



Clovercrest Swimming Club

Membership handbook

2019/20

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Clovercrest Swimming Club  
PO Box 133  
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SA5092

Welcome to the Clovercrest Swimming Club

This member booklet has been prepared by the Club to help your family get off to a great start with the Clovercrest Team.

The Clovercrest Swimming Club is a not for profit organisation, run by a group of volunteers, offering competitive swim programs for swimmers of all abilities. The Clovercrest Swimming Club has a proud history and has been successful in local, state, national, and international competitions over the past 50 years.

By choosing Clovercrest Swimming Club you have joined one of the best swim teams in South Australia, and you have become part of a team that provides valuable life skills such as goal setting, time management, self-discipline, sportsmanship, friendship and teamwork. As a Club we aim to ensure each of our members are treated with respect and are given every possible opportunity to realise potential and achieve goals.

The Clovercrest Swimming Club Committee and Coaching Team are dedicated to the success and improvement of our team as a whole and of each individual swimmer.

We are confident you will enjoy the Clovercrest experience and wish you success in your swimming adventures.

Mark Cameron  
President

Jill Doyle  
Head Coach

Pete Smith  
Development Coach.

[Club Website](#)

[Club Facebook page](#)

# Club History

Clovercrest Swimming Club was founded in 1968 and began training at the Clovercrest State Swim Centre, Modbury North. The Club has a proud history of producing many excellent swimmers who have competed at the state, national and international levels.

There have been two Olympic representatives from Clovercrest Swimming Club Phil Rogers and Magdalena Moshi.

Phil Rogers was a member of the Clovercrest Swimming Club from the early 1980's and broke a number of club records on his way to becoming a member of the Australian Olympic Team. During the 1990 Commonwealth Games held in New Zealand Phil set club records in both the 100m and 200m Breaststroke events. Phil's first Olympics came in 1992 in Barcelona where he won a Bronze Medal in the 100m Breaststroke. In August 1993 Phil again broke the 100m and 200m Breaststroke Club records however this time his efforts had also earned him both World Record's. Phil also represented Australia at the 1996 Olympics where he was part of the 4x100m Medley Relay Team who won a Bronze Medal and the 2000 Sydney Olympics.

Magdalena, or Missy to everyone who knows her, is our most recent Olympian. Missy represented Tanzania at both the Beijing 2008 and London 2012 games and her third Olympics in 2016 in Rio. In addition Missy also represented her country at the 2015 FINA World Championships in Russia, the 2010 Commonwealth Games in Delhi and the 2014 Games held in Glasgow. Missy has this year qualified to compete at the INAS Games representing Australia, thereby becoming a dual International, a great achievement.

Clovercrest has also had a successful history at National Championships, producing many finalists and medallists.

# Coaching

## Jill Doyle – Head Coach

Jill started her swimming coaching career at the Clovercrest State Swim centre and has been coaching the Clovercrest Swimming Club since 1996. During this time Jill has coached multiple swimmers to become National Champions, has had swimmers selected to Australian Youth Squads and coached multiple swimmers to SASI squads. Jill is a Silver Licence Coach.

Jill offers Clovercrest a wealth of experience, knowledge, enthusiasm and passion. Her coaching philosophy is built upon passing on her experience and passion onto swimmers and developing each swimmers talent to its fullest potential.

## Pete Smith – Development Coach

Pete started his swimming career as a Clovercrest Swimmer in the 1980s and has since been a dedicated swim coach at both Golden Grove State Swim and Tea Tree Gully Swimming Club. Pete has a passion for helping younger swimmers achieve their goals. He is excited to be back home and to guiding the next generation of Clovercrest Swimmers to reach their full potential. Pete is a Bronze licence coach.

A swimmer and parent must trust and respect the coaching team's ability to make an athlete the best they can be. At the same time a coach must trust and respect decisions of parents to do what is in the best interests of their child or for that child to decide for themselves.

