



Ginninderra Swim Club Handbook

September 2023

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Welcome

Welcome to Ginninderra Swim Club, home of the Ginninderra Marlins.

Ginninderra Swim Club (GSC) was founded in 1990 and is dedicated to helping swimmers achieve their goals and potential. The Club has swimmers participating at all levels, from beginners to representatives at NSW Country, NSW State Age and Open, National Age and Open and International Swimming Championships. The Ginninderra Swim Club is dedicated to coaching all competitive swimmers to their maximum potential. The Committee

We are a parent run volunteer organisation. The current Committee members are [here](#). Contact details for Committee members are:

President: president@ginninderramarlins.org.au

Secretary: secretary@ginninderramarlins.org.au

Treasurer: treasurer@ginninderramarlins.org.au

Registrar: memberships@ginninderramarlins.org.au

Race Secretary: racesecretary@ginninderramarlins.org.au

Head Coach: headcoach@ginninderramarlins.org.au

Uniforms Officer: uniforms@ginninderramarlins.org.au

Social Media Officer: socials@ginninderramarlins.org.au

Member Protection Information Officer: mpio@ginninderramarlins.org.au

The Ginninderra Swim Club Constitution can be found [here](#)

All members are welcome to attend Committee meetings. Please contact the Secretary for meeting details.

Communication

The Committee and the Coaching Team communicate with members via email and WhatsApp.

Please join the WhatsApp Group here - [GSC Marlins](#)

The club also maintains a [Facebook page](#) and an [Instagram account](#) where news, updates, and information is posted.

From time to time the Ginninderra Swim Club takes photos and videos of swimmers undertaking activities such as training sessions, swimming meets or team building activities for the purpose of promoting the activities and achievements of the club across social media. We ask that parents of swimmers under the age of 18, and swimmers over 18 complete our social media consent form in the link below so that we may respect your preferences.

[Social media consent](#)

Squads

Entry to and movement between squads is based on swimmer ability, goals and commitment to training. Squad levels are determined by the head coach, in consultation with swimmers and parents. The squads are:

National Squad

Swimmers in this squad will have achieved National Age or Open qualifying times or are at a training level that is consistent with the attainment of a National Age qualifying time in the near future. In addition, swimmers must meet training requirements. Selection into this squad will be in consultation with the Head Coach. Athletes will be reviewed annually or when the circumstances warrant a review.

Training Requirements: Each athlete is expected to maintain a full training load (7-8 sessions per week, or otherwise in consultation with the Head Coach).

State Squad

Athletes in this squad will be training at a consistent level. Swimmers will have attained state and/or country qualifying times or are training at a level that is consistent with their attainment in the near future. This is a medley based squad in which swimmers will focus on all strokes.

Training Requirements: Each athlete is expected to maintain a full training load (4-6 sessions per week or otherwise in consultation with the Head Coach).

Development Squad

This squad is the entry level to the competitive pathway at the GSC. Swimmers will work at developing all strokes, developing starts, turns, finishes, underwater skills and learning how to compete in individual medley races. Swimmers will start to develop their aerobic system. Swimmers will be introduced to competitive swimming at club and area meets.

Training Requirements: While Development swimmers can swim as little as 1 session per week, we expect swimmers to work up to 3 sessions per week.

Equipment

All swimmers should have the following equipment for training:

- 1 mesh/net bag (to hold equipment)
- 1 pair of fins
- 1 kickboard
- 1 pull buoy
- 1 pair finger paddles (State Squad upwards)
- 1 swim snorkel (State Squad upwards)

Equipment bags may be stored on the hooks in the storage room, noting that this room is only accessible when coaches are on the pool deck, and is locked at all other times.

If you have any questions regarding equipment please ask the Coaching Team.

Squad Timetable

The current timetable for each squad can be found on our website [here](#)

Attendance and notifying of absence

Swimmers may attend any of the timetabled sessions for their squad throughout the week to make up the required number of sessions.

