hold a current WWCC number.

Please feel free to speak to any of the Committee members if you have questions. (See Committee list on GSC website)

Monthly Committee meetings

Held at 7.30pm, on the first Thursday of each month. Every club member is welcome to attend the meetings.

OUR PHILOSOPHY

The aims of Galston Swim Club:

- To promote, teach and encourage the sport of swimming.
- To encourage greater participation in swimming across all age levels.
- To organise, promote and conduct swimming races under the rules established by Swimming NSW Inc. (SNSW).
- To encourage family participation in the Club through swimming events and other social activities.

The benefits offered by Galston Swim Club:

- An environment where the children can enjoy and improve on their swimming.
- A focus on personal best and improvement, rather than winning.
- A focus on healthy lifestyle habits and positive self-image.
- A social outlet and supportive environment for swimmers and their families.
- An opportunity for swimmers to advance to higher levels of competition.

THE ROLE OF PARENTS

The successful running of the club relies on parents to be involved in various tasks from club nights, external competitions and fundraising. Being involved is also a great way of getting to know the other parents and swimmers at the club.

Before each Friday club night:

- Assist your children with their online entries for Friday night races.
- Entries are online via swim central for full NSW swimming members or by email to fridaynightraces@galstonswimclub.com.au for Kingfisher members.
- Entries for Friday night are due by Thursday 6pm.
- Entries after this time are accepted however no times will be recorded for the swimmer.

At Friday club night:

- Be at club nights to supervise your children at all times.
 - Swimmers under 18 are never allowed to be dropped off at club without a parent or nominated adult providing supervision throughout the night.
- Arrive by 6.30pm for swimmers to warm up, and for parents to assist with setting up of club nights (eg. put out white chairs, stopwatches, equipment etc.)
- Assist with timekeeping duties.
 - Each lane requires 2-3 timekeepers, so that the swim times can be recorded officially with SNSW.
- Remind your children to be ready to go to marshalling when their event is called.
- Remain quiet when the races are about to start.
- Encourage your children to support and cheer for their team mates.
- **Pool admission fees:** Pool admission fees are payable on Friday club nights. Hornsby Shire Council allows Galston Swim Club to hold club nights each week. Hornsby Shire Council requires payment of pool admission fees on club nights, and this

is in lieu of our swim club being charged a hire fee to use the pool. The Club asks that all parents and swimmers attending club night pay the entrance fee. The club's registration fee does not cover pool admission fees. **All swimmers and non-swimmers are required to pay admission fees to the Galston Aquatic Centre when attending club nights.**

At external competitions:

- Be at the meet to supervise your children at all times.
 - Swimmers under 18 are never allowed to be dropped off at club without a parent or nominated adult providing supervision throughout the night.
- Arrive at least 90 minutes prior to the swimmers first race for swimmers to warm up or at the carnival warm up time if your swimmers' event is early in the meet.
- Your children need to check in with the coach on arrival, before and after every swim and before leaving the event.
- Assisting with timekeeping may be required.
- Remind your children to be ready to go to marshalling when their event is called.
- Encourage your children to support and cheer for their team mates.

Other ways parents can be involved:

- Become a member of the Galston Swim Club Committee.
- Assist with fundraising, or small projects.
- Timekeeping at Friday Night Races:
 - Timekeeping is not only a great way to participate but also to meet other parents.
 - Timekeeping at Club is also an easy introduction to timekeeping duties which the Club must provide at most external swimming competitions.
- Participate in training (free of cost, run by Swimming Metro North West and NSW Swimming) to undertake official duties at club events and also when your children compete at other SNSW carnivals. Official duties include race starter, recorder, marshalling and timekeeping. Speak to a committee member if you are interested in pursuing this.

THE ROLE OF SWIMMERS

Before each Friday club night:

Ensure your entries are lodged online via swim central for full NSW swimming members or by email to fridaynightraces@galstonswimclub.com.au for Kingfisher members **by Thursday, 6 pm, before each Friday club night**

Remember: A swimmer can only swim 3 events. Please note event numbers you enter, as the races will be swum in numerical order eg Event 1,2,3. Please allow time between events to allow swimmers time to marshal for their next event.

At Friday club night:

- Arrive by 6.30pm for a warm up in the pool.
- Be ready to start racing promptly at 7.00pm.
- Listen for the announcement of your event.
- When your event is called, walk straight to the marshalling area (near the back room).
- Remain quiet when the races are about to start.
- Cheer for and support your team mates.

