



BREAKERS SWIM CLUB POLICY HANDBOOK

POLICY HANDBOOK





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Policy Rationale

Breakers Swim Club (BSC) is committed to providing a quality, safe training experience for swimmers training with the club. Successful training outcomes rely on a partnership between the coach, Club and swimmer. Swimming Australia (SAL) and Swimming WA (SWA) provide a suite of policies and standards that BSC and other swimming clubs must adhere to. Where these policies are silent or there are perceived gaps, BSC policy stands independently and must be followed. This policy framework outlines the policy requirements for all swimmers and parents who are training with and are members of the club.

Overarching Policy Statement

BSC adopts all Swimming Australia and Swimming WA policy as its first line policy. Supplementary BSC policy is appended where required. When there is a change at the SA and SWA policy level, BSC policy will be changed to remain compliant with the higher order policy. BSC may introduce more specific additional requirements to manage the implementation of the policies and standards locally.

Procedures have been developed for and may be included within the policy or held separately. All policies within this handbook together form a logical and coherent whole and in most cases, several policies will be related and of relevance to participants. Participants are advised to access all policies they consider relevant to the question or situation at hand.

Scope

All Breakers members including swimmers and their parents, coaches, technical officials, committee members and any members of sub-committees. They will also apply to any external contractors providing services affiliated to the Club e.g. land training instructors.

Any member/employee found to be in breach of the Club Rules and Policies will be subject to disciplinary action up to and including termination of membership or employment. The appropriate course of action will be determined by the disciplinary committee.

Date of Effect

November 2021

Review date

The Vice President and Secretary will review the policy handbook at least annually prior to the AGM.

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CLUB POLICIES

1. Healthy Club Policy

Objective

Breakers Swim Club (BSC) is committed to promoting a healthy environment for all members to train and compete in.

Policy Principles

This document has been developed using the following principles and guidelines:

- A sense of fairness, responsibility and accountability
- Breakers Bylaws
- Swimming Australia [Integrity, Policies and Rules](#)
- SWA [Policies](#)
- WA Government drugs in Sport legislation
- Sport Anti-Doping Authority (ASADA) Legislation
- WA Liquor Control Act 1988
- WA Misuse of Drugs Act 1981

Sport Safety

BSC recognises that an unsafe environment has the potential to negatively impact on the health and well-being of individuals and the community and has the following measures in place to prevent injury and promote safety:

- Protective equipment will be promoted and encouraged and where necessary made mandatory (this includes suitable clothing and footwear)
- Appropriate first aid equipment will be made available at all training sessions and competitions.
- Medically endorsed fluid replacement practices will be implemented at all training sessions and competitions.
- Warm-up stretch and cool down routines will be conducted at all training sessions and competitions.
- Consideration will be given to the environmental conditions (heat, cold, pool facility and water conditions)
- All sporting equipment is well maintained and in good working order
- Athletes who have had an illness or serious injury will be encouraged to seek medical clearance before returning to training and competitions

Drugs

BSC has a zero tolerance for drug use and the use of illicit and performance enhancing drugs will not be allowed at any activities or events, or in any areas under the control of BSC. The use of illicit drugs will not be glamorised or promoted and the circulation of images of illicit drug use on social media will not be condoned.

BSC is also committed to supporting and promoting strategies to prevent drug use and to reducing the risk of harm associated with drug use.

BSC will abide by the WA Government drugs in Sport legislation and the Australian Sport Anti-Doping Authority (ASADA) Legislation

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BSC will ensure all athletes with medical conditions requiring the therapeutic use of drugs that are banned or restricted, have provided adequate and correct notification

In the event that coaches' or committee members have reason to believe a member may be using illicit drugs, they will contact a relevant agency for professional advice on how to manage the situation (i.e. Alcohol and drug Information Service)

Smoking and Vaping

BSC recognises that smoke and vape free environments protect non-smokers and non-vapers from the harmful effects of smoking and vaping and contribute to reducing tobacco consumption levels. BSC will ensure all areas of the club, including training and competition areas, change rooms, the office and all official club functions are permanently smoke and vape free.

BSC will ensure a smoke and vape free environment in the following ways:

- Tobacco and vaping products will not be sold by BSC
- Any person (including swimmers), either contracted by, or representing BSC in any capacity, will not smoke or vape or be seen carrying tobacco or vaping products whilst acting in an official capacity.
- BSC (whether directly or through a third party) will not receive money, other benefits or have arrangements with the tobacco industry (Including sales, promotion or distribution of tobacco products).
- appropriate no smoking and no vaping promotional material and signage will be displayed
- information along with educational material on the risks of smoking and vaping will be distributed to members
- volunteers, coaches, committee members and team managers will act as positive role models by adopting smoke and vape free behaviours
- smoking and vaping will not be glamorised or promoted and the circulation of images of smoking and vaping on social media will not be condoned.

Alcohol

BSC is committed to ensuring the responsible service of alcohol and supporting and promoting strategies to minimise harm from alcohol use. BSC will ensure compliance with all relevant policy guidelines issued by the WA Director of Liquor Licensing.

Service or availability of alcohol

Where alcohol is available and/or served the following will be applied:

- It will be served in accordance with the requirements set out in the Liquor Control Act
- The availability of alcohol will be restricted to suitable and appropriate times e.g. a launch or post event function
- Excessive and/or rapid consumption of alcohol will be discouraged e.g. No happy hours or drinking competitions.
- Irresponsible use of alcohol will not be glamorised or promoted and there will be no external advertising of the availability of alcohol e.g. promotion signage, tickets
- Safe transport options for members will be encouraged and promoted at events where alcohol is available
- Any prizes that include alcohol will not be distributed to minors

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Club representatives at competitions and events

Where alcohol is available and/or served the following practises will be applied:

- Alcohol consumption will not be permitted by any athlete under the age of 18 years
- Alcohol consumption will not be permitted by any athlete regardless of age during a competition
- Responsible alcohol consumption will be permitted by appointed coaches, team managers and team parent-guardians provided consumption is at appropriate times and is discrete with the overriding principle of catering for the needs of the athletes for whom they are responsible
- Responsible alcohol consumption is permitted by athletes aged 18 years and over at the completion of a competition, provided consumption is at appropriate times and is discrete with the overriding principle of representing the club, their family and themselves

Sun Protection

BSC recognises exposure to ultraviolet (UV) radiation has potential negative health effects and therefore supports sun safe practises and has introduced measures to minimise exposure.

BSC will promote a healthy and safe environment by:

- wherever possible conducting outdoor activities before 10am and after 3pm to avoid peak UV times
- providing or having shade (natural, build or temporary) available to protect participants and spectators. When permanent shade is not available, BSC will supply and erect portable shade structures and or encourage the use of sun protective clothing
- having volunteers, coaches, parents and members representing BSC acting as positive role models by adopting sun protection behaviours such as wearing hats, long sleeved shirts, extra length shorts, sunglasses and sunscreen
- making sunscreen (SP 30+, broad spectrum water resistant) available to participants and spectators. (If this is not possible parties will be encouraged to bring their own)

Healthy Eating

BSC understands and recognises the importance of good nutrition and the role it plays in the maintenance of good health and well-being. BSC also recognises that the provision of healthy food choices encourages healthy eating and helps prevent ill health.

The BSC will promote a healthy eating environment by:

- Ensuring there are a range of healthy food and drink options available at all club functions and events
- Ensuring that tap water is available free of charge at all club functions and events
- Ensuring that any food and beverage vouchers and giveaways will only be for healthy options
- Providing information on good nutrition and sports performance
- Using the BSC website, notices and TeamApp as a means of providing healthy eating information



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2. Member and Child Welfare Policy

Objective

Breakers Swim Club (BSC) is committed to the health, safety and well-being of all its members and to providing a safe environment for all members and service providers participating in club activities.

The objective of the Member and Child Welfare Policy is to ensure that:

- the BSC core values, good reputation, positive behaviours and attitudes are maintained;
- every person involved in the club is treated with respect, dignity and is safe and protected from bullying, harassment or discrimination, and
- everyone involved with the club is aware of his or her legal and ethical rights and responsibilities.

Policy Principles

This policy has been developed using the following principles and guidelines:

- Breakers Bylaws.
- Swimming Australia Safe Sport Framework

Member Welfare

BSC adopts Swimming Australia's Safe Sport Framework.

The Member Welfare and Child Welfare Policies assist in ensuring that every person involved in swimming is treated with respect and dignity, is safe and protected from abuse. They also aim to ensure that everyone involved in swimming is aware of their legal and ethical rights and responsibilities. In the policies, any form of bullying, harassment or discrimination is actionable and the policies outline the procedures to be followed under such circumstances.