Due to the flexible nature of the timetable, there is no need to advise the coaching team of one off absences or session swaps. For absences greater than 2 weeks please advise the coaching team via email headcoach@ginninderramarlins.org.au

Requests for adjustment of squad training fees for absences of 2 weeks or more should be made in advance to the Treasurer treasurer@ginninderramarlins.org.au

Uniforms

On joining the club competitive swimmers will receive a GSC swim cap and drink bottle, and recreational swimmers will receive a GSC cap. Additional caps are available for purchase at the pool for \$15. Drink bottles are also available for purchase and are \$10.

Swimmers representing Ginninderra Swim Club must wear the Ginninderra Swim Club cap at meets. The only other piece of uniform that we ask swimmers to purchase and wear at swim meets is our club polo shirt. These are available from our uniforms officer at the pool and cost \$55.

Other non-compulsory uniform items are available for purchase several times per year in the online [Swimzi store](#). Members will be advised when the shop is open, however this is usually November, January and May.

Ginninderra Swim Club female swimwear is also available for online purchase from [Jolyn](#) at anytime.

The swim suits have our logo printed on the front with a marlin on the back. **Please read the description and check the size guide of each swimsuit on the site before you purchase as there are no returns once our club logo is printed on the swim suits.**

On purchase you must add the Team printing to your cart for the logo to be printed on the swimmers along with the swimmers of your choice. Please note our colour is NAVY only and even though you can see other colours they will only be printed in NAVY. Pay for the purchase and the swimmers will be shipped directly to you.

For enquiries about uniforms contact our uniforms officer: uniforms@Ginninderramarlins.org.au

Membership fees, pool entry and Invoicing

Our club fee structure is comprised of three components:

1. Annual Ginninderra Swim Club membership

Swim club membership is an annual membership which runs from 1 October to 30 September each year.

Annual membership is made up of two components.

1. Association component (Swimming Australia/Swimming NSW/Swimming ACT) set by each association (includes insurance coverage for training and meets, depending on the membership type); and
2. Annual Club component: set by the Club (the financial component that contributes to the ongoing costs of the swim club).

The association component is purchased and renewed online on the [Swim Central](#) website.

The annual club component is paid on a per family basis, and will be invoiced to families by the GSC Treasurer.

There are three types of membership:

- Competitive - this membership is for competitive swimmers in all squads and allows a swimmer to compete at all levels of meets (Development, ACT, NSW, National etc).
- Recreational - this membership is for swimmers who wish to train but do not wish to compete beyond GSC club nights.
- Dry - this is a non-swimmer membership for parents, coaches, officials and committee members. Please note that at least one parent per family must hold a dry membership where there is a competitive swimmer under the age of 18.

For insurance reasons swimmers will not be permitted to swim without a current club membership and associated parent dry membership (for competitive swimmers under 18 years old). Parents of recreational swimmers are not required to hold a dry membership. For each family only one parent is required to hold a dry membership, however if you wish to hold a position on the club committee you must be a financial member. Also if you are regularly officiating at swim meets we recommend you hold a membership to ensure you are covered by insurance (for example if you fall on pool deck).

Annual membership fees include the following components:

- Swimming Australia (paid via Swim Central)
- Swimming NSW (paid via Swim Central)
- Swimming ACT (paid via Swim Central)
- Ginninderra Swim Club (invoiced separately by the GSC Treasurer)

More information on membership fees and structure, including fees for the current year can be found here: <https://ginninderra.swimmingclub.org.au/membership-fees/>

1. Monthly squad training fees

Squad coaching invoices are issued monthly via email by the treasurer.