At external competitions:

- Arrive at least 90 minutes prior to your first race to warm up or at the carnival warm up time if your event is early in the meet.
- Your need to check in with the coach on arrival, before and after every swim and before leaving the event.
- Be ready to go to marshalling when your event is marshalled.
- Cheer for and support your team mates.

CALENDAR

The Galston Swim Club year runs from October 1st to September 30th each year.

There are two seasons each year (Summer and Winter). The Summer season is the Long Course (LC - 50 metre pool) season. The Winter season is the Short Course (SC - 25 metre pool) season.

The season program and dates are on the club website.

Summer Season Friday club nights from October to March (Dates on GSC Website)	<ul style="list-style-type: none">• Club races are swum in a 25 metre pool (SC = short course).• External competitions are swum in a 50 metre pool (LC = long course)
Annual Club Championships Held in April or May. Subject to Swimming NSW Calendar	<ul style="list-style-type: none">• Races are swum in a 25 metre pool.• Club Championship winners receive trophies at presentation day.• Election of new Club Captains
Annual Club Presentation Night Held in May or June	<ul style="list-style-type: none">• Presentation of trophies and acknowledgement awards.• Announcement of new Club Captains.
Winter Season Friday club nights from April to September (Dates on GSC Website)	<ul style="list-style-type: none">• Club races are swum in a 25 metre pool (SC = short course).• External competitions are swum in a 25 metre pool (SC = short course)
Annual General Meeting Held on 1st Thursday in August	<ul style="list-style-type: none">• Election of Committee members.

REGISTRATION

How to register:

- Full NSW Swimming membership registrations for both new and existing members are via Swim Central. At least one parent from each family must join the club as a non-swimmer.
- 'Galston Kingfishers' membership – details on how to join are found on the GSC website. Go to the 'About us' section on the home page and click on membership which will take you to a page with more details. At least one parent from each family must join the club as a non-swimmer.
- The Registration fee covers Galston Swim Club membership as well as a fee payable to SNSW, Swimming Australia (SAL) and Clubs Online. (See GSC website for more details of what the registration fee covers)
- The membership year starts on 1st October each year with registration opening in September.
- Full NSW Swimming members cannot enter carnivals from October onwards until their registration is renewed.
- If you have a financial need to spread out payments for registration over a period of time, please discuss this confidentially with the Club Registrar or President.
- The club (represented by the Committee) reserves the right to refuse registration of any applicant.

Working with Children Clearance (WWCC)

- The Office of the Children's Guardian (OCG) monitors organisations and individuals who work with children to ensure they are meeting their working with children obligations. Community groups like sporting clubs are obligated to verify that the adults who work with children have a WWCC number. Applying for a WWCC number can be done online and is free for volunteers. It is not onerous for parents to apply and aims to ensure the club is compliant with government regulations. We recommend all parents of the club obtain a WWCC.

FRIDAY NIGHT CLUB ENTRIES

Ensure your entries are lodged online via swim central for full NSW swimming members or by email to fridaynightraces@galstonswimclub.com.au for Kingfisher members **by Thursday, 6 pm, before each Friday club night**

The entry system is electronic and automatically closes by 6pm on Thursday and late entries cannot be accepted by the system. Entries after this time are accepted however no times will be recorded for the swimmer.

At each club night, swimmers may only compete in 3 events. Only one stroke per distance is permitted. Please note events are swum in numerical order e.g. 1,2,3. Please allow time between the events you choose to allow swimmers time to marshal for their next event.

When a personal best or qualifying time is achieved, the swimmer's time needs to be officially recorded and approved by SNSW before it can be used to enter a meet.

All new swimmers are required to swim 25 metre events until the 25m break time is achieved and the referee gives approval to swim longer races, especially butterfly.

The break times for 25 metre events are:

Freestyle	0:30.00	<i>seconds</i>
Breaststroke	0:35.00	<i>seconds</i>
Backstroke	0:33.00	<i>seconds</i>
Butterfly	0:35.00	<i>seconds with referee approval *</i>

QUALIFYING TIMES

The club has set qualifying times which need to be reached in order for swimmers to progress to longer race distances.