Our goal is to create relationships and an environment where parents and swimmers feel comfortable approaching our coach to ask questions or voice their concerns. However there are a few requests with regard to this:

- Any concerns relating to coaching or swimming should be taken up with your coach via phone, email or pre-arranged meeting;
- Any face-to-face meeting should first be arranged by phone or email;
- No discussions or meetings will take place on pool deck while a training session is in progress;
- If a matter remains unresolved, it should be referred to the Club President.

# Squad Structures

## Junior / Development Squad

This squad is designed for younger swimmers who are looking to advance from learn to swim to competitive swimming. In this squad you will develop your ability in the four swimming strokes, dive starts and turns. As a member of the Development Squad you will be encouraged to attend club time trials, carnivals and Swimming SA JX meets.

Requirements	Sessions per week	Cost
<ul style="list-style-type: none"><li>Ability to swim Breaststroke</li></ul>	1-2	\$95 per month

## Development Squad

This squad is designed for swimmers who see competition as an integral part of their development in the sport. In this squad you will begin to use the pace clock and will be continuing to develop your competitive swimming technique. As a member of the Junior Beginner Squad you will continue to attend club time trials, carnivals and Swimming SA Junior League meets.

Requirements	Sessions per week	Cost
<ul style="list-style-type: none"><li>Swim 50 metres of each stroke in a combined total of less than 216 seconds</li></ul>	1-2	\$95 per month

## Development Squad Level 2

This squad is designed for swimmers 11 years of age and older or younger swimmers who have achieved the time requirement. In this squad you will continue to develop your competitive swimming technique and you will be introduced to morning training sessions. There will be a greater emphasis on endurance and competitive skills and you will be aiming for State Championship Qualifying times.

Requirements	Sessions per week	Cost
<ul style="list-style-type: none"><li>11 years of age or older OR</li><li>Swim 50 metres of each stroke in a combined total of less than 193 seconds</li></ul>	3-4	\$135

## State Squad

This squad is designed for swimmers who have achieved State Qualifying times and are

seeking National Age Qualifying times. In this squad you will be swimming on average 4000m per session.

Requirements	Sessions per week	Cost
<ul style="list-style-type: none"><li>• State Qualifying time</li></ul>	5-6	\$175 per month

### **National Squad.**

This squad is designed for swimmers who have shown a commitment to competitive swimming and an ability to reach National Age Qualifying times. In this squad you will be swimming on average 5000m per session.

Requirements	Sessions per week	Cost
<ul style="list-style-type: none"><li>• Coach invitation</li></ul>	7-10	\$190 per month

## **Memberships**

The membership season runs from October – September and swimmers under 18 years require a parent to become a club member.

A membership allows swimmers to swim at events throughout South Australia from individual club carnivals to State Championships. It also gives you an opportunity to qualify for Australian Championships. Our memberships are all detailed on the Club Website.

Members are encouraged to participate in Club Time Trials, the Club Carnival and Social Events and will be invited to the Annual Presentation Awards.

## **Club Uniforms**

It is generally acknowledged that people like to be identified as belonging to a successful group therefore the wearing of club uniform is a way by which our members receive that identification. In addition to the benefits gained by the individual from wearing the club uniform, the club can also gain benefits from the support of sponsors.

For sponsors to receive an appropriate degree of exposure it is essential the success of our swimmers is associated to the club. Therefore it is expected that all club swimmers purchase and wear a club shirt and a club swim cap when competing at swimming meets.

Any uniform purchases can be made through our website at <https://csc.orders.net.au/> .

# Mandated Officials

As an affiliated member of Swimming SA the Clovercrest Swimming Club is required to abide by the Swimming SA mandated officials policy. The policy requires each competing club to provide volunteer officials to all Swimming SA run meets; State Championships, Performance and Development Meets.

Swimming SA notifies each club of the number of required officials a couple of days prior to their event. The number of officials is calculated on the number of swimmers competing therefore the greater number of swimmers we have competing in the event the greater number of officials we are required to provide.

Our Nominations Officer will review the roster and our competitors and will then ask someone to volunteer as an official. Once a member of the club has become an accredited Swimming Australia Official with two accreditations they will be entitled free admission at events where acting as an official. If you are unwilling to volunteer as an official then we ask that you do not nominate to swim at these meets.

