



# SHORE



SWIM CLUB HANDBOOK  
2023

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# 1. Introduction

## 1.1 About Us

The Shore Swimming Club (SSC) is a community-based Club with membership open to Shore School students and selected members of the public and is led by a committee endorsed as a sanctioned activity of the school. The Club caters for non-competitive swimmers right through to elite level swimmers in both able-bodied and multi class and is active at Swimming NSW and Swimming Australia events. The Club is supported by a year-round squad-based program operating on the school premises in a new state of the art 50m pool.

Shore has a long and proud history of aquatic programs at the School, and the establishment of SSC endeavours to continue this tradition to support the students and wider community.

## 1.2 Club Objectives

Shore Swimming Club seeks to encourage, promote, advance, conduct and administer Swimming at the School and throughout the local area in a way that advances the operations and activities of the Club with regard to the School's interests and the public interest in its operations so that the Club continues to perform at all levels and be attractive to existing and potential members.

The primary Objectives of SSC are:

- a) To foster a love and enjoyment of swimming and water sports;
- b) To conduct, encourage, promote, advance, and administer swimming activities and water sports;
- c) To promote the self-improvement of swimmers at all levels, from beginner to elite;
- d) To promote the physical health, mental health, and the safety of all members;
- e) To promote, teach, and encourage sportsmanship;
- f) To promote engagement in a swimming community by promoting and advancing the operations and activities of the Club in the wider community;
- g) To undertake and/or do such things as are necessary and incidental to maintain and enhance the Club, its standards, quality and reputation;
- h) To undertake to attain the objects of the Club; and
- i) To affiliate with, and remain affiliated with:
  - i. Swimming New South Wales Limited (SNSW) or any organisation which may replace or succeed it. The Club will adopt the SNSW rules of swimming, as provided to them from time to time by Swimming Australia (SA) or International Swimming Federation (FINA) as may be necessary for the management and control of swimming and related activities in New South Wales; and
  - ii. Other kindred bodies as may be deemed appropriate from time to time by the Committee.

## 1.3 Vision, Mission and Values

### Vision

To foster the development of individual well-being and character, lifelong participation, enjoyment and achievement in the sport of swimming and water sports

### Mission

To support the growth, participation and development of the membership of the Shore Swimming Club so that the Club continues to perform and be attractive to existing and potential members.

### Values

Achievement, Responsibility, Humility, Perseverance, Teamwork.

The Shore Swimming Club seeks to maintain an inclusive and supportive team environment where Members, Coaches, School Staff, Officials and Parents strive to give their best, take responsibility for the excellence of their communication, the impact of their actions and value the contribution made by each and every participant whether that be in an official, recreational, competitive or volunteer capacity.

## 1.4 Key Contacts

Email: [ShoreSwimming@shore.nsw.edu.au](mailto:ShoreSwimming@shore.nsw.edu.au)

Phone: (02) 9968 7208

Website: [shore.nsw.edu.au](http://shore.nsw.edu.au)

## 1.5 Committee

Role	Name
Chair	James Watson
Deputy Chair	Thomas O'Keeffe
Secretary	Michelle Lawry
Treasurer	Nicole Pollitt
Race Secretary	Eugenie Bestic
Registrar	Eugenie Bestic
Head Coach	Thomas O'Keeffe

## 1.6 Swim Club Captains

Shore Swimming Club is pleased to have the following Co-Captains for the 2023/2024 season:

Role	Name
Club Co-Captain	James Bestic
Club Co-Captain	Jack Pollitt

## 2. Terms and Conditions

Members agree to abide by the SSC Constitution, any by-Laws and all related policies, including all relevant Swimming Australia policies and guidelines that support their participation as a member.

Individuals within the SSC Community (i.e. parents, supporters, volunteers) are bound by the Shore Community Code of Conduct.

Find the Swimming Australia policies and guidelines [here](#).

### 2.1 Safe Sport Framework

All Swimming Australia Member Organisations and their respective members are governed by the Safe Sport Framework (SSF).

The SSF consists of two comprehensive documents that outline our shared responsibilities for protecting children and members' welfare. Further information on the SSF can be found [here](#).