BSC swimmers must feel safe at training and at competitions, particularly when traveling with other swimmers, coaches, support staff and officials. No one should verbally abuse anyone, make racist or sexist jokes or comments, touch anyone in a way that makes them feel uncomfortable, or discriminate against or harass anyone.

BSC has taken a proactive approach to ensuring the security of all swimmers. All coaches and team managers are required to complete the "Working with Children" check pursuant to the Working with Children (Criminal Records Checking) Act 2004 and possess a working with children card.

The Club secretary shall have in place a procedure by which the Working with Children Clearances may be conveyed into his/her custody for review and secure retention. All Working with Children Clearances received at the Club shall only be opened and viewed by the President.

Adverse "Working with Children" clearance results shall be handled with the utmost confidentiality. Any person subject of an adverse "Working with Children" clearance shall be restricted in any or all duties which they may perform in relation to members.



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All coaches and team managers are required to disclose to the President of the Club if they are charged with any criminal offence, this disclosure is to occur within 24 hours of any charge/s being made.

All coaches are required to hold Swimming Australia accreditation and as part of their accreditation will complete the Swimming Australia Safe Sport course. Team managers who are not coaches but who accompany athletes on camps or travelling teams will also be required to complete the Safe Sport course.

The Executive committee will annually appoint a Member Protection Information Officer, the details of these officers will be advertised on the website with this policy. If an athlete parent, coach or official feel that they have been treated in any way that does not meet with the Member Welfare or Child Welfare policies, they are encouraged to contact a Grievance Officer.

As part of Swimming Australia and the Club's commitment to protecting the safety and welfare of children involved in the sport's activities, the Safe Sport Framework requires individuals and organisations bound by it to meet State and Territory legislation where specific legislation exists and provide procedures for other State and Territories until new child protection legislation relevant to that specific State and Territory is introduced. A copy of the Safe Sport Framework can be found [here](#).

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3. Inclusion Policy

Objective

Breakers Swim Club (BSC) aims to give all members of the community every opportunity to achieve their swimming potential, irrespective of ethnicity, age, disability, gender or background.

The 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.

The Club aims 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 athletes irrespective of who they are.

Policy Principles

This document has been developed using the following principles and guidelines:

- A sense of fairness, responsibility and accountability
- Breakers By laws.
- Squad Programs and Competition Pathways
- Programs and competition pathways

BSC has an established link from the Craigie Leisure Centre (CLC) learn to swim programs through to WestSwim squad swimming programs (including Swim Fit) and high performance training, available for all people in the community.

The club is open and accepting to all athletes within the club and to external people approaching the club looking to become members. Squad training is provided to swimmers through WestSwim and BSC. All swimming training is conducted at CLC and programs have been developed for all members of the community regardless of ability, age or background.

As part of the BSC strategic plan, BSC has promoted processes and programs to retain athletes through all levels. The coaching team can understand the goals of the athlete and therefore work to develop a program that is suitable to support the goals of all athletes including those who are multi-class.

Swim Fit

BSC has an established link and welcomes membership of the WestSwim Swim Fit program members. This program caters primarily for Triathletes, Surf Life Saving and Open Water athletes.

High Performance

BSC can provide support and encouragement for athletes with a disability performing at a competitive and elite level.

This support includes:

- access to development programs through SAL and SWA to assist athletes with their continued development in high performance swimming

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- training overseen by the Director of Swimming
- working with the various members of the coaching staff to assist with professional development to accommodate athletes with special needs as required
- trophy awarded to the Multi Class athlete of the year at the Clubs annual presentation evening
- Multi Class qualified club officials and referees available for club swims and time trials.

Facilities

CLC provides facilities that are accessible for all athletes within the club. These include accessible parking, wheelchair access to the pool and facilities, accessible change rooms and facilities, slip resistant floor and ground surfaces and ramps to all levels.

CLC staff are available to assist athletes with a disability as required.

Communication

Communication for new members

BSC has information and new member packs readily available for members and potential members about services and access to the club.

General communication

Communication from the club is visible and easy to read for all members, and social activities organised by the club are open to all members, including those with a disability and their carers.

Goals

To provide a swimming environment that promotes access and inclusion and provides opportunities for participation for all members of the community. By doing this BSC aims to build a sustainable and prosperous future for the club, while building a stronger sport for all West Australians.

4. Swim Meet Policy

Objective

The objective of the Swim Meet Policy is to set out the responsibilities of Breakers Swim Club (BSC) members and coaches and provide clear guidelines and expectations when attending swim meets.

Policy Principles

Members are expected to represent Breakers at all times and be courteous and show respect to other swimmers, coaches, officials and parents.

Expectations and responsibilities of Swimmers

Swimmers should remember that they are an ambassador for BSC and always behave appropriately. Swimmers are expected to:

- Be reliable and fulfil all commitments to training, competitions and to the Coach.
- Obey all swimming rules, be respectful of fellow competitors, be gracious in victory and dignified in defeat.

Behaviour that will not be tolerated includes:

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- the use of obscene or abusive language, obscene gestures, bullying and offensive remarks
- engaging in unsportsmanlike behaviour.
- being under the influence of alcohol or drugs - this will result in swimmers facing disciplinary action
- the consumption of alcohol, smoking or vaping or other illicit drug use or possession of these within the vicinity of the pool at training or at competitions.

Any swimmer observed displaying any of the above behaviours will be subject to disciplinary action and their behaviour will be dealt with in accordance with the Club's Behaviour Management Guidelines (a copy of which is available on request).

Expectations and responsibilities of the Coaches

The Director of Swimming will, in conjunction with the Swim Meet Officer and Committee, either prior to or on the commencement of each season organise a targeted meets calendar to be submitted to the committee for approval.

Target meets are the preferred meets that the coaching team and club would like swimmers to attend. The coaching program is geared around these meets, is targeted through the swimmers training and are also meets where a coach will be present. This calendar will be made available to all club members by email and will also be made available on the club website. Throughout the swimming season there will be numerous competitions run for all swimmers.

Expectations and responsibilities of Parents

It is your responsibility as a swimmer (or parent of younger swimmers) to be aware of any upcoming competitions and ensure that you have your entry in by the closing date. To avoid late finishing times entries are subject to closure prior to the published closing date. It is recommended not to leave entry to the last minute to avoid disappointment. Upcoming competitions are advertised on the club calendar, and weekly notice emails. Further details of the meets can be found on the Swimming WA Website. Keep checking the weekly notices on TeamApp as dates, events, entry process and qualifying times are subject to change.

Note: Coaches are only in attendance at meets Targeted by the Club and therefore if you choose to enter a non-target meet you do so in the knowledge that coaches will not be there to provide information on warmups, cool downs or to provide feedback on performance. Coaches should also not be expected to provide advice to swimmers in advance of a non-targeted meet in relation to warmups etc.

To run a swim meet with officially recognised times, there is a requirement to have a defined number of Technical Officials as well as Timekeepers.

Other duties are sometimes assigned to clubs to facilitate the running of a meet, such as refreshments, results runners, medal presentations, etc. Positions assigned to clubs are determined and published by the hosting club (or SWA) prior to the meet based on entries received.

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Expectations of parents before the meet

- It is a requirement that if a child is entered into a swimming meet, parent/s **must** make themselves available for volunteer duties.
- By entering a meet as a member of Breakers WA member parents are acknowledging their responsibility to fulfill volunteer duties on the day.
- If a parent is unable to assist it is their responsibility to make alternative arrangements, it is not the responsibility of the swim meet officer on the day. They may be able to suggest options but are not responsible for making the arrangements.
- Withdrawals must be notified to the hosting club (or SWA) and the Registrar by email to registrar@breakerswawimclub.org **PRIOR** to the timekeeping roster being sent out.
- It will be the responsibility of the parent to arrange for someone to cover any slot they have been assigned.
- If there is a withdrawal after the timekeeping roster has been sent, the Registrar/swim meet officer must be notified of any alternative arrangements that have been made so the club can meet its responsibilities on the day without impacting other members.
- The meet manager must also be notified of any withdrawals and parents will need to make alternative arrangements to cover their allocated duties.

Sometimes things happen that are outside of our control and allowances will be made with rostering volunteer duties where possible. However, it is important that members show the same level of respect for other members by taking all steps possible to fulfill their roster requirements rather than leaving it for others to fulfill their duties on the day.

Expectations of Breakers in creating the roster:

The allocated volunteer positions, confirmed entrants from the club, as well as an estimated timeline, if available, will be obtained from the MySwimResults website and used to generate the roster.

The time period to cover will be based on the advertised start and end times on the published timeline, with the final position being 'Until end of meet'.