By becoming an accredited official with two accreditations you gain free entry when officiating at Swim SA events and are entitled to Free membership of Swim SA.

Please speak to one of the committee members if you are interested in taking the qualifications these are done via online courses and a practical assessment carried out by Swim SA Officials at an Official Swim SA Event during the year.



# Competitions

Clovercrest Swimming Club encourages all members to attend open carnivals and Swimming SA meets. Competing at swimming meets fosters team spirit, provides a sense of belonging and gives athletes the opportunity to achieve personal goals.

Our Head Coach will regularly inform swimmers individually, or most commonly as squads, which meets swimmers should attend or which meets are appropriate for their level.

It is important that members (swimmers and parents) are thinking ahead for what qualifying times are required to participate at different meets. Plan for the season in advance with regard to not only what meets to enter but what events to swim.

The Coach will provide assistance in determining which specific events should be targeted for qualification for major meets such as State or National Championships.

All meets and information regarding events for each swimming year are listed in the Swimming SA Handbook of Events. The handbook can be purchased at the beginning of each season through the club or is available through the Swimming SA website and Swim Central under the Events Tab.

The competition structure in South Australia is tiered on both age and time standards. The structure can be summarized below;

- State Championships (All ages + strict qualifying times required)
- Division 1(12&O to Opens + strict qualifying times required)
- Development (12&O + no qualifying times required)
- Club level meets (All ages + no qualifying times)

Information about all swim meets in South Australia is available on the Swimming SA website under Events at <http://sa.swimming.org.au/>

It is important to read the event information, including qualifying times required for each individual meet, as there will be different qualifying times and age restrictions.

Only approved Qualifying Meets maybe used for gaining qualifying times (All Division 1, Division 2 and Junior League meets are recognised Qualifying Meets. Only some club level meets are Qualifying Meets).

Short Course times (25m pools) may not be used as qualifying times for Long Course meets (50m pools). Qualifying times generally have to be swum in the previous 12 months of the meet the swimmer is wishing to enter.

Split times from relay swims or other individual events are generally not used. However there are exceptions, so please check with our Head Coach or our Nominations Officer prior to the meet if you are wishing to use a split as a qualifying time.

# Nominations

At the start of each season our Nominations Officer will send out an email of meet dates for the coming season All meets are 'online meet entry' you will need to complete the nominations process yourself. To nominate for meets:

1. Log on to the Swimming SA website <http://sa.swimming.org.au/page.php?id=258> and select the 'Calendar of Events'; or via Swim Central.
2. Select the meet you want to enter and follow the prompts. You will need your User ID and Password. If you have forgotten these details then contact the Club Registrar;
3. After you have made your payment you can confirm you are entered by going back to the meet and selecting the list of competitors.

Reminders for upcoming event nominations can be found on the Clovercrest Facebook page <https://www.facebook.com/ClovercrestSwimmingClub>.

Additional information will also be published on the Team App.

## Team Managers

We have developed a Team Manager policy to ensure all swimmers have an adult that will act on their behalf and look after them for the duration of the meet. No swimmer is to be left unattended.

The Team Manager is selected for each meet by the Nominations Officer on a roster system which each family will be rotated through. You will be notified by email if you are the Team Manager.

Adult non-swimming members must hold a current Police Clearance. A Police clearance is free and the process can be started here <http://sa.swimming.org.au/page.php?id=153>. These are current for 3 years and need to be renewed after this period.

### **Duties pre-Swimming SA Meets:**

1. Once email has been received to notify you that you will be team manager log on to Swimming SA website and register as Team Manager;
2. To register online, go to the Events Calendar then click on the Swimming SA Event that you are team manager for and click on Team Manager Registration and follow the prompts – this will give you a free program for the day. If it is a multi-day event the program will need to be passed along to the next Team Manager;
3. Upon entry to the event (SWIM SA ONLY) you will sign in and receive your Free entry accreditation.