### 2.2 Child Protection Principles

Shore Swimming's child protection framework is guided by the School's Child Protection and Mandatory Reporting Policy. The school encourages consultation between all members of the school community in matters which affect them. The school has in place a Staff Code of Conduct, Community Code of Conduct, and a Student Code of Behaviour which may be supplemented from time to time by specific rules and directives. These Codes include such matters as:

- The rights and responsibilities of students and staff within the school community, including the rights and responsibilities of students and staff as members of the boarding community
- Behaviour management
- The role of any School leadership system (or equivalent) in the school, and the monitoring of that system
- The management and reporting of serious incidents.

All Staff and Volunteers hold current NSW Working with Children Checks (WWCC). Accredited swimming instructors and coaches are also bound by a Code of Conduct through the Australian Swimming Teachers and Coaches Association, which covers professional conduct, acceptable behaviour and knowledge. This includes compliance with the Australia Safe Sport Framework (SSF), which consists of a Safeguarding

Children and Young People and Member Protection policy. These two documents outline our shared responsibilities for protecting children and members' welfare. Further information of the SSF can be found [here](#).

The following child safety principles are modelled on the *Child Safe Organisations: National Principles (An initiative of the council of Australian Government)*:

### **1. Child safety is embedded in Shore Swimming leadership, governance, and culture**

Shore School is committed to child safety. All staff and volunteers have Working with Children Checks and comply with codes of conduct that set out behavioural standards. Child safety is discussed at staff meetings, staff inductions, and parent information events.

### **2. Children participate in decisions affecting them and are taken seriously**

Children and young people often provide feedback in a way that is friendly to them e.g. a suggestion box or social media survey. Shore School leaders talk to children and young people about safety and let them know how we keep them safe.

### **3. Families and communities are informed and involved**

Shore School staff communicate with families about our child safety approach, often and in a variety of ways. Families are provided with the opportunity to give feedback on our policies and practices.

### **4. Equity is promoted, and diversity is respected**

Shore School ensures that all children and young people have access to information, support and complaints processes. These are tailored to give particular attention to the needs of children with disability and from diverse cultural and linguistic backgrounds.

### **5. People working with children are suitable and supported**

All staff have Working with Children Checks as required by NSW law. All staff have the appropriate qualifications and accreditations and receive induction by Shore School. Child safety is a focus point through recruitment, onboarding, and ongoing supervision.

### **6. Processes to respond to complaints of child sexual abuse are child-focussed**

Shore School maintains a child-focussed complaints handling policy, which is understood by children, families, and staff. All community members are encouraged to come forward and report misconduct by children or adults. Complaints are responded to promptly and thoroughly, and reporting, privacy and employment law obligations are met.

### **7. Staff and volunteers are continually trained and educated**

Staff and volunteers receive training on child protection and Shore's child safe practices.

### **8. Physical and online environments minimise opportunities for abuse to occur**

Risks in the online and physical environment are identified and mitigated.

## 9. Child safe standards are continually improved and reviewed

Shore regularly reviews and improves child safe practices. Complaints and concerns form a part of the basis for review and continuous improvement.

## 10. Policies and procedures document how our Swim School and Club is child safe

Shore's policies and procedures address the child safe organisation elements; they are easy to understand and accessible; they are championed by the school's leaders; and they are widely understood and implemented by staff and volunteers.

# 3. Club Membership

Membership will be open to all selected individuals who accept and adhere to the Objectives of the Club provided that they are, or propose to be, a swimmer for the Club, or are the parent/guardian of a child who is, or proposes to be, a swimmer for the Club.

### Categories of Members

- a) Individual members** are those who are 16 years, or over as at October 1st. If individual members are non-swimmers, they must have a child who is a swimmer for the Club.
- b) Junior members** are those under 16 years, as at October 1st. The School recommends that junior members have a parent or guardian who is an individual member of the Club.

### 3.1 Purchasing a Membership

Eligible members can purchase a membership through [Swim Central](#), the swimming administration system for clubs and their members. Swim Central member resources and helpful tips can be found [here](#). Any Swim Central queries should be directed to Swimming NSW [admin@nsw.swimming.org.au](mailto:admin@nsw.swimming.org.au).

Please note: if the SSC committee considers the applicant not eligible for membership, the membership will be declined and refunded, and the applicant notified why they are ineligible for a SSC membership.