Please be aware when entering an 800m or 1500m race, SWA may request 2 timekeepers per 1 swimmer. Generally a separate roster is generated specifically for this event which is normally held at the end of the day. You may be called upon by Breakers to provide timekeeping for both slots in these events.

The number of available volunteers is based on the number of swimmers entered (*not number of families) and will consider the following:

- A. Families with more than one swimmer competing may be allocated more than one slot.
- B. Families whose swimmers have multiple entries in a meet will be allocated more than one slot.
- C. Families who have failed to fulfill duties at previous meets may be asked to cover additional slots.
- D. Any impairments or extenuating circumstances will be catered for where possible.
- E. Any withdrawals advised in advance will be removed.

The duration of each volunteer slot will be determined by the duration of the meet, the number of seats to fill, and number of families available. Typically, volunteer slots will range from 30min to 60min.

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If any families are not assigned a slot, they will be listed as reserves on the day. If all time slots have NOT been allocated, the following steps will apply:

Swim Meet Attendance

On the Day

- everybody is expected to assist and represent the club, expectation includes
- being active to help make sure the clubs volunteer allocations are filled as expected. To help this the club expects people to ensure the families rostered on first are present and ready.
- keep an eye out and monitor the roster ensuring changeovers are happening on-time, and everyone rostered on is available.
- if a meet is running longer than the advertised timeline, assist with looking at alternative options for the roster.
- For example if by lunch time you can see the meet is running over-time time slots may need to be extended from 45min each to 60min each. Any changes will need to be communicated to all families, and the roster posted on the wall updated.
- If a meet is running quicker, you may look to reduce the time slots and advise families accordingly.

Heats and Finals (predominantly occurs for senior meets)

- A roster will need to be created by the families in attendance at the final's session (Note: this is not the sole responsibility of committee members who may or may not have a child in the finals)
- The same process will apply as for heats but cannot be commenced until a start-list is available.
- Everyone who makes a finals session must have someone available to fulfill volunteer duties. This may mean that a parent of a driving senior may need to attend solely for this purpose.

Swimmers Expectations and Responsibility

Members attending swim meets are at all times asked to be mindful that they are representing Breakers WA. Swimmers are expected to:

- wear club uniform travelling to and from the meet as well as during the meet
- wear purple club cap when competing
- comply with the Breakers Code of conduct at all times.
- be at the venue at least 90 minutes before their event
- be on pool deck ready for stretching 15 minutes before warmup (It is the swimmers' responsibility to obtain warm up instructions from the attending coach on arrival)
- if arriving late for warm up to conduct their own pace practice or dive starts
- to know what events they are entered into.
- to notify and discuss any withdrawal from an event with the coach on duty
- to conduct an appropriate cool down after each event
- if selected for a relay to know what event and position they have been selected for, along with who their fellow team members are as published and to marshal with their team.

Coaches Responsibility

- Provide swimmers with a warmup and cool down programme



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- Provide advice on stretching
- Supervise the warmup and provide advice
- Be available to speak to swimmers before and after they race to give them advice and feedback
- Provide advice on any relay changes
- Be available to deal with issues on pool deck in relation to marshalling

KEY POINTS:

You must be 14 or over to be a timekeeper.

Swimmers under the age of 12 must have an adult accompanying them at all times.

We all want to go home as soon as our child finishes swimming – this isn't always possible.

We all want to watch our kids swimming – timekeeping provides a great view.

Other families have made finals as well, that's not an excuse to get out of timekeeping.

Officials on pool-deck are not counted by clubs or SWA when assigning volunteer duties.

If you don't want to do timekeeping, either find someone else to fill your slot (not a committee job!!!), or don't enter your child in the event.

"I always get the last timekeeping slot!" – slots are assigned based on where swimmers are competing in the program, it is merely a reflection of where your swimmers are in the program.

Please do not leave your post, or use your phone etc, while you are representing the club and fulfilling volunteer duties.

Please provide your own drink.

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5. Relay and Team Selection Policy

Objective

The objective of the Relay and Team Selection Process is to ensure the best possible teams are selected to represent the Breakers Swim Club (BSC) at Premiership, State and National level swimming championships. It is expected that selected team members will represent BSC with respect, integrity and sportsmanship. When selected on a BSC relay team the team is representing the entire BSC.

In the interests of all BSC members, this policy also serves to provide clarity and transparency as to the selection process.

Policy Principles

This document has been developed using the following principles and guidelines:

- BSC recognises that the professionals coaching our swimmers are in the best position to select teams relating to swimmers and their likely performance at a meet, and evaluations of performances within a meet.
- A sense of fairness, responsibility and accountability.
- BSC Bylaws.
- Common practice at State Level and above representative teams.

This policy will be reviewed at the start of each swimming season or as required by the BSC Selection Panel.

BSC Relay Team Selection

Eligibility

All athletes wishing to be considered for selection must meet the competitors (athletes) membership criteria of BSC.

Selection Process

1. The BSC Relay and Team Selection Panel will determine the initial swimmers (and reserves) being selected for teams.
2. The Selection Panel consists of the Director of Swimming or delegate, Vice President or delegate and Registrar or Swim Meet Officer.
3. If a Committee member has a conflict of interest this will be declared and managed appropriately - if it cannot be managed then consideration will be given to asking that another Committee member participate on their behalf.
4. Information surrounding prospective or final teams and/or deliberations of teams will be considered completely confidential until an official announcement is conducted.

Selection Process Steps

1. A majority decision is required by the panel.
2. Breakers' athletes training in a BSC or WAIS High Performance squad will be considered for Relay and Team selections. Athletes training under a coach not affiliated with BSC will be considered for relay and team selection only upon

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written application submitted to a member of the BSC Relay and Team selection Panel together with a report from their coach outlining their current training performance and details of any injury or illness.

3. Prior to the Selection Panel meeting, an initial list of athletes ranked in order of approved times using the latest Meet Manager results will be generated. Teams will be initially formed by the fastest athletes/combinations from this list and then changes made with justifications noted taking into consideration all available information regarding particular events, and the overall needs of the team. These include but are not limited to:
 - Splits not recorded in Meet Manager
 - Training Performance
 - Injury/Illness or any other reason for poor performance during the year
 - The time elapsed since time was achieved
 - Any reason for extraordinary performances during the year
 - Timing of event
 - Team competitiveness
 - Conflict or compromise to an athlete's individual event
 - Athlete availability
 - Athlete conduct
4. Close attention will be paid to ensuring no athlete has been overlooked.
5. Consideration for reserves and pre planned alternate swims will also take place.
6. The team list will be published after the last target meet so that results from this meet can be used to inform any changes prior to the team publication.
7. Athletes selected in relays and reserves will be notified separately of their selection.
8. If the selected athletes are unable to attend the meet, the Director of Swimming or responsible committee member should be notified as soon as possible. Additional athletes will then be selected and notified. Relay changes based on form can be made to the A and B relay teams by the Director of Swimming or delegate up until the maximum time permissible by the Meet Officer on the day of the event.
9. Changes may be made for the following reasons:
 - Training Performance
 - Injury or illness
 - Athlete performance since the initial team selection
 - Team competitiveness
 - Conflict or compromise to an athlete's individual event
 - Athlete availability
 - Athlete conduct
 - Other factors not outlined above that may impact performance
10. The justification for any changes made will be recorded as per point 9 (above) and these changes will be communicated to the athlete, together with parent/guardian in the case when the athlete is U12, by the Director of Swimming or delegate.
11. Changes based on form will not be made on the day to C grade and lower relays unless a swimmer is unavailable, in which case a reserve will be called up.
12. All athletes will be informed as soon as practicable of any changes to relay teams.

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Selection Feedback Process

1. BSC athletes or parents who wish to comment (positive or negative) on the team selections may do so after the team has been published and prior to the event. Feedback should be directed to the Director of Swimming or the Vice President (responsible committee member).
2. BSC swimmers or parents who wish to comment on changes made to relay selections may do so at an appropriate time **after** the team has returned from the championships/event, by contacting the Director of Swimming or the Vice President (responsible committee member)

State Relay Teams

The process of selecting State relay teams will incorporate the general selection principles but will generally consist of athletes who have qualified and entered in an individual event at the championships.

The relay selection committee will seek advice from athletes and their coach as to the athletes' availability for selection in relays prior to selections being made.

National Relay Teams

Pool Nationals and Open Water Nationals

The following guidelines have been established to assist in the selection of National relay teams representing Breakers. The process of selecting National relay teams will incorporate the general selection principles.