Qualifying times for 50m events to progress to 100m events:

Freestyle	0:50.00	<i>seconds</i>
Breaststroke	0:60.00	<i>seconds</i>
Backstroke	0:55.00	<i>seconds</i>
Butterfly	0:55.00	<i>seconds</i>

Qualifying times for 100m events to progress to 200m events:

Freestyle	1:45.00	<i>1 minute 45 seconds</i>
Breaststroke	2:00.00	<i>2 minutes</i>
Backstroke	1:50.00	<i>1 minute 50 seconds</i>
Butterfly	1:50.00	<i>1 minute 50 seconds</i>
Individual Medley	1:50.00	<i>1 minute 50 seconds</i>

Qualifying times for 200m events to progress to 400m events:

Freestyle	3:30.00	<i>minutes</i>
Individual Medley	4:00.00	<i>minutes</i>

Qualifying times for 400m events to progress to 800m events:

Freestyle	7:00.00	<i>minutes</i>
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Qualifying times for 800m events to progress to 1500m:

Freestyle	14:00.00	<i>minutes</i>
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FRIDAY NIGHT POINT SCORE COMPETITION

Club members who participate in Friday night races are awarded points for each swim completed.

An annual point score competition is held for the swimmers across three age groups

Sub Junior	8 years and under
Junior	9 -12 years
Senior	13 years and over

The points are awarded as follows:

<i>Number of seconds faster than previous best time</i>	<i>Awarded points</i>
0:02.01 and above	6
0:01.01 to 0:02.00	5
0:00.00 to 0:01.00	4

<i>Number of seconds slower than previous best time</i>	<i>Awarded points</i>
0:00.01 to 0:01.00	3
Slower than 0:01.00	2
Disqualification	1
Failed to complete event	0

At our Annual Presentation Night, the highest points winner for each age group will be presented with an award. (Points are accumulated from Summer and Winter seasons). To be eligible for a trophy you must have complied to the rules.

ANNUAL CLUB CHAMPIONSHIPS

Each year at the end of the summer season, GSC holds its Annual Club Championships. The championships are conducted under the rules of NSWSA Inc. The swimmer's age for the Championships is the first day of Championships.

To be eligible to receive a trophy in the championships, a swimmer must:

- Be a financial, registered, first-claim member of the club or be a 'Galston Kingfisher' member.
- Have competed in at least 50% of available weeks at Friday club nights during the summer season. This also applies to 'Galston Kingfishers' membership.

Swimmers who have missed some Friday club nights but have competed at other carnivals during the last season, can receive up to 2 bonus weeks towards being eligible to compete at the club championships.

- 1 bonus week will be awarded for participating in any 2 of the following and 2 bonus weeks will be awarded for any 3 of the following:
 - Metropolitan, State and National Championships.
 - Target carnivals identified by the Head Coach.
 - Metro North West Area Championships.

The Committee may make allowances for swimmers who:

- Have joined the club during the last season.
- Could not attend most club nights during the last season due to special circumstances e.g. injury.
- In such cases, a request needs to be made in writing to the Committee explaining the special circumstances and reason for request for an exemption.

OTHER CARNIVALS

Occasionally, Galston Swim Club holds its own carnivals at which other clubs can also compete.

Galston Swim Club also regularly attends carnivals hosted by other clubs and regional organisations (**external competitions**). All swimmers are encouraged to compete for the GSC team at these events. (Full NSW Swimming membership is required).

Parent Time Keeping

If you enter your child into a carnival, at least one parent must be available for time keeping duties if required by the organising club. You will be notified by GSC if this is the case. If you are unable to help out with time keeping, then it is expected that you arrange for another parent attending the meet to do the time keeping in your place.

Target Meets

- Target meets are selected by the Coach as suitable carnivals for the club's swimmers to compete at.
- At least one coach also attends these carnivals.
- Dates of upcoming target meets, and qualifying times are publicised through the club's TeamApp page and GSC website. Coaches will also advise swimmers at training.

Club members may participate at other carnivals listed on the SNSW website calendar, however please note:

- The Head Coach targets meets that fit within the training cycle programmed by the coach prior to the start of every season;
- Galston Swim Club coach is unlikely to attend meets other than targeted meets;
- The Club requests that you discuss the non-target meet and events you would like your child to enter with the Head Coach before you enter the meet;

Some of the target meets at which Galston Swim Club participates include:

Metro North West Area (MNW) Championships

- Contested by all clubs in our area.
- Held each summer and winter.
- Open to swimmers of all ages who meet the qualifying times.
- A good competition for younger swimmers as the qualifying times are often achieved at Friday Night Club races.