Squad	Monthly fees
National Squad	\$155
State Squad	\$135
Development Squad/Swim fit Squad	4 sessions= \$115 3 sessions= \$90 2 sessions= \$65 1 session= \$40

2. CISAC pool entry

CISAC is a privately owned facility and swimmers need to pay a pool entry fee in addition to coaching fees. GSC has negotiated discounted rates for members on the following three products:

- GSC Single Entry discounted – \$4.50 (Pay at Reception)
- GSC 20 Visit Pass - \$90.00 (Pay at Reception – discounted from \$112)
- GSC Multi Club – 25% Discount off Membership. (Sign up at Reception). To get the 25% discount off the Multi Club Membership members need to ask the CISAC reception team to set up their membership for them and to apply the GSC Voucher. This multi-club pass includes both pool and gym access. The multi club membership is available only for GSC Members who are 13 or over.

There are several other options available such as fortnightly, 3 month and yearly pool memberships that are not specifically discounted that may provide better value depending on how regularly swimmers plan to train. See the [CISAC website](#) for current information.

There is also a small Coaching Levy charged for all swimmers attending meets. This is a small amount which contributes to partially covering the cost of providing coaches at meets. These levies are detailed below in the ‘Meets’ section.

Meets

All swimmers in all squads are encouraged to enter available meets. ACT Development meets are ideal for new swimmers. Please ask the coaching team if you or your swimmer is unsure if they are ready to participate in meets or would like advice about which events to enter. Senior swimmers should consult with the coaching team for advice about which events to enter.

The Swimming ACT meet calendar is on the [Swimming ACT website](#).

The Swimming NSW meet calendar is on the [Swimming NSW Website](#)

Meet Entry

Meet entry is completed in [Swim central](#)

Help with Swim Central can be found [here](#)

Relay Team Selection Policy

Relay racing is where four swimmers participate as a team. Swimmers are supported and encouraged to participate in club relays at ACT, NSW and National level meets.

The [GSC Relay Team Selections](#) Policy sets out how relay teams are selected.

Results

[Swim Central](#) – Individual results for swimmers are available via Swim Central.

[Swimming ACT Results](#) – A central repository for all Swimming ACT meet results.

[Swimming NSW Results](#) – A central repository for all NSW Swimming meet results.

[Results Central](#) – A database of meet and event results for all swimmers in Australia.

[Meet Mobile](#) – A downloadable app for Apple and Android phones and tablets for use in tracking up to the minute and historical results from local meets to large national and international qualifying meets.

[Australian Swimming Rankings](#) – Collated top times providing the rankings for each stroke and distance in for both long course (50m pools) and short course (25m pools). The lists are broken down based on age group, for girls/boys and women/men for the current year as well as all-time.

Meet Coaching Levies

The club collects a small levy for all swimmers attending meets. These coaching levies represent a small portion of the actual costs associated with providing coaching staff (and where applicable travel costs) for coaches attendance at meets. The majority of the costs are covered by the Ginninderra Swim Club with the money raised through fundraising, sponsorship and membership fees.

These coaching levies will be collected by a Committee member via EFTPOS at the meet. Alternatively a payment link can be emailed.

Meet coaching fees are set out in the table below.

Meet	Levy
GSC Club Night	\$5
ACT Development Meet	\$5
ACT Distance Meet	\$5
ACT Qualifying Meet	\$10
NSW Country (3 days)	\$30
NSW State Championships (3 days)	\$30
NSW State Championships (4 days)	\$40
NSW State Championships (5+days)	\$50
Australian Championships (Age Nationals, Open Nationals, Open SC)	\$60 (in NSW) \$80 (in states other than NSW)
Other Interstate meets based on number of days	\$30 - \$60

At Meets

At meets GSC swimmers and families generally sit together, near the coach.

Swimmers should arrive for general warm up, or if their first race is later in the program, with enough time to warm up before racing.

Swimmers should report to the coach for warm up, and before and after each race for instruction and feedback.

Help at Meets

Our sport runs on volunteers, and volunteers are necessary to make meets run smoothly for our swimmers. It is an expectation of Swimming ACT that families assist with timekeeping at both local and interstate meets, and as such all families will be asked to assist with timekeeping at meets. A roster is usually developed so that this easy but important role is shared.