1. A National Relay team will generally consist of athletes who have qualified for individual events at Nationals. Relays will be selected after individual qualifiers are determined and consideration will be given to the entering of a team, subject to all athletes satisfying criteria as outlined below.
2. Athletes already qualified for individual events must agree to be part of a relay team, taking into account the demands of their individual program. This decision must be made in consultation with their coach and parents (in the case of age athletes) to ensure there is no negative impact on their performance over the duration of the championship meet. The relay selection committee will seek advice from athletes and their coach as to the athletes' availability for selection in relays prior to selections being made.
3. Relay only swimmers at Nationals, once selected, should be guaranteed their spot on the team, once they have committed to travel. Relay only swimmers should not be selected to travel if there are insufficient other swimmers available at the meet to be reserves and to fill in if necessary, they will also be subject to any Club budgetary constraints.
4. Selection of the team will be guided by:
 - The competitiveness of the team.
 - The timing of the relay event and
 - Subject to SAL By-Lays for the conduct of Australian Championships which says that: Non-Australian Citizens who are not members of another federation affiliated to FINA and who are registered with a State Association may compete in relays and score points provided that a maximum of one non-Australian citizen may compete for a relay team.

For Open Water Nationals the following factors will also be taken into account:

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- An athlete's demonstrated open water skills (including pack and navigation skills)
- Consistency of athlete performance in addition to personal best times
- The distance and number of events an athlete is entered in at the OW National Championships
- Results throughout the season taking into consideration the conditions where personal best times were achieved
- Official times from non SWA or SAL events can be considered, in which case it is the responsibility of the athlete to advise a member of the selection panel of the event competed in so that the times can be obtained from 'Blue Chip timing' or other official meet result recording system
- Split and average 1.25 km times officially recorded or obtained by a Breakers Coach attending an event throughout the season
- Split and average 1.25 km times at the SAL championships (This way, the athletes' current performance in conditions more likely to be experienced during the relay can be compared)

To assist the selection process the committee will ideally target a minimum of two Open Water events which include a 1.25 and/or 2.5 km event. The club may also offer a 1250 metre pool time trial, the results of which may be taken into consideration when selecting relays. It should be noted however that a time achieved in the pool provides the selection committee with an indication of an athlete's time over distance only and will not guarantee selection.

District or other event Relay Teams

Point scoring events

Selection for 'targeted' point scoring district and other competition relays (other than premierships) is the responsibility of the Director of Swimming and responsible committee member who will interpret the spirit/standard of the meet and select teams accordingly. Consideration will only be given to those who have entered the meet. In addition to being performance based, selection criteria will include providing relay experience to swimmers who show commitment at training and would not be selected if only times are used as selection criteria.

Non point scoring events

Selection for 'non-targeted', non point scoring district and other competition relays is the responsibility of the Director of Swimming or delegate if one is in attendance during the Meet.

6. Social Media Policy

Objective

The objective of the Appropriate Use of Social Media Policy is to provide Breakers Swim Club (BSC) members and parents with standards of use as they engage in conversations or interactions using Social Networking Media. We ask you to remember that as a member of BSC you are representing the club at all times.

Policy Principles

This document has been developed using the following principles and guidelines;

POLICY HANDBOOK

- BSC Bylaws.
- A sense of fairness, responsibility and accountability
- Swimming WA's guidelines on best practice: Social Media and Electronic Communication

Definitions

Social Media Channels - Blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, mobile devices, text messaging, email or any other existing or emerging communications platform. Some examples are:

- Social networking sites - Facebook, LinkedIn, Myspace, Instagram
- Online communication tools – TeamApp, WhatsApp, iMessage, Facetime, Skype, Snapchat
- Video & photo sharing websites – Flickr, YouTube, Pinterest, TikTok
- Micro blogging and activity stream sites - Twitter
- Blogs and Blogging platforms - WordPress, Blogger, Tumblr
- Forums and discussion boards – Yahoo!, Groups, Google Groups
- Online encyclopedias – Wikipedia

Social Media Account – A personalised presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, Facebook and other social networking channels allow users to sign-up for their own social media account, which they can use to collaborate, interact and share content and status updates. When a user communicates through a social media account, their disclosures are identified as coming from the user ID they specify when they sign up for a social media account.

Social Media Disclosures - Blog posts, blog comments, status updates, text messages, posts via email, images, audio recordings, video recordings or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media accounts.

Copyrights – Copyrights protect the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphical works, photographic works, audio-visual works, electronic works and musical works. It is illegal to reproduce and use copyrighted material through social media channels without the permission of the copyright owner.

Hosted Content – any text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If you download content from the Internet, and then upload it to your social media account, you are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

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Social Media

General use of Social Media

Aside from representing BSC, it is important to understand that any comments or content shared through this medium represents not only you as an individual but also your family, your friends and your school. These actions and content are permanent – once you have posted online you lose all control of the content and unfortunately may see something you thought was erased, haunt you in the future. There is very little security in most of these environments and what you think is private, most certainly is not.

A simple way to consider what is and isn't appropriate in Social Media is to understand that whilst Social Media changes how we communicate, it should not change the way we behave. If it is inappropriate in your regular life (i.e. you wouldn't be comfortable if your mother saw it!) then it will be inappropriate in an online environment. Before engaging in Social Media (posting a comment, photo etc.) consider the impact of your actions on others – would you be comfortable if you were the subject of the comment or photo?

Thus, it is recommended that swimmers do not post information including photographs, text and/or join "groups" that do not promote positive behaviour. Remember that the general public, including news reporters, also have access to these website services. Whilst we are unable to ban members use of these services, we encourage you to exercise caution if you are a member.

It is highly recommended that you do not post any personal information including your address or phone number to any on-line site. As a swimmer you are highly visible and people are generally interested in you. Also, use discretion when posting pictures of yourself, your team-mates and friends to the service. Do not allow yourself to be photographed in a compromising position. A photo could be "tagged" to you leaving you little control over the content or usage of the photograph.

In line with the Swimming WA guidelines regarding the appropriate use of social media and electronic communication the following guide has been produced. All members of Breakers Swim Club are required to adhere to these best practice standards;

Type of Communication	General Good Practice	Inappropriate Practice
Text Messages	Not preferred method to communicate information to kids under 18 Communication should be sent as a group text Parent, MPIO or committee member should be copied in to the message Should only be used for emergencies or in a situation where information needs to be distributed quickly	One on one text message exchange between adult and child regardless of topic without a committee member copied in

POLICY HANDBOOK

Instant Messaging Services	Should not be used as a form of communication under any circumstances	
Emails: Simple method of communicating between large groups and is traceable.	Group emails preferred with a committee member carbon copied (CC) into the email One on one emails should always have another committee member, MPIO or parent copied into the email Limit the number of emails sent to members weekly / monthly	Emails sent to swimmers under 18 without a committee member, MPIO or parent copied in Sending chain emails
Media (including, Facebook, Twitter, etc.)	Decline personal friend requests from under-aged swimmers If a dedicated club Facebook page is created, monitor all comments and respond quickly	Adding under-aged swimmers as 'friends' on personal social networking sites Messaging via social network to swimmers without parental consent

Key Points:

- Best method of communication to members and swimmers is via email with committee members carbon copied into the email
- Text messages should only be used to disseminate information quickly and should always include a committee member or MPIO
- All coaches, staff, volunteers, parents and members should always behave responsibly and respectfully when online or texting. They should not post or discuss unfavourable comments about coaches, players, any helper or volunteer, parents or club/s.
- Coaches and committee members should not accept friend requests on personal social media accounts from under-aged swimmers

Club Social Media accounts

- The BSC committee will appoint two or more members or coaches to
- monitor the club social media accounts
- Membership of club social media accounts will be limited to club members and coaches
- All club social media accounts are to be approved by the committee prior to commencement
- Inappropriate use of club social media accounts may result in cancelled access/membership

Club Rules on Social Media

General Rules

- Do not post any photo, video or audio of any other person without their permission

POLICY HANDBOOK

- The use of cameras, mobile phones, laptops and any other devices capable of capturing still and or moving images is not permitted in change rooms or areas where swimmers are changing before, during or after pool activity
- Do not misrepresent yourself or pose as another individual or organisation
- Do not engage in any activity that could bring BSC, Swimming WA or the sport of swimming into disrepute
- Coaches and Members of the BSC Committee should not be 'friends' on social media with athletes under 18 years of age

Club Trips

Interstate swimming trips are opportunities for swimmers to grow their competitive experience and personal management. To be confident of providing a safe and nurturing environment for all our travelling members, the use of Social Networking Media will not be encouraged.

Disciplinary Action

Any member found to be in breach of the Club Rules will be subject to disciplinary action up to and including termination of membership. The appropriate course of action will be determined by the disciplinary committee.