Speedo Sprint Series (Heats and Finals)

- Held each summer
- Open to swimmers aged 8 years & under to 13 years
- 50 metre events in all strokes
- Swimmers who place in the top 4 (Heats) will then proceed to the Speedo Sprint Finals
- Heats are open to 'Galston Kingfisher' members, however, should they achieve finals and wish to swim they need to upgrade to full membership first.
- Medal winners at NSW State Championships in a particular Stroke during the current season are ineligible to compete in the Speedo Sprint Series in that stroke
- A good competition for the younger swimmers

Mini Meets

- Held by the MNW Area throughout the year
- Usually open to swimmers aged 6 years & under to 12 years
- Usually held in 25 metre pools
- An excellent way to introduce young swimmers to competition

Metropolitan and State Championships

- Held each summer and winter
- Eligibility to compete is subject to qualifying times that must be achieved at an approved meet
- Refer to the *SNSW website* for qualifying times and entry procedures

National Age and Open Championships

- Eligibility to compete is subject to qualifying times that must be achieved at an approved meet
- Refer to the *Swimming Australia website* for qualifying times and entry procedures.

ENTRIES FOR OTHER CARNIVALS AND CHAMPIONSHIPS

Entries for carnivals and other major championships are done in different ways and will be advised on the conditions of entry.

Always check the information on the club TeamApp page or website about the system for submitting entries and due dates. Late entries cannot be processed after the closing date.

Entries

- The most common way to enter carnivals is online via Swim Central.
- Exceptions to this are entries for 'Galston Kingfisher' members (at eligible meets) which is normally done through the Race Secretary.
- Some meets require manual entries for some events. This information can be found on the hosting clubs' website.
- If you have any questions, please see a Committee member for assistance.

Entries for Metropolitan, State or National Championships

- Strict qualifying times apply for these championships, which are set out in the *SNSW website*.
- For Summer (LC) season and Winter (SC), entries are done on-line via Swim Central.
- Qualifying times for National Championships must be achieved in a 50m pool.

RELAY TEAM SELECTION

GSC regularly selects relay teams to compete in various targeted meets and championship events.

- A relay team is selected by the Head Coach.
- Selection for the team is based on the fastest swim times recorded on the Swimming NSW database and other relevant factors taken into consideration by the coach such as injury status and current fitness.
- Being asked to represent the club in a relay is a privilege and all swimmers are expected to remain committed to the team once a position has been accepted.
- Pulling out of a relay team without adequate notice or good reason may make that swimmer ineligible for selection in a relay at the next carnival.

AREA DEVELOPMENT SQUAD

The Area Development Squad is another opportunity for club representation and support.

Occasionally, the MNW Area runs development squads and training sessions for younger swimmers.

Swimmers are invited by the MNW Area to be involved in the development squad program.

Financial assistance maybe provided based on swimmers completing the program and club funds available at the time.

TIME TRIALS

In most circumstances, swimmers will achieve qualifying times (QT) during club or targeted meets. However, the club may provide time trials for swimmers who are close to achieving a qualifying time for an upcoming Metropolitan or State championship.

- Arranging Time Trials is at the discretion of the Club.
- Time Trials can only be provided if an accredited Referee, Starter and Recorder is available.
- The Club will consider requests for running a Time Trial from the Head Coach or on recommendation by the Committee.

When a qualifying time is achieved, the swimmer's time needs to be officially recorded and approved by SNSW before it can be used to enter a meet.

CLUB CAPTAINS

Each year, two Club Captains are elected by club members to act as mentors for the younger swimmers.

To be eligible for nomination as a club captain, a swimmer must:

- Be a current registered full financial first claim member of GSC.
- Be over 15 years old as at 30 March*
- Have competed in at least 60% of swims at Friday club nights during the last season
- Or, have contributed to the club in other ways throughout the year (as approved by the Committee).

**Age for Club Captains to be nominated may be varied at the discretion of the GSC Committee.*

CLUB RECORDS

A list of current Club Records is on Galston Swim Club website.

Swimmers (and parents) need to keep track of swim times and how they compare with the Club Records.

If you/your child breaks a Club Record, there is a procedure to follow **within one month** of the record being broken:

- The swimmer must be a full financial member of Galston Swim Club or be a 'Galston Kingfisher' member.
- After the record is broken, fill out the form with all the information (the form is on the club website).
- Give the completed form to the Head Coach or Club President. The form will be tabled at the next Committee meeting for approval.
- Once the new record is confirmed, the website information will be updated.

