

South Lake Dolphins Swimming Club



Policies Manual

August 2021

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1.0 SLD POLICY CONTROL

This Policy Manual and the associated policies are controlled in the following manner:

- 1.1 All policies are decided upon by the committee and do not require a general meeting to be altered.
- 1.2 If the committee does not follow a policy, the committee must decide whether the departure is a variation of policy or a change in the policy.
- 1.3 A departure from policy should contain the reasons for such departure and be documented in the SLD committee minutes.
- 1.4 If there is a change in the policy the policy manual should be updated, so there is consistency in future decision making from the committee.
- 1.5 All SLD policies will be reviewed on an annual basis and presented to the first committee meeting after the Annual General Meeting

Policy Reviews and Amendments

Section	Brief Details of Amendment	Authorised By	Date of Review
ALL	Full review of Policy document		August 2021

2.0 GLOSSARY OF TERMS

Term	Meaning
Club Championship	Refers to designated swims at Club Nights through each season. For these swims, swimmers gain points towards the Club Champion Awards
Club Night	Refers to any South Lake Dolphins club based swim event, no matter what time of day, or day of the week it is held.
Club Functions	Any South Lake Dolphins sanctioned club event, such as Christmas parties, presentation events or Club Nights
General Finances	Refers to the financial dealings of SLD that are not linked to the Training Account or coaches pay and conditions
Governing Body	Refers to Swimming Western Australia (SWA) or Swimming Australia (SAL) whichever is stated in the clause
Parents/Guardian	Refers to the adults who have parental control over the swimmer. This includes legal guardians and parents by de facto
SLD or Club or The Club	Refers to South Lake Dolphins Swimming Club Inc
Summer Season	Generally from 1 st October in any year to 31 st March in the following year. In any season, the dates may change slightly as defined by SLD or any Governing Body
Swim Meet	Any Swim Meet attended by SLD swimmers, whether a targeted meet or not. Even if an SLD coach is not in attendance
Training Fees	Monthly fee paid to SLD for receipt of coaching and training at squad training sessions
Winter Season	Generally 1 st April in any year to 30 th September in the same year. In any season, the dates may change slightly as defined by SLD or any Governing Body
Written Record/Notice/Request	When a written record/notice/request is referred to, an electronic version is permitted, unless otherwise indicated

3.0 DUTY OF CARE

- 3.1 All Parents/Guardians are responsible for the safety of their own children at Club Functions and at all Swim Meets. If Parents/Guardians cannot attend a Club Function or Swim Meet, they need to arrange for a specific person to be responsible for the safety and discipline of their children. At least one Parent/Guardian or representative must attend Club Night for timekeeping or other duties. See Club Night policy
- 3.2 Under no circumstances should a swimmer be left at a Club Function or Swim Meet unsupervised. Parents/Guardians will be contacted to collect swimmers left unsupervised at a Club Function or Swim Meet should other arrangements not be in place.

4.0 TROPHIES AND RECORDS

Separate trophies shall be awarded for the Summer Season and Winter Season. The purpose of the two seasons is to give swimmers the opportunity to win age awards as swimmers move between age groups in those seasons.

Full details of the awards are available in the SLD Trophies and Awards Guidelines. Reviewed very year.

4.1 All trophy winners must be members of the club at the age update.

4.2 Age updates will be

4.2.1 Summer – 1st April

4.2.2 Winter – 1st October

4.3 Awards given are:

- Club PB's Awards (Lyn Kapor (male) Award, Nina Trapp (female) Award)
- Senior (age 14 & over) Club Points Champion and runner up
- Intermediate (11 – 13) Club Points Champion and runner up
- Junior (10 and under) Club Points Champion and runner up
- Coaches Awards, previously known as Most Improved Swimmer Award
- Janet Tindall Award (male)
- Janet Tindall Award (female)
- Best club member

In the event in a tie for awards joint winners/runners up shall be awarded

4.3.1 When awarded, points will be awarded for Club Championship swims ONLY, at Club Nights as follows:

1 st – 10 points	2 nd – 8 points	3 rd – 6 points	4 th – 5 points
5 th – 4 points	6 th – 3 points	7 th – 2 points	8 th – 1 point

4.4 Overall PB champion and runner up (one male and one female only)

4.4.1 Awarded to the swimmer who achieves the highest number of personal bests at Club Nights and Targeted Meets through each season

4.4.1.1 For clarification. State Championships are NOT included in the counting of personal bests in 4.4.1

4.5 Coaches Awards

4.5.1 The coaches of the club select recipients of this award each Summer Season and each Winter Season.

4.5.1.1 Criteria for the award include, but are not limited to: motivation, dedication, resilience, attitude, teamwork, coachability, displaying SLD values.