7. Private Lesson Policy

Objective

- To provide guidelines for BSC members in respect to private lessons and occasional consultant coaching to outside organisations.
- To meet the requirements of agreements and contracts with COJ and WestSwim in order to provide guidelines to enable the lessons/sessions to be conducted at Craigie Leisure Centre.
- To provide equity and clarity for members and staff undertaking these services.

Policy Principles

This document has been developed using the following principles and guidelines:

- Private Lessons – are completed under BSC supervision with BSC expert coaches on request from members.
- Consultant Coaching – is provided to outside organisations such as schools in order to promote BSC and promote a sense of community.
- The Swimmer remains bound by the BSC Bylaws.
- The Swimmer remains bound by the BSC constitution and rules.
- The Swimmer must be a member of BSC
- Members are not encouraged to attend private lessons with external coaches for many reasons, most of which is lack of continuity of techniques taught; it is recommended that you discuss this with your coach if you have any questions.

Private Lessons

- The cost of the lessons shall be set at the beginning of the Long Course season and advertised in the notices.
- An invoice will be sent to the member at the time of booking and is due within 7 days of the booking being made.

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- Lessons are subject to lane hire availability and shall not be set during normal training times. Cancellation: a minimum of 48 hours notice of cancellation must be made or a cancellation fee set at the beginning of the season will apply.
- Booking requests are only to be made through email to directorofswimming@breakerswaswimclub.org and registrar@breakerswaswimclub.org providing the information requested, per Appendix A Private Lesson booking request.
- **Requests must be made 48 hours prior to session time**, please ensure that you have confirmation that your session has been booked.
- Any fees charged by the facility operator for entry to the pool for a swimmer or spectator are the responsibility of the swimmer/spectator.
- Coaches will be paid their ordinary rate of pay in accordance with their contract.

Consultant Coaching

- A consultant coaches rate shall be set at the commencement of the Long Course season, this can be altered at any time by the club President, Treasurer and Vice-President in response to operational needs, e.g. complexity of coaching, additional costs.
- Coaches will be paid their ordinary rate of pay in accordance with their contract. The cost of lane/facility hire will be borne by the organisation seeking consultation.
- The cost of travel and accommodation will be borne by the organisation seeking consultation.
- Any fees charged by facility operator for entry to the pool by a swimmer or spectator are the responsibility of the swimmer/spectator

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Appendix A – Private Lesson Booking Request

Booking requests are to be made via email, with the requestor providing the following information: **Subject: Private Lesson Booking Request**

Athlete/s Name:

Coaches Name to conduct sessions:

Reason/ requested focus for the session:

Session preferred date and time:

Duration (30 or 60 minutes):

Requests must be made more than 48 hours prior to the session time, please ensure you have been advised that your session is confirmed

Appendix B – Private Lesson Fees

Location	Timing	Total Cost
Craigie	30 minutes	\$63.00
Craigie	60 minutes	\$96.00

Note: Changes are in effect from 1st Jan 2020

POLICY HANDBOOK

NATIONAL POLICIES

8. Australian Champs and Travelling Teams Policy

Objective

The objective of the policy is to provide BSC members with clarity and transparency as to the policy and procedures regarding financial support and travel arrangements for Australian Championship events and other Travelling Team events.

Eligible Events

The Club provides support to attend the following “Eligible Events”

- Australian Open Long Course Championships
- Australian Open Short Course Championships
- Australia Open/Age Open Water Championships
- Australian Age Long Course Championships
- Club targeted Non-National Championship meets

Although targeted Non-National Championships are Eligible Events, individual payments to athletes will not be made. Financial support may only be provided in the way of covering the costs of relays and Management Team accreditations unless otherwise specifically specified by the Committee.

Financial support may be available for an athlete to attend SAL or SWA awards ceremony at the discretion of the Committee.

Budget and Finance

Capacity to Pay

Part of the Club vision is to be Western Australia’s most successful swimming club. To move towards making that Vision a reality, having athletes compete at the National level is a necessity. However, when determining funding amounts for national athletes the Committee must remain cognisant that most of the Club members will not be desirous of attending or achieving at the national level. For that reason, the allocation of national funding must be fair and reasonable to all members and not to the detriment of non-national athletes.

All Club financial support is subject to the Club’s capacity to pay. If budget targets are not met, the Committee will reassess the amount of financial support to be provided to athletes and management team prior to any payments being made.

Club financial support must not jeopardise the club financially nor put the Club in a position where it may be unable to properly function or pay its debts.

Funding Expenditure

The budget will identify the amount of funding to be allocated to:

- Individual athlete subsidies
- Management Team costs (not covered by athletes)
- Team uniforms
- Ancillary costs (including relay entries, accreditations, team presentation events)

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Budget Process

Each year, the Committee will determine the total amount of funds available for the Club to provide financial support to athletes, coaches and support staff to attend and compete at Eligible Events. A budget will be developed and agreed upon. In developing the budget, consideration is given to:

- The strategic direction of The Club
- The available balance of club funds
- The potential to raise funds through fundraising and sponsorship opportunities
- The number of likely athletes attending each Eligible Event

Funding Approval

All financial support must be approved by the Committee and recorded in the Minutes.

Where an athlete receives Club financial support but does not compete at the Eligible Event that they received funding for, that athlete must reimburse the Club any monies advanced to them.

Individual athlete funding will not be available for a “home” Nationals. However funding may be available for team purposes if deemed to enhance the quality of services and hence results of those competing.

General

Funding will be provided using the following principles and guidelines:

1. A sense of fairness, responsibility and accountability.
2. BSC Bylaws.

Funding

Eligibility

Each athlete is eligible for Club financial support for only ONE eligible event per financial year.

1. Where an athlete competes or intends to compete at two or more Eligible Events in one financial year, and the amount of subsidy provided by the Club for the calendar year differs between those Eligible Events, that athlete can choose to apply for financial support for the Eligible Event with the higher subsidy.
2. Where an athlete has already received financial support for one Eligible Event, but then competes at a later Eligible Event for which athletes will receive a higher subsidy, that athlete can apply for additional Club financial support and claim any difference.

The Committee will consider providing an athlete with additional Club funding support only in exceptional circumstances and on a case-by-case basis.

Criteria

To be eligible for national funding the following criteria shall apply:

1. The Athlete remains bound by The Club constitution and rules.
2. Adherence to the Swimming Australia Behavioural Guidelines.
3. The athlete must be an annual member (full financial club membership) of the Club for at least 6 months prior to the first day of the Eligible Event (An athlete who has been a

POLICY HANDBOOK

financial member of the club for more than 3 months, but less than 6 months prior to the Eligible event, may be eligible for club funding, however, that athlete will only be eligible to receive 50% of the individual athlete subsidy determined by the Committee for that event. A member who has been a financial member of the Club for less than 3 months may be eligible for a uniform at the discretion of the committee).

4. Attendance at specified club events including the:
 - Annual General Meeting (16 years and over only)
 - End of Year Club Wind-Up/Presentation Night
5. Availability for selection for State Relays and the Club Premiership (subject to medical certificate or pre-arranged approved absence from the committee and/or coaching staff).
6. Participation or organisational support in a minimum of 4 club events such as Big Splash Meets, Junior meets or other club events, activities and functions that may arise.
7. Participation or organisational support at Club Championship Days.
8. Achieved a SAL Australian Championships qualifying time. Athletes not achieving an individual qualifying time, but who are invited to be a member of a relay team are not eligible for funding.

Management Team

The club may appoint Management Team Members as necessary to ensure a duty of care in relation to any Travelling Teams in either a voluntary or paid basis in an official role travelling with the club including:

- Coach, the coach will be the Head Coach or delegate as appointed by the committee
- Assistant coaches
- Team Manager
- Team Guardian(s)
- Other support members

The Director of Swimming will recommend to the Committee the most appropriate coach/es to attend each Eligible Event.

The Director of Swimming in collaboration with the Teams Coordinator will make a recommendation to the Committee as to the most appropriate person/s to attend an Eligible Event in the capacity of Team Manager, Chaperones or other supporting members.

Whilst working with the Director of Swimming, the Committee will either endorse these recommendations or seek to make an alternative appointment considering the composition of the team; age and gender of athletes and meeting The Clubs Duty of Care.