### 3.2 Membership Products

Shore Swimming Club Membership Fees 2023/2024 Season:

Membership	Full Swimmer	Club Swimmer	Dry Member	Dry Member (Club Board)
Cost	\$215.42	\$116.01 (Club) \$51.50 (Second Claim)	\$40	\$40.73

<b>Description</b>	Swimmers who are eligible for squads and compete in Club meets and external meets	Swimmers who are eligible for squads and compete in Club meets <b>only</b> .	Parents of SSC swimmers.	Members of the Shore Swimming Club Board.
<b>SNSW Affiliation</b>	✓	✓	✓	✓
<b>SSC Squads</b>	✓	✓		
<b>Club Nights</b>	✓	✓		
<b>Club Meets</b>	✓	✓		
<b>Club Social Activities</b>	✓	✓	✓	✓
<b>Representative Meets</b>	✓			
<b>Insurance Cover</b>	✓	✓	✓	✓
	<i>Comprehensive Cover</i>	<i>Club Events</i>	<i>Not in the pool</i>	<i>Not in the pool</i>
<b>Additional Benefits</b>	<ul style="list-style-type: none"> <li>• Experience all levels of competition.</li> <li>• Eligible to earn a place on a NSW Pathway Squad</li> <li>• Protected by the Swimming Australia Safe Sport Framework</li> <li>• Free entry to State Open and Sydney Open events to watch Australia's best compete.</li> <li>• Access to exclusive monthly SNSW Swim Shop offers</li> </ul>	<ul style="list-style-type: none"> <li>• Protected by the Swimming Australia Safe Sport Framework</li> <li>• Free entry to State Open and Sydney Open events to watch Australia's best compete.</li> <li>• Access to exclusive monthly SNSW Swim Shop offers</li> </ul>	<ul style="list-style-type: none"> <li>• Free access to SwimTV event livestreaming for selected events.</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to vote in the Club's AGM</li> </ul>

*Notes:*

- Swimmers under 18 must have at least one adult family member registered as a Club non-swimmer member.
- Swim Central (the administration system for swimming clubs and their members) places a 1.5% Credit Card fee on all purchases.



## 4. Training

### 4.1 Shore Swimming School

Shore Swimming School caters for swimmers aged 7 years and above who are seeking to improve their technique, fitness or pursue the competitive pathway.

All swimmers interested in joining a the Shore Swimming School are required to register their interest by contacting the Shore Swimming Team at [ShoreSwimming@shore.nsw.edu.au](mailto:ShoreSwimming@shore.nsw.edu.au) or by visiting their website ([shore.nsw.edu.au](http://shore.nsw.edu.au)). Swimmers will undergo a trial under the guidance of the Head Coach or Swim School Coordinator to determine if they are eligible for one of the programmes on offer. Class sizes are restricted to ensure suitable coach to swimmer ratios are maintained, therefore, spaces are limited and waiting lists are formed when a class reaches its capacity.