**Duties pre-club carnivals:**

1. If the Club Carnival is an outdoor meet it is the responsibility of the Team Manager to ensure there will be enough shade available. The Club own various shades that are kept at Clovercrest State Swim and access can be arranged via Club Secretary Veronica Lee.
2. Organise a time keeping roster. Normally one member from each family time keeps for an hour, with those swimming in later events time keeping later in the day;

**On the day duties:**

1. Attend pre-race team managers meeting;
2. Make sure all swimmers go to marshalling on time;
3. Approach the event referee if there are any concerns or problems during the meet e.g. a dispute or disqualification;
4. Stay until the last Clovercrest swimmer has finished swimming or all official duties have been completed i.e. time keeping.

# Club Time Trials

To encourage our swimmers to practice and improve their racing skills we continue to hold time trial nights at the Clovercrest State Swim pool. Time trials are an opportunity for swimmers and their families to get to know one another in a relaxed setting. Parents are required to attend with their children, and are expected to offer their services when required. Our more experienced parents and club officials will provide on the job training and guidance.

Club time trials generally take place once a month, on a Friday, and a program of events is produced prior to the start of each season. The program aims to provide a fair mixture of swims during the season and all swimmers are allowed to choose a maximum of 3 swims per time trial. Warm ups start at 7pm and nominations must be provided by 7.10pm so that racing can start at 7.30pm.

Swimmers achieve a Progress Card for every personal best time they record after their first recorded time for each stroke and distance. This gives swimmers an incentive to improve their own times as medals are awarded on the following basis:

BRONZE MEDAL for 20 PROGRESS CARDS

SILVER MEDAL for 40 PROGRESS CARDS

GOLD MEDAL for 60 PROGRESS CARDS

On achievement of each medal, swimmers will be acknowledged and presented their medal in front of their team-mates and families at a subsequent Club Time Trial night. Progress Card trophies will be awarded at the achievement of 100,200, and 300 progress cards.

As a further incentive to continue to improve we have created a set of standard achievement times. To pass up a group you must achieve the freestyle time twice. Plus two of the form strokes twice and have made a reasonable attempt at the fourth stroke.

Time Trials Progression Times			
From Group 5 - 4		From Group 1 – Top 1 (Girls)	
50 Free	55	100 Free	1.09
50 Back	1.00	100 Back	1.20
50 Breast	1.10	100 Breast	1.30
50 Fly	1.10	100 Fly	1.20
Or 25 Fly	35		
From Group 4 - 3		From Top 1 – Badge / Bar (Girls)	
100 Free	1.50	100 Free	1.07
50 Back	55	100 Back	1.18
50 Breast	1.00	100 Breast	1.28
50 Fly	1.05	100 Fly	1.18
From Group 3 – 2		From Group 1 – Top 1 (Boys)	
100 Free	1.30	100 Free	1.04

100 Back	1.40	100 Back	1.16
100 Breast	1.50	100 Breast	1.25
100 Fly	1.50	100 Fly	1.15
<b>From Group 2 – 1</b>		<b>From Top 1 – Badge / Bar (Boys)</b>	
100 Free	1.14	100 Free	1.02
100 Back	1.30	100 Back	1.14
100 Breast	1.35	100 Breast	1.23
100 Fly	1.30	100 Fly	1.13

## Behavioural Guidelines

Clovercrest Swimming Club has developed a set of behavioural guidelines which aims to ensure that:

- Our core values, good reputation and positive behaviours and attitudes are maintained.
- Clovercrest Swimming Club promotes the following behavioural guidelines to all people involved in Clovercrest Swimming Club in any way, particularly those responsible for activities involving members less than 18 years of age.

These behavioural guidelines highlight the principles and values of not only Clovercrest Swimming Club but also Swimming Australia and the core principles of the Member Welfare and Child Welfare Policies.

- All members are to be treated fairly.
- All athletes have the right to swim without discrimination, bullying, harassment and/or prejudice due to :
  - Age
  - Race
  - Religion
  - Gender
  - Disability
  - Ability

to the best of their ability.

- Clovercrest Swimming Club expects high standards of behaviour from all its members. At every level of swimming, the principles of fairness, respect, responsibility and safety should be maintained.

**FAIRNESS;** Operating within the spirit of the rules, never taking an unfair advantage and making informed and honourable decisions at all times.