All Management Team Members must:

- Be in possession of a Valid Working with Children Check unless excused by law
- Have a valid current Driver's License
- Be a member of The Club
- Be over 25 years if required to drive a rental vehicle hired by The Club
- Be over the age of 18 years to perform any support role
- Preferably hold a current Provide Cardiopulmonary Resuscitation HLTAID001; Provide Basic Emergency Life Support HLTAID002; Provide First Aid HLTAID003 previously known as a Senior First Aid certificate

Director of Swimming and Assistant Coach/s

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The Coach/s responsibilities will include:

- The roles and responsibilities of Team Manager unless one is specifically appointed to travel with the team
- Being at the team's disposal during the competition and while travelling with the team
- Being responsible for the wellbeing and good conduct of athletes
- Providing encouragement to all athletes to assist general motivational outcomes
- Transporting athletes on location including driving minibuses and buses
- Liaising with parents of athletes as required
- Conducting warmups and cool downs
- Scheduling athletes' individual needs in relation to their specific swimming programs and meet attendance
- Ensuring the wellbeing and good conduct of the athletes at accommodation location and swim location
- Monitor marshalling of athletes for events at competition
- Completing and entering relay slips within required time frames for duration of competition
- Co-ordinating the needs of athletes including swimmer/coach meetings, massage, injury management
- Assisting in the management of any special requirements of athletes as directed by parents e.g. medications
- Setting, preparing and presenting Australian Championships Information sessions
- Keeping records of all athletes and their parents' contact details

Team Manager

Criteria for selection is:

- Preferably to have had previous experience in managing traveling sporting teams
- Have completed the SAL Safe Sport Online Course
- Knowledgeable of responsibilities of athletes at National Championship Events
- Demonstrated ability to manage a large team
- Demonstrated ability to manage individual physical and emotional needs of athletes competing in major swim meets

The Manager's responsibilities will include:

- Managing ground transport arrangements
- Being responsible for the wellbeing and good conduct of athletes
- Providing encouragement to all athletes to assist general motivational outcomes
- Transporting athletes on location including driving minibuses as required Being at the team's disposal during the competition
- Liaising with parents of athletes as required
- Marshalling
- Retaining receipts for all team expenditure for reconciliation
- Other duties as requested by the Director of Swimming and/or Committee

Team Guardian/s

Criteria for selection of Team Guardian are as per criteria for the Team Manager.

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Where athletes aged less than 18 years of age travelling with the team travel unaccompanied the Club may deem it appropriate to appoint Team Guardian(s). The Guardian's responsibilities will include:

- Under the direction of the Manager or Director of Swimming, assist with the preparation and coordination of swimmer meals
- Being responsible for the wellbeing and good conduct of athletes
- Providing encouragement to all athletes to assist general motivational outcomes
- Transporting athletes on location including driving minibuses as required
- Being at the team's disposal during the competition
- Staying with the team
- Liaising with parents of athletes as required
- Carrying a signed Emergency Medical Form for each athlete
- Carrying a First Aid Kit

Teams Coordinator

Responsibilities include:

- Organising and managing the logistical planning for travelling teams to all Eligible Events
- Booking and confirming Management Team airmiles, accommodation and ground transport
- Assisting with the co-ordination of any National Fundraising Activities
- In consultation with Club Treasurer advise all monies and seek reimbursement from athletes for cost of Eligible Events prior to the event
- In consultation with the Relay Selection Committee, and Registrar ensure all relay and club accreditation packs are actioned in accordance with SAL deadlines
- In consultation with the Property Officer, ensure all required team uniforms are organised
- Liaising with parent of athletes as required
- Consulting with the Committee for ratification of financial commitments
- In consultation with Director of Swimming make recommendations to the Committee for the appointment of Team Manager and Support Staff as required
- Being contactable by the team during duration of travel
- Updating Australian Championship Handbook as required
- Collating Athlete and parent/guardian contact details attending Eligible Events for Coach
- Obtain, scan electronic copy and forward to Club Secretary completed and signed Athlete Agreements; Management Team Agreements, Emergency Medical and Authority to Transport forms/ documents
- Preparing team management file for coach with all relevant documents

Team Travel Arrangements

Australian Championship Events

1. It is anticipated that age athletes will travel and reside with a Parent/Guardian
2. If an age athlete is unable to travel with a Parent/Guardian it is the responsibility of the athlete and his/her family to arrange for an adult travelling with the team to act as the athlete's guardian and to negotiate with that person all associated costs

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3. The Club will not provide a guardian to specifically look after unaccompanied age athletes. If suitable arrangements cannot be achieved, the age athlete will not be able to attend the meet.
4. The Club will book the flights, accommodation and land transport (at the destination) for the Management Team (MT).
5. A notice will be distributed to all athletes intending to swim at the meet advising them of the flight and accommodation details of the MT.
6. Athletes and their families are encouraged to book on the same flight or make their own travel arrangements. Please note, if alternative flights are booked the athlete will need to liaise with the MT in relation to pre-flight and post-flight training arrangements.
7. Athletes and their families are encouraged to book at the same accommodation as the MT.
8. Athletes and their families will be responsible for their own land transport. The MT will advise the athlete of their expectations as to attendance (arrival and departure times at venue etc.) and it is expected parents/guardians will support the MT's decision.
9. Athletes are responsible for entering into their nominated events electronically via the Swimming Australia website before the closing date.
10. If required, The Club will nominate and pay for any relay entries.
11. Unless otherwise determined, all costs for the MT attending in support of the athletes will be equally divided between the team.
12. Athletes must fully pay their nominated component prior to travelling

Non-National Championship (NNC) Travelling Teams

1. On occasion the club may target a Non-National Championship event with the athletes travelling and staying as a team (this will not preclude an athlete travelling and staying with parent/guardians)
2. Only athletes ages 13 & older will be able to travel with the team to meets. The stipulations for team travel only apply to those on the team travel trip. Athletes who are 12 years old or younger can still attend certain meets that have been designated as team travel, but they must travel, room, and stay with their parents. Coaches of athletes 12 and younger will supervise the athletes during the swimming portion of the trip. Parents/guardians are responsible for all supervision away from the pool.
3. An appropriate ratio of designated chaperones will form part of the MT
4. When travelling as a team to a NNC:
 - a. Unless otherwise determined, all costs for the MT, group accommodation, land transport and any other incidental costs incurred by the club on behalf of team members will be equally divided between the team. *Athletes travelling and staying with parent/guardians will be required to subsidise MT costs*
 - b. Athletes intending to attend the NNC must fully pay their nominated component prior to travelling

Uniforms

1. An Australian Championships Club representative uniform will be presented to athletes competing at these events
2. In the first year of National Qualification an embroidered representative jacket will be presented to athletes.
3. In subsequent years of qualification, The Club will arrange for the additional year of qualification and event to be embroidered on the Jacket.
4. Each year a club representative polo/shirt and one pair of shorts will be presented to athletes.

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5. Each year two personalised club representative caps will be presented to athletes
6. Should an athlete attend more than one Australian Championship event in a financial year they will be required to utilise the same uniform
7. Representative uniforms will not be supplied for non-Australian Championship events covered within this policy.
8. Athletes are expected to wear The Club representative uniform for travel, training sessions, heats and finals sessions, considering any WAIS or other sponsorship obligations

General Information

1. Acceptance of any funding extended by The Club is an acknowledgement of the conditions of funding and failure to fulfil any of those conditions shall make the recipient liable to reimburse The Club. A funding application must be submitted and approved by the committee prior to support being provided. Appendix 1
2. Athletes are required to complete and sign The Club SAL Australian Championship and Travelling Teams Athlete Agreement prior to attending an Eligible Event. Appendix 2
3. Management Team members are required to complete and sign The Club SAL Australian Championship and Travelling Teams Management Team Agreement prior to attending an Eligible Event. Appendix 3.
4. Athletes are required to complete and sign The Club Emergency Medical Form prior to attending an Eligible Event. Appendix 4
5. Athletes are required to complete and sign The Club Authority to Transport Form prior to attending an Eligible Event. Appendix 5
6. Transfer of club membership shall not be affected until all outstanding reimbursements/invoices have been paid.
7. Funding may be revoked as part of any disciplinary process.
8. When events are held within WA funding will not be provided for either accommodation or transport.
9. The Management Team funded are encouraged to stay with the team at the same accommodation.
10. Funding for Team Guardian(s) 100% of accommodation and all other travel related costs to be paid by unaccompanied athletes.

9. Nationals Fundraising Plan 2021-2

Fundraising

- The National Fundraising Plan is subject to the Club's Constitution policy, By-Laws, Rules and the Club's capacity to pay.
- National Fundraising Activities will only occur if a Team Co-ordinator or Team of people are available to co-ordinate and run the activities involved.
- National only fundraising is *optional* however 100% of monies raised through National only activities will be distributed back to athletes who have participated in the fundraising activities and attend a SAL Australian Championship event
- All coaches attending Australian Championships are expected to contribute or participate in National fundraising activities.
- Athletes who do not attend an Australian Championship but have contributed to National Fundraising will be eligible to carry the funds over to the following competition year only (12 months from 30 April in that year). If the athlete does not attend an Australian Championship event in the following season the credit will be transferred to the National Fundraising Fund (This will be carried forward for an additional year for those athletes who were unable to attend meets due to Covid-19 in 2020 and 2021).
- Australian Championship season is defined from 1 May – 30 April.
- Distribution of fundraising monies to athletes will be proportionate to the fund-raising activities completed by each athlete, dependent upon the total amount of funds raised and maximum as stipulated by committee. All monies will be distributed after final qualifiers are determined.