4.5.1.2 The coach responsible for awarding the award shall write a short summary of why each award is awarded. This will be read out at presentation.

4.6 Best Club Member

4.6.1 Shall be voted on by the current committee at the end of each season.

4.6.1.1 Committee members shall each issue 3 votes, 2 votes and 1 vote for the person they believe deserves the award for their services to SLD during the previous season.

4.6.1.2 Swimmers, committee members and all other volunteers or members are eligible to be voted for.

4.7 Janet Tindal Achievement Awards

4.7.1 The Janet Tindall Achievement Award shall be awarded to SLD members who display the club values in his/her interactions, behaviour and attitude at Club Functions and away from the club.

4.7.2 Nominations may be received from anyone involved with SLD, at any time and shall be collated by the Secretary.

4.7.3 All nominations received shall be reviewed at the final committee meeting before the awards are awarded and the committee shall decide on the winner by means of a vote.

4.7.3.1 In the event of the vote being tied, joint award winners shall be awarded

4.8 Committee Discretion

4.8.1 The committee may, at their discretion adjust the criteria for awards in any season, providing the following is adhered to:

4.8.1.1 There is valid and documented reason for the changing of the award(s) criteria.

4.8.1.2 The decision is voted in by a majority at a committee meeting and minuted in the committee minutes.

4.8.1.3 The decision is communicated to the membership.

4.9 Records

4.9.1 Club Policy must be followed to ensure records are valid.

4.9.2 A swimmer cannot break an Open record at Club Night.

4.9.3 A swimmer cannot break an Open record at a Swim Meet, unless they are swimming in an Open event.

4.9.4 A swimmer can break an Age record when swimming in an Open event.

4.9.5 The first leg in a disqualified relay is not a record.

4.9.6 A swimmer who equals exactly an existing record shall share that record.

4.9.7 Records shall be reviewed and updated at least on a seasonal basis

5.0 RELAY SELECTION POLICY

The selection of relays is to be done in the best interests of the club. All selections shall comply with competition entry restrictions and be at the discretion of the SLD coaches.

5.1 Selection of swimmers

5.1.1 Selection for relays shall be decided by SLD coach/coaches. Should there be no coach/coaches available and a change to a relay team be required, it may be done by any member of the committee. The committee member shall take reasonable steps to contact an SLD coach/coaches for consultancy. Should this not be achievable in the required time frame, any committee member may make a necessary change to the relay team.

5.1.2 Selection criteria for consideration (This list is not exhaustive)

5.1.2.1 Current times being swum;

5.1.2.2 Times swum at a meet on the day of the relay;

5.1.2.2.1 If this is the case, swimmers and their Parents/Guardians should be informed prior to the meet that this will be the method of selection.

5.1.2.3 Workload of swimmers in attendance.

5.1.3 Swimmers should only swim in older age groups if either:

5.1.3.1 The times of the younger swimmer are significantly faster than the older swimmer; or

5.1.3.2 There are insufficient older swimmers.

5.2 Number of teams entered:

5.2.1 At State events the fastest team is to be given preference.

5.2.2 At other events swims may be spread around the body of the swimmers present, depending on the level of competition.

5.2.3 Relay selection should not necessarily be designed to give all swimmers at a meet a swim, but to provide competitive teams in the relevant age groups

5.3 The final decision on the selection of relay teams is with the coaches.

5.4 Members are entitled to question relay selections providing they are done in a courteous manner. Any formal complaints shall be directed to the President via the process set out in the Communication Policy.