The swimmer will be acknowledged at the next Annual Presentation Night.

New records can be achieved at any Swimming NSW approved meets and at qualifying time trials conducted by the club.

GIFTS FOR REPRESENTATIVE SWIMMERS

The Club may provide gifts to representative swimmers who meet the following criteria:

- A current registered full financial first claim member
- Qualifier for Metropolitan Championships, State Championships, National Age, Open and Open Water Championships.
- The swimmer has competed in at least 60% of club night swims over the last season, as well as competing in the Club Championships and Metro North West Area Championships.
- Parent/s of the swimmer are active members of the club, regularly assisting with duties on Friday club nights.
- The Committee makes decisions about providing gifts to representative swimmers based on the club funds available at that time.

FUNDRAISING

Galston Swim Club raises its own funds through:

- Annual registration fees.
- Sponsorship and grants.
- Ongoing activities such as the Friday night BBQ.
- Extra fundraising activities such as special events, mini meets, extra BBQs and raffles.

Specific fundraising for National Championships

Extra fundraising activities can also be organised when swimmers qualify for the National Championships. The funds raised contribute towards the coach's expenses incurred to attend this event with the swimmers. It is expected that all swimmers (and their parents) who qualify, or are close to qualifying, for the Nationals are actively involved in these extra fundraising activities.

FINANCIAL ASSISTANCE

The Club may provide financial assistance to representative swimmers who meet the following criteria:

- A current registered full financial first claim member.
- A National Age qualifier / National Open qualifier.

The swimmer has also competed in at least 60% of club night swims over the last season, as well as competing in the Club Championships, MNW Area Championships.

- A National Open Water qualifier.

The swimmer has also competed in at least 60% of club night swims over the last season, as well as competing in the Club Championships, MNW Area Championships, NSW State Open Water Titles plus two other open water events (or a total of 5 open water events).

- The swimmer's parent/s are active within the club, regularly assisting with duties on Friday club nights and fundraising activities that are specifically organised for the qualifying championship (eg Nationals).

The Committee will determine whether financial assistance can be made available for National Age, Open and Open Water swimmers, based on the club funds available at the time. This includes National Championships held outside of NSW.

WELFARE GUIDELINES

Behavioural Guidelines

All club members (parents and children) are asked to adhere to Swimming Australia's (SAL) Code of Conduct at all times. The SAL Code of Conduct can be accessed from the SAL website www.swimming.org.au

Child Protection

There are other regulations covering the safety and protection of children. The Office of the Children's Guardian requires that employees (e.g. Coaches) and volunteers (e.g. Team Managers, Committee members) have a Working With Children Clearance Certificate (WWCC). Parent volunteers are encouraged to have a WWCC. It is a simple process and does not cost anything, so the Club encourages all parents to obtain a WWCC number.

Code of Conduct

The peak body of our sport, Swimming Australia is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behavior by members, their families, their friends, or other sporting personnel will not be tolerated.

Inappropriate behaviors are outlined in [Swimming Australia's Code of Conduct](#) and can include (but is not limited to);

- Using bad language
- Harassing or ridiculing swimmers, coaches, officials or other spectators
- Making racist, religious, sexist or other inappropriate comments to swimmers, coaches, officials or other spectators
- Any threatening behavior or physical altercations between spectators and swimmers, coaches, officials or other spectators.
- Putting undue pressure on children, berating them or putting down their performance

What we ask you to do

- Help create a positive atmosphere for swimmers, officials and other spectators by showing respect for swimmers, officials and other spectators.
- Abide by Swimming Australia's Code of Conduct and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behavior and you feel confident to do so, speak with the person and ask them to stop. If there is a technical official or committee member present, ask for their assistance.
- Report any inappropriate spectator behavior to a club committee member or someone in a position of authority.
- Call the police or a club committee member if you are concerned for your safety or the safety of others.

MORE INFORMATION

These websites contain newsletters and calendars with information about swimming and upcoming carnivals:

Galston Swim Club

www.galston.swimming.org.au

Swimming Metro North West

www.metronwnsw.swimming.org.au

Swimming NSW

www.nsw.swimming.org.au

www.clubsonline.com.au

Swimming Australia

www.swimming.org.au