Events

The planned National only fundraising events for 2021-22 are subject to final confirmation but are likely to consist of:

- A Bunnings sausage sizzle
- Running the Mindarie Open Water Event on behalf of Swimming WA
- Other fundraising events may be added as approved by the committee.

Commitment Allocation

- Fundraising events will be dependent on the availability/ commitments from various sources and may change from year to year.
- For the 2021-22 season each athlete will be able to receive up to a maximum of 10 commitment allocations in total regardless of the number of events they attend. (However, should further National only fundraising events become available this allocation may change, in which case the details will be published to members)
- Commitments can only be achieved by participating in National Only Fundraising Events
- Each Fundraising Event will stipulate an allocation commitment as advertised below
- It is the responsibility of the athlete and his/her family to nominate for activities as they become available. Whilst the team co-ordinator will attempt to make the distribution of activities fair and equitable neither the club nor committee will be responsible for an athlete's failure to carry out fundraising activities.

Allocation of commitment points

The below table illustrates the allocation of commitment points for the 2021-22 planned activities.

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Event/Role	Notes	Commitment Allocation
Bunnings Sausage Sizzle BBQ Co-ordinator	Arranges all food, set up and rosters for BBQ	1 Commitment per BBQ
Bunnings Sausage Sizzle BBQ Helper	1 x 3hrs	1 Commitment
Mindarie Open Water Event	1 x 2 hrs participation in roster	1 Commitment

This allocation is subject to additional allocations if new activities become available.



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Appendix 2

10. The Club SAL Australian Championship and Travelling Teams Athlete Agreement

I (Swimmers Name) _____

I agree to abide by the SAL Australian Championship and Breakers Swim Club (BSC) Travelling Teams Athlete and Management Team Agreement Terms and Conditions.

I acknowledge the obligations under the Swimming Australia (SAL) Code of Conduct; Safe Sport Framework and BSC Policy, BSC Travel Policy and the BSC SAL Australian Championship and Travelling Teams Athlete and Management team Terms and Conditions document.

I acknowledge that BSC will enforce disciplinary procedures should athletes be in breach of any of the Agreement Terms and Conditions, or SAL Codes of Conduct, which includes, but is not limited to: termination of membership or expulsion from the team. Any athlete expelled from the team will be responsible for any cost associated with their travel home from the event. BSC will abide by the SAL Safe Sport Framework.

I agree to wear the BSC representative uniform for travel, training sessions, heats and finals sessions, considering any WAIS or other sponsorship obligations.

I give permission for BSC to use any photographic image taken of me during my involvement in this event, to be used by BSC in printed publications, on the internet or in electronic formats for press or print purposes.

You should retain a copy of this agreement for your records and the signed original of this agreement must be returned to secretary@breakerswaswimclub.org.

I have read and understood the policy and will abide by it as a member of the BSC. I agree not to hold the BSC responsible for any injuries whilst travelling with the team and agree to indemnify BSC from and against all claims, damages, losses and expenses, including legal fees.

Secretary Signature Date
(on behalf of Teams Coordinator)

Athlete Signature Date

Management Team Signature Date

Parent/Guardian Signature Date
(where athletes are under 18)



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Appendix 3

11. The Club SAL Australian Championship and Travelling Teams Management Team Agreement

I (Management Team Member Name) _____

Scope

This policy applies to anyone, whether they are in a paid or voluntary capacity that is appointed as a Management Team Member for Breakers Swim Club (BSC). This policy will continue to apply to a person even after they have stopped their association or employment with BSC because of disciplinary action relating to their role as a Management Team Member.

Management Team Member: includes Coaches, Team Managers, Parents and Guardians and other support staff appointed in either a voluntary or paid basis to an official role travelling with the club.

I agree to abide by the SAL Australian Championship and BSC Travelling Teams Athlete and Management Team Agreement Terms and Conditions.

I acknowledge the obligations under the Swimming Australia (SAL) Code of Conduct; Safe Sport Framework and Breakers Swim Club Inc Policies and Guidelines.

You should retain a copy of this agreement for your records and the signed original of this agreement must be returned to secretary@breakerswaswimclub.org.

Accommodation

Members of the Management Team will be given their own separate room. However, on occasion they may be required to share a room with another member of the Management Team or another accompanying adult.

A member of the Management Team shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that athlete).

Remuneration and reimbursement

A member of the Management Team is appointed on a voluntary or paid basis, depending on the circumstances.

A member of the Management Team may be required to pay upfront for petrol. In this case, all receipts must be retained for reimbursement upon return.

An Expense Form must be completed listing all expenses for reimbursement and given, along with original receipts, to the Club Secretary.

- I have read and understood the policy and will abide by it as a member or delegate of the BSC.



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- I agree not to hold the BSC responsible for any injuries whilst travelling with the team and agree to indemnify BSC from and against all claims, damages, losses and expenses, including legal fees.
- I acknowledge that I will be attending the Australian Age Championships in a voluntary capacity with BSC paying for my accreditation pass and National's shirt only and unless otherwise agreed I will not be receiving funding or payment for my services.

Secretary on behalf of (Teams Coordinator) Signature

Date

Management Team Signature

Date



POLICY HANDBOOK

Appendix 4

12. The Club Emergency Medical Form 2021-22

Confidential

FIRST AID – Members of the appointed travelling management team will hold a current First Aid Certificate. A First Aid kit will be kept at the team accommodation and will travel with the team at all times.

Please complete:

ADMINISTRATION OF PARACETAMOL: I DO / DO NOT (please circle) give permission for my child to be administered Paracetamol

ADMINISTRATION OF IBUPROFEN (NUROFEN): I DO / DO NOT (please circle) give permission for my child to be administered Ibuprofen

MEDICATION – Should your child require medication whilst in the care of an appointed BSC management team member, ***please complete the Authority to Medicate table below.***

Current medications

Dose	Frequency

Special instructions for storage of medication

Please note team members are not permitted to self-administer therapeutic or complementary medications.

AUTHORISATION:

I authorise Breakers Swim Club appointed management team to consent, where it is impractical to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary. It is understood and agreed that all expenses will be met by the child’s parents / guardian and also that I/we hereby indemnify the Breakers Swim Club against any expense incurred.

Athletes name: _____



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Parent name: _____

Parent Signature: _____

Date: _____

Personal Information

<u>First name</u>	
<u>Middle name</u>	
<u>Last name</u>	
<u>Gender</u>	
<u>Date of Birth (MM/DD/YYYY)</u>	
<u>Medicare Number</u>	
<u>Private Health Insurance Yes/No Type:</u>	
<u>Private Health Insurance Number</u>	
<u>Medical Information</u>	
<u>Doctor's name</u>	
<u>Address</u>	
<u>Phone number</u>	
<u>Blood type</u>	
<u>Date of last tetanus injection</u>	
<u>Covid Vaccination status -</u>	
<u>Fully vaccinated: Yes/No</u>	<u>Date vaccination completed:</u>
<u>First dose received: Yes/No</u>	<u>Date of first vaccine:</u>
<u>Unvaccinated: Yes/No</u>	
<u>Medical conditions</u>	
<u>Allergies/Sensitivities Medication/Treatment Type</u>	



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<u>Emergency Information</u>	
<u>Emergency contact's name (1)</u>	
<u>Relationship</u>	
<u>Address</u>	
<u>Phone number(s)</u>	
<u>Emergency contact's name (2)</u>	
<u>Address</u>	
<u>Relationship</u>	
<u>Phone number(s)</u>	



POLICY HANDBOOK

Appendix 5

13. The Club Authority to Transport Form

During the course of the 2022 Hancock Prospecting Australian Open Swimming Championships and/or the 2022 Hancock Prospecting Australian Age Swimming Championships.

It may be necessary for your child to travel on hired buses and/or in private vehicles. All care will be taken to ensure the safety of the team.

All drivers must be 25 years or older, hold a relevant driver's license, be a member of the appointed management team or nominated team driver from within the BSC.

When only one athlete and one driver travel together during a competition, the athlete must have his/her parents' (or legal guardian's) written permission to travel alone with the nominated driver.

To confirm your knowledge and permission of these arrangements, we ask that you complete the section below.