Families are also encouraged to consider becoming accredited officials. Online training is available through Swimming NSW [here](#).

Club Communications and Member protection processes

We work hard at Ginninderra Swim Club to protect our strong club culture and values of respect towards all club members. There may be times when swimmers, parents or coaches are unhappy with the conduct of other members or with decisions that are made by coaches, officials or the Club leadership. In these cases it is important that all members understand the Club processes which are in place to manage complaints in a fair and respectful manner.

As set out on the following page there are two critical areas where members may wish to raise concerns or discuss their experiences. These are:

Training or coaching queries - these are managed by the Head Coach and their staff.

Member protection issues - these are managed in the first instance by the Club's Member Protection Office and escalated where necessary following the Swimming Australia guidelines.

It's important to note that at the Club the coaching staff are recognised experts in their profession and have autonomy on all matters relating to technical swim coaching and the squad management. Parents are not at any time to involve themselves in training or coaching at training or at meets (for example during warm up). Parents and swimmers are encouraged to discuss directly with the coaching staff swimmer progress, technique, training frequency etc. The Club Committee does not have authority over those matters which fall within the role of the coach as a professional with the experience and knowledge of swim training.

Member protection issues are within the responsibility of the Club Committee, with the first point of contact being the MPIO. These matters include:

- Abuse
- Bullying;
- Harassment;
- Sexual Misconduct;
- Unlawful Discrimination;
- Victimisation; or
- Vilification.

Definition of each of these behaviours is provided in the Swimming Australia National Integrity Framework: Member Protection Policy. Where a member believes they have experienced or witnessed any of these examples of prohibited conduct they should immediately report this in writing to the MPIO.

The Role of the Club Member Protection Information Officer

The Member Protection Information Officer (MPIO) provides impartial information about policy, process and procedures to any member who has a concern about member protection policy matters.

The MPIO provides support and procedural advice, but has no role in determining how the matter is addressed, or any decisions. The MPIO is impartial and does not mediate or investigate complaints. They will refer a complaint to the appropriate person/organisation designated to resolve the complaint and pass on pertinent information they have collected.

The MPIO can be contacted MPIO@ginninderramarlins.org.au

Once the MPIO receives a complaint which is deemed to be within the scope of the National Integrity Framework they will follow the complaint procedure set out in that framework, as determined by Swimming Australia.

The relevant documents for parents and swimmers to refer to in these matters are listed below:

[Swimming Australia National Integrity Framework](#)

[Swimming Australia National Integrity Framework Member Protection Policy](#)

Training or Coaching queries

Appropriate number of training sessions for a swimmer

Swimmer training squad level and progression to next level

Swim technique questions

Meet entry questions – what meets should a swimmer be attending

Process for parents or swimmers to raise training or coaching queries

All training and coaching questions should be directed to the Head coach either in person or over email. The Head Coach makes all decisions relating to the training program, squad allocation, progression standards, meet targeting and technical coaching decisions. Parents and swimmers are entitled to request feedback and decisions by the Head Coach on these issues in writing. The Swim Club Committee does not have authority over these matters, with full authority over the training program resting with the Head Coach.

Member protection issues that members may need to report

An incident of bullying or harassment between swimmers or a swimmer and coach

An incident of inappropriate behaviour by a club parent

An incident of inappropriate behaviour at a meet from a parent, official or swimmer not within our club

Any serious criminal misconduct observed

Misuse of social media by any club members

Process for parents, swimmers or coaches to report member protection issues

All member protection issues (ranging from serious criminal misconduct to bullying, harassment, inappropriate behaviour or misuse of social media) should first be reported in writing (email) to the Club Member Protection Officer (mpio@ginninderramarlins.org.au) The MPIO will create a written document for the reported incident and determine the next appropriate step depending on the parties involved and the seriousness of the issue rated. Parents should refrain from discussing personal information with other parents or swimmers to protect the privacy of those involved