**RESPECT;** Recognising the contribution that people make to swimming, treating them with dignity and consideration, as well as caring for the facilities, property and equipment they use.

RESPONSIBILITY; Taking responsibility for one's actions and being a positive role model at all times.

SAFETY; Encouraging healthy and safe procedures, preventing and reporting dangerous behaviour, while demonstrating concern for others.

#### EXPECTATIONS OF ALL MEMBERS:

- Respect the rights, dignity and worth of others.
- Be ethical, considerate, fair and honest in all dealings with other people and organisations.
- Be professional in, and accept responsibility for your actions.
- Be aware of Swimming Australia's / Swimming SA's standard rules and policies ([Policies](#))
- Operate within the rules and spirit of the sport, including national and international guidelines that govern Swimming Australia
- Refrain from any form of abuse towards others whether: physical, emotional, verbal or neglect.
- Refrain from any form of harassment towards others:

*Harassment is any type of behaviour that the other person does not want, that is offensive, abusive, belittling or threatening, is unwelcome and of a type that a reasonable person would recognise as unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.*

- Harassment includes Bullying:

*Bullying means any form of taunting or aggression with the intent to cause harm to the victim. It may be physical or emotional. Bullying can occur: in person, by email, SMS, social media such as Facebook or other means.*

- Refrain from any form of discrimination towards others which can include but is not limited to harassment:

*Discrimination means treating, proposing to treat or requesting, assisting, instructing or encouraging another person to treat a person less favourable than someone else on the basis of an attribute or personal characteristic they have.*

- Refrain from any form of victimisation towards others.
- Provide a safe environment for the conduct of activities in accordance with any Swimming Australia policy.
- Our behavioural guidelines requires that any person who knows or reasonably suspects that a Child is or has been the victim of Child Abuse by someone involved in or related to swimming MUST report it immediately to the Police and the Clovercrest Swimming Club's Child and Member Protection Officer.
- Show concern and caution towards others that may be sick or injured.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnicity, cultural background or religion.

- Be a positive role model.

The above guidelines identify the general behaviour expectations of the Clovercrest Swimming Club and are extracted from the full behavioural guidelines document. All members are required to read our full behavioural guidelines document which can be found here [Behavioural Guidelines](#) and provide an acknowledgement they will abide by the guidelines.

## Complaints and Grievance procedures

(a) Resolution process of members conduct through informal and formal intervention.

### **Self Help and Informal intervention**

Clovercrest Club Members are encouraged to use the informal resolution process first. If complainants feel able to deal with the problem themselves they should be encouraged to:

1. Tell the person exactly what behaviour is offensive and ask for it to stop.
2. Write to the person advising that a formal complaint may be lodged if the behaviour does not stop.

Where, after discussion, complainants feel too uncomfortable or intimidated to confront the problem alone, they can request the Member Protection Officer to intervene on their behalf to:

- Seek a mediated resolution.

If the complaint is not satisfactorily resolved then there is the option of formal complaint.

### **Formal intervention**

The Member Protection Officer assisting with a formal complaint will take the following actions:

1. Ensure the complainant lodges the complaint in writing.
2. Obtain full details of the complaint including:
  - Name of complainant
  - A description of the breach in policy or procedure including time, date, and location
  - Name/s of the accused person/s
  - Names of any witnesses
  - Any previous action to attempt to resolve the behaviour
  - What, if any action is being sought
3. Conduct an independent investigation and make appropriate recommendations. If the breach is considered to be too serious to follow the formal process the matter can be brought before the full Management Committee to consider what action to take.
4. Provide the accused person with a written copy of the complaint.

Where a Clovercrest member has been found guilty of a breach of any of the Clovercrest Club Policies they shall be given their first verbal warning. A subsequent breach will result in a written warning informing the accused of the complaint. Any subsequent breach will result in the member being required to present to the Clovercrest Management Committee any explanation they may have to such a charge. The Committee will then make a determination which could lead to a fine, suspension or cessation of membership.

If any member breaches the Swimming SA Code of Conduct or Member Welfare Policy the Clovercrest Management Committee may suspend the member until investigations are complete.