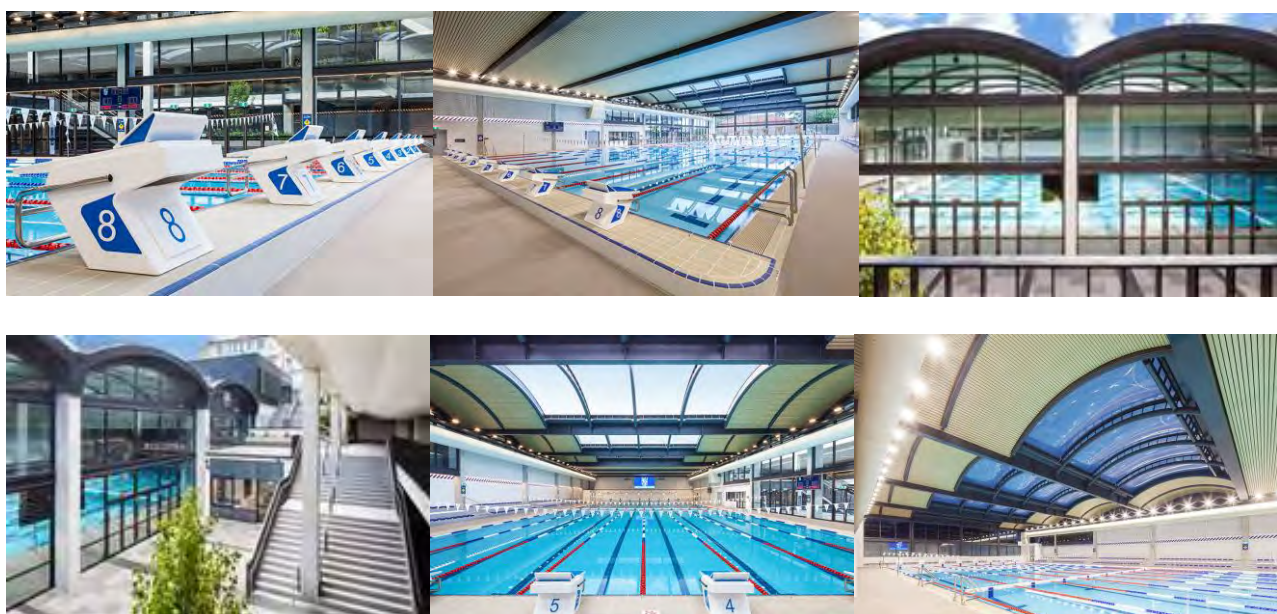
For more information, please visit [shore.nsw.edu.au](http://shore.nsw.edu.au) and refer to the Shore Swimming Learn to Swim and Squads Handbook.

### 4.2 Squad Progression

Swimmers will continuously have their attendance, testing results, and training efforts monitored to ensure appropriate progression within the squad program is achieved. Progression to the next level will be at the discretion of the Head Coach or Swim School Coordinator, to ensure the transition is beneficial for the development of the swimmer.

### 4.3 Training Venue

All programmes run in Shore Swimming School's 50-meter pool located within the state-of-the-art RAI Grant Centre, which opened in 2020 at our North Sydney Campus. Our facility has 8 x 50-meter lanes which can be converted to 16 x 25 meter lanes, allowing for effective training during both long course and short course seasons.



## 4.4 Training Schedule

Please refer to the Shore Swimming School website for the latest timetable.

## 5. Parent/Guardian Involvement

### 5.1 Communicating with Coaches

Parents are asked not to contact or speak to the coaches during training sessions. Any parents who are seeking further information regarding their child's progression should contact the Head Coach or Swim School Coordinator via email or phone to arrange a mutually convenient time to discuss.

### 5.2 Volunteering

To support the running of SSC Club Nights and Mini Meets, and to cover allocated duties at representative events, SSC requires the active participation of parents and guardians as volunteers. Volunteers should be Non-Swimmer members of the Club and are required to have a cleared Working With Children Check (WWCC) prior to commencing any volunteer roll with the Club. Exemptions may be granted in special circumstances; in which case the parent/guardian would need to sign a Declaration stating that they are not a Prohibited Person before they can commence their volunteer roll.

Non-Swimmer members should send through the following information to [ShoreSwimming@shore.nsw.edu.au](mailto:ShoreSwimming@shore.nsw.edu.au) for WWCC clearance:

- Full Name
- Date of birth
- WWCC Number
- WWCC Expiry Date

## 6. Competition Information

### 6.1 Competition/Event Calendar

SSC will provide the following opportunities for swimmers to compete at SSC, SMNE, and SNSW events throughout both summer and winter seasons:

Summer Season	Winter Season
<ul style="list-style-type: none"><li>• SSC Club Nights</li></ul>	<ul style="list-style-type: none"><li>• SSC Club Nights</li></ul>
<ul style="list-style-type: none"><li>• Shore Mini Meets</li></ul>	<ul style="list-style-type: none"><li>• Shore Mini Meets</li></ul>
<ul style="list-style-type: none"><li>• Speedo Sprint Heats</li></ul>	<ul style="list-style-type: none"><li>• SMNE Distance Meets</li></ul>