AUTHORISATION:

I give permission for: _____

- to travel in personal vehicles and hired vehicles driven by and whilst in the company of BSC appointed drivers
- to travel with only one driver or without another adult present if logistically deemed necessary

PARENT NAME:

MEMBER NAME:

PARENT SIGNATURE:

DATE:



POLICY HANDBOOK

Glossary of Definitions

- BSC – Breakers Swim Club Limited
- COJ – City of Joondalup
- Coach – Breakers Swim and Strength and conditioning coaches
- CLC – Craigie Leisure Centre
- Director of Swimming – Breakers Head Coach
- My Swim Results
- SwimFit
- SAL –Swimming Australia Limited
- SWA – Swimming Western Australia Limited
- Team Manager – A member nominated by the BSC committee to act in the role of manager in connection with any sanctioned or social event; camp or travelling team.
- WestSwim

Definitions

- Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club.
- Nationals is defined as a SAL Australian Championship Event.

POLICY HANDBOOK

Document Revision History

Policy Name: Health Club Policy				
Version	Date	Author	Approver	Comments
1.1	16/10/2014	Jennifer Jones	Breakers Committee	Initial proposal
1.2	7/09/2021	Kirsten Campbell	Breakers Committee	Updated to include vaping and reordering to put into one policy handbook
Policy Name: Member and Child Welfare Policy				
Version	Date	Author	Approver	Comments
1.1	16/10/2014	Jennifer Jones	Breakers Committee	Initial proposal
1.2	7/09/2021	Kirsten Campbell	Breakers Committee	Updated and reordered to put into one policy handbook. Updated to reference the SAL Safe Sport Framework
Policy Name: Inclusion Policy				
Version	Date	Author	Approver	Comments
1.1	16/10/2014	Jennifer Jones	Breakers Committee	Initial proposal
1.2	8/1/2020	Kirsten Campbell	Breakers Committee	Reviewed and updated to include WestSwim

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1.3	7/09/2021	Kirsten Campbell	Breakers Committee	Updated and reordered to put into one policy handbook
Policy Name: Swim Meet Policy				
Version	Date	Author Approver		Comments
1.1	04/12/2012	Jen Jones Breakers Committee		Document drafted
1.2	October 2012	Jen Jones Breakers Committee		Discussed at Committee and amendment drafted
1.2.21	21 November	Jen Jones Breakers Committee		Ratified by Committee
1.2	October 2013	Jen Jones Breakers Executive		Document formatting
1.3	December 2013	Jen Jones Breakers Executive		2.3.20 Inserted, vice captains Removed
1.4	November 2019	Kirsten Campbell Breakers Committee		Major overhaul of policy as volunteer agreement part of membership application and changes from CoJ to WestSwim
1.5	February 2021	Kirsten Campbell Breakers Committee		Additional information on Target meets included.
1.6	7/09/21	Kirsten Campbell, Breakers Committee		Reformatted to go into one policy handbook.
Policy Name: Relay Selection Policy				
Version	Date	Author	Approver	Comments

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1.1	01/05/2010	Eric Smith	Breakers Committee	Created for 2010 State Long Course Championships
1.2	03/08/2010	Eric Smith	Breakers Committee	Amended after presenting draft to June Committee Meeting
1.3	19/06/2012	Jennifer Jones	President	New Logo
1.3	03/05/2013	Jennifer Jones	Breakers Committee	Policy Review 2.1.2 amended. Policy adapted throughout to incorporate team selection as well as relay selection.
1.5	December 2013	Jennifer Jones	Breakers Committee	Policy reviewed and numerous amendments in main eligibility and state and national selection criteria and feedback process.
1.6	May 2014	Jennifer Jones	Breakers Committee	Policy reviewed and amended state and national relays – notification of availability; selections made after IQ determined. Nat relays amended in relation to visitors.
1.7	November 2016	Campbell Anderson	Breakers Committee	Policy reviewed and amended state and national relays, targeted and non-targeted meets
1.8 draft	October 2017	Jen Jones/ Campbell Anderson		Policy reviewed, added open water nationals and swimmers who train at other clubs
1.9	7/11/21	Kirsten Campbell/Campbell Anderson	Breakers Committee	Policy reviewed, titles updated and some minor rewording. Reformatting to go into single policy document

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Policy Name: Social Media Policy				
Version	Date	Author	Approver	Comments
1.1	10/05/12	Jennifer Jones	Breakers Committee	Initial proposal
1.2	19/06/12	Jennifer Jones	President	New Logo
1.3	30/11/13	Jennifer Jones	Breakers Committee	Amendments to 4.1 general rules. Committee and coaches' activity on social media with athletes in line with SAL guidelines
1.4	05/07/19	Andrew Weston	Breakers Committee	Amendments to 3.1 general rules - inclusion of Swimming WA best practice for the use of social media and electronic communication. General update to forms of social media used in line with current day use.
1.5	9/09/21	Kirsten Campbell	Breakers Committee	Reformatting to combine into policy handbook.
Policy Name: Private Lesson Policy				
Version	Date	Author	Approver	Comments
1.0	01/11/16	Helen Hull	Breakers Committee	Initial policy which formed part of the club rules

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1.2	04/01/2018	Sonia Knox	Breakers Committee	Updated policy to align with club rules, coach contracts and process changes
1.3	10/01/2018	Sonia Knox	Breakers Committee	Updated section 4 skills and race preparation session for online booking
1.4	24/07/2019	Sonia Knox	Breakers Committee	Removed sections on swim prep, casual sessions,
1.5	27/11/2019	Sonia Knox	Breakers Committee	Update with approved 2020 fees
1.6	9/09/2021	Kirsten Campbell	Breakers Committee	Reformatting to make into one policy document.

Policy Name: Nationals and Travelling Team Policy

Version	Date	Author	Approver	Comments
1.1	28/07/11	Eric Smith	Breakers Committee	Initial policy which formed part of the club rules
1.2	00/10/2011	Jennifer Jones	Breakers Committee	Policy changed.
1.3	19/06/12	Jennifer Jones	President	New logo updated
1.4	20/09/12	Jennifer Jones	Breakers Committee	Changes to policy as per motions passed at committee meeting sections 3.2 removed (requirement to remain with club for 12 months), 2.5 amended (transfers only with travelling team), 2.4 increase from 20 to 30% swim

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				meet proceeds and definition.
1.5	Dec 2012	Jennifer Jones	Breakers Committee	Changes to policy as per motions passed at committee meeting sections 1.2 definition and contribution to fundraising added, 2.3 cost to exclude coaching expense, 2.4 typing error, 2.5 Miscellaneous expenses included
1.6	Jan 2013	Jennifer Jones	Breakers Committee	Changes to policy as per motions passed by email vote -sections 2.1 point 8 added relating to subsequent national uniforms, 2.3 changes to open water national funding.
1.7	July 2013	Jennifer Jones	Breakers Committee	Changes made to policy as per motion: General Information – Club Guardian and Team Manager
1.8	July 2013	Jennifer Jones	Breakers Committee	Changes made to policy as per motion: <ul style="list-style-type: none"> • National only fundraising • National expenditure
1.9	14 Dec 2013	Jennifer Jones	Breakers Committee	Selection panel defined, coach's role defined, nomination process added, and policy name change.

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1.10	June 2014	Jennifer Jones	Breakers Committee	Changes to 2.6.2 unaccompanied athletes
1.10	July 2015	Jennifer Jones	Breakers Committee	Changes to 2.5 Funding expenditure for team manager. 2.5 funding expenditure for Team Manager. 2.4 and 2.10 national fundraising.
1.10	2014-2015	Jill Pollard	Breakers Committee	Changes to 2.1 Eligibility for funding Changes 2.5 funding expenditure, carry over of funds deleted.
1.11	August 2015	Jennifer Jones as directed by President	Breakers Committee	Appendix 2, Funding Application updated. 1.2 2.5 Team manger funding. 2.4 Funding allocation, definition of national funding deleted/clarified. 3.6 requirement to stay with club deleted. 3.9 Member liaison Officer deleted from selection panel. 1.2 Funding Allocation.
1.11	August 2015	Helen Hull	Breakers Committee	2.4 Funding allocation increase of general club contribution 2.3 Open water removed and paragraph numbers updated. 1.1 amended to include both open water and pool events.
2	July 2017	Jen Jones & Sarah Greaves	Breakers Committee	Entire policy reviewed and updated in line with Best Practice and present club dynamics

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2.2				Clarification to 5.1 Management Team regarding ratio Clarity to 4.2 Eligibility, changed from financial member to annual member (full financial member)
2.3	November 2021	Kirsten Campbell	Breakers Committee	Policies updated to state that National Fundraising Activities can only occur if a Team Co-ordinator or a Team of people are available to coordinate and run this. Policies updated for 2021 Season. Policies reformatted to put into Policy handbook.