<ul style="list-style-type: none"> <li>• SMNE Championships</li> </ul>	<ul style="list-style-type: none"> <li>• SMNE Championships</li> </ul>
<ul style="list-style-type: none"> <li>• SMNE Distance Meets</li> </ul>	<ul style="list-style-type: none"> <li>• ACT State Championships</li> </ul>
<ul style="list-style-type: none"> <li>• SNSW Qualification Meets</li> </ul>	<ul style="list-style-type: none"> <li>• SNSW Metropolitan Championships</li> </ul>
<ul style="list-style-type: none"> <li>• SNSW Junior Metropolitan Championships</li> </ul>	<ul style="list-style-type: none"> <li>• SNSW Junior State Championships</li> </ul>
<ul style="list-style-type: none"> <li>• SNSW Age State Championships</li> </ul>	<ul style="list-style-type: none"> <li>• SNSW Age State Championships</li> </ul>
<ul style="list-style-type: none"> <li>• SNSW MC Championships</li> </ul>	
<ul style="list-style-type: none"> <li>• SA National Age Swimming Championships</li> </ul>	

## 6.2 Meet Entries

Swimmers will need to register their race meet details via Swim Central for all events. For a step-by-step guide on how to do this, click [here](#).

## 6.3 Club Nights

SSC race nights are held twice per term. All Club Nights are designed to provide race experience for SSC members with events potentially ranging from 50m to 800m distances in all four competitive strokes. A small entry fee is required to ensure swimmers commit to attending and will go towards other Club activities held throughout the season.

## 6.4 Qualifying Times

Representative Meets and some interclub carnivals have a minimum time standard required for swimmers to be eligible to compete. Qualifying times are published on Meet programs and will require swimmers to have achieved the time since a specific date.

## 6.5 External Events/Meets

### 6.5.1 Swimming Metro North East (SMNE)

SMNE consists of 18 clubs and 1000 competitive swimmers on the Lower North Shore, and is the local arm of Swimming NSW and Swimming Australia. SMNE is entirely volunteer run and is led by a committee which meets monthly. Events run by SMNE are outlined in the table below:

SMNE Long Course Meets	SMNE Short Course Meets
<ul style="list-style-type: none"> <li>• Summer Championships</li> </ul>	<ul style="list-style-type: none"> <li>• Distance Meet</li> </ul>
<ul style="list-style-type: none"> <li>• Distance Meet</li> </ul>	<ul style="list-style-type: none"> <li>• Winter Championships</li> </ul>
<ul style="list-style-type: none"> <li>• Speedo Sprint Heats</li> </ul>	

- 13 & Under Qualifying Meet

Event information can be found on the [SMNE website](#).

### 6.5.2 Swimming NSW

Swimming NSW currently maintains a membership of over 32,000 members across 12 affiliated areas and over 350 clubs state wide. SSC is one of these clubs affiliated with Swimming NSW. Events run by Swimming NSW are outlined in the table below:

SMNE Long Course Meets	SMNE Short Course Meets
<ul style="list-style-type: none"> <li>• SNSW Junior Metropolitan Championships – 10 &amp; Under to 12 years old</li> </ul>	<ul style="list-style-type: none"> <li>• Junior Metropolitan Championships – 10 &amp; Under to Open age</li> </ul>
<ul style="list-style-type: none"> <li>• SNSW Senior Metropolitan Championships – 13 years old to Open age</li> </ul>	<ul style="list-style-type: none"> <li>• Junior State Age Championships – 10 &amp; Under to 12 years old</li> </ul>
<ul style="list-style-type: none"> <li>• SNSW Junior State Championships – 10 &amp; Under to 12 years old</li> </ul>	<ul style="list-style-type: none"> <li>• Senior State Age Championships – 13 years old to 18 years old.</li> </ul>
<ul style="list-style-type: none"> <li>• SNSW Senior State Championships – 13 years old to 18 years old</li> </ul>	<ul style="list-style-type: none"> <li>• Open State Age Championships</li> </ul>
<ul style="list-style-type: none"> <li>• NSW Speedo Finals</li> </ul>	

For more information about Swimming NSW and upcoming events please visit the [SNSW website](#).

### 6.5.3 Swimming Australia

Swimming Australia is the peak governing body for swimming with nearly 1,000 clubs and 90,000 registered members nationally. Swimming Australia’s vision is to create a nation of swimmers admired by the world. Events run by Swimming Australia are outlined in the table below:

Swimming Australia Events
<ul style="list-style-type: none"> <li>• Australian Age Swimming Championships</li> </ul>
<ul style="list-style-type: none"> <li>• Australian Long Course Swimming Championships</li> </ul>
<ul style="list-style-type: none"> <li>• Australian Open Water Swimming Championships</li> </ul>
<ul style="list-style-type: none"> <li>• Australian Short Course Swimming Championships</li> </ul>

For all information on events and Swimming Australia please access the [SA website](#).

## 6.6 Competition Guidelines/Procedures

For each event, a timeline for the carnival is often made available by the organisers a day or two ahead of the event on their website. Please note, this timeline is approximate. Carnivals can run late due to operational

issues, or early if there are many competitor withdrawals. You should plan to arrive in time to warm up ahead of your event(s) – usually 90 minutes ahead of your event, or 20 minutes before the start of warm-up, whichever is later. Be aware of traffic and parking time considerations for some venues, particularly if arriving when the event has already commenced.

A start-list of competitors listed by event may be available ahead of the event on their website. Full programs showing heats are not usually available until the day, in paper form at the venue.

Swimmers are encouraged to see the coach upon arrival at the Meet who will give them instructions on warm up, pre and post-race procedures.

## 7. Club Uniform

Club members are required to wear a Swim Club cap when representing SSC. Club members will be given a cap upon signing up to the Club annually, and a SSC uniform will be introduced in 2023 for swimmers to wear at Meets. Until the new Club uniform is rolled out, Shore Students are asked to wear full sports uniform to any carnivals.

## 8. Terminology

Race Terminology					
FLY/BF	Butterfly	FS	Freestyle	DNS	Did not start
BK	Backstroke	I.M.	Individual Medley	DNF	Did not finish
	Breaststroke	DQ	Disqualification	NT	No Time (no entry time submitted)
Organization Acronyms					
SAL	Swimming Australia Limited		SNME	Swimming Metro North East	
SNSW	Swimming NSW		FINA	International Swimming Federation	
Common Terminology					
<b>Age Group Swimming</b>			The program through which Swimming Australia provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent. Nationally recognised age groups are 10 & under, 11-12, 13-14, 15-16, and 17-18. Local meets may also include events for 8 and under and single age categories.		
<b>Circle Swimming</b>			Swimming to the left of the black line when swimming in a lane to 'circle' the lane so that more swimmers can swim in a lane.		
<b>False Start</b>			Occurs when a swimmer is moving before the start is sounded. In Australian swimming, one false start will result in disqualification.		

<b>I.M. (Individual Medley)</b>	An event in which the swimmer does all four strokes in the following order: Butterfly, Backstroke, Breaststroke, Freestyle.
<b>Long Course (LC)</b>	A pool 50m in length. Swimming Australia conducts most of its summer competition in long course pools.
<b>Negative Split</b>	The second half of the race is swum equal to or faster than the first half of the race.
<b>Technical Official (TO)</b>	A judge on the deck of the pool at a sanctioned competition who enforces Swimming Australia Rules. There are starters, timers, referees, administrative officials, and stroke and turn judges.
<b>Qualifying Time (QT)</b>	A time necessary to be eligible to compete in a particular event and/or competition.
<b>Scratch</b>	To withdraw from an event prior to it being held in a competition.
<b>Short Course (SC)</b>	A pool 25m in length. Swimming Australia conducts most of its winter competition in short course pools
<b>15 Meter Mark</b>	Marks 15 metres from the ends of the pool on the lane lines and on the sides of the pool. In butterfly, backstroke, and freestyle events, the swimmer must surface at or before the 15- metre mark.

Find more swimming terminology [here](#).

## 9. Related Documents

Please also refer to the following documentation: *Staff Code of Conduct, Work Health and Safety Policy, Shore Fire Policy, First Aid in the Workplace, Shore OHS Manual, Social Media Policy, Discrimination Harassment Bullying Statement, Child Protection Policy, Anti Bullying Policy, Student Code of Conduct, Community Code of Conduct, Bishopsgate Carpark policy, Drug and Alcohol Policy, Privacy Policy, Safe Sport Framework Parts 1 to 4.* Please refer to the Royal Life Saving Society website for the Guidelines for Safe Pool Operations (GSPO). Please also refer to the Swim Australia and Swimming NSW websites for more information on their policies and procedures.