5.5 SLD will pay for relays held at club-sanctioned events only.

N.B. Criteria for selection of relays are intentionally loose, to allow for some degree of discretion during selection.

6.0 CODE OF CONDUCT AND COMPLAINTS

- 6.1 The Code of Conduct is set out in the SLD Code of Conduct document.
- 6.2 A complaint can be made regarding an act, behaviour, omission, situation or decision that someone believes is a breach of policy.
- 6.3 Complaints may be received verbally or by Written Record.
- 6.4 All complaints made shall be dealt with in conjunction with Clause 9.10 of the SLD Code of Conduct.

7.0 CLUB FINANCES

- 7.1 The club will maintain the following separate accounts
 - 7.1.1 Training fee account
 - 7.1.2 General Finances account (associated with the running of the club)
- 7.2 General Finances Account:
These funds will include all fundraising, membership fees, donations, sponsorship and all sources of revenue other than training fees.
- 7.3 These funds are to be spent for the benefit of club members and should not be accumulated for the benefit of future members.
- 7.4 Travel expenses: Please refer to Travel Fund Policy for explanation and travel allocation breakdown
- 7.5 Training Fees
 - 7.5.1 Unless arranged with the Treasurer and authorised by the President, all fees shall be paid by direct debit.
 - 7.5.2 The SLD Treasurer will generate an invoice and distribute to members each month. All invoices should be paid within 14 days of distribution.
 - 7.5.3 Swimmers are invoiced at the beginning of the month for the coming month. (Example of 7.5.3: Invoices raised on 1st March are for the full month of March.)
 - 7.5.4 Non-payment of training fees may result in the swimmer being refused access to training by the SLD coaches until the fees are paid or arrangement has been made with the treasurer (see Debt Policy)
 - 7.5.5 Training Fees will be charged regardless of swimmers' attendance. The only exceptions are where written notice has been given to both the treasurer and the coach of a prolonged absence of three (3) or more weeks through injury, illness or family commitments.
 - 7.5.6 Waiver of fees for families in financial difficulties

7.5.6.1 Upon written notice being received by the treasurer, families with financial difficulties can request a waiver of training fees for up to three (3) months.

7.5.6.2 This waiver shall be assessed on a case by case situation and shall be approved by committee prior to the waiver.

7.6 Debt Policy

7.6.1 All previous season debts must be paid prior to registration with SLD for the subsequent season. If there are special circumstances, an extended period to make payment may be negotiated at a meeting with the treasurer and/or President and/or another committee member. (For clarity, any such meeting must have either President or Treasurer present. In addition, another member of the committee must also be present. This can be the President and the Treasurer). Following this meeting, a proposal shall be made to the President for his/her final approval. There shall be no right to appeal the President's decision.

7.6.2 If a swimmer leaves the club with any debts outstanding the committee shall:

7.6.2.1 Not sign any transfer papers with respect to the swimmer to any club;

7.6.2.2 All amounts to be written off must be presented to the committee for approval;

7.6.2.3 Any debts written off are to be maintained on a bad debts register and the member shall not be eligible to re-join the club at a later date, unless specifically agreed to by the committee and all previous bad debts are repaid in full;

7.6.2.4 The committee may approve whatever action is required for the recovery of the debt.

7.7 Travel Funds:

7.7.1 Policy period: This policy will be in place for one year. This policy shall be reviewed annually during the first SLD Committee meeting to be held after the end of the SLD financial year.

7.7.2 The SLD committee must take into consideration the clubs annual financial business plan and current financial position when allocating funds under this policy. That is, funds must be apportioned in an appropriate manner.

7.7.3 Effective Date: The current effective date of this policy is 1st September 2021. This policy was endorsed in its entirety at the SLD committee meeting held on 26th August 2021 and will cover any travel for coaches and swimmers thereafter.

7.8 Coaches Travel Fund:

7.8.1 Country Swim Meets: To enable the Head Coach and/or Coaches to travel to country Swim Meets within Western Australia, full reasonable expenses for travel and accommodation shall be paid by SLD.

7.8.2 Consultation with the President, or nominated representative, to discuss expectation of reasonable travel and accommodation expenditure is required prior to any booking being made. Failure to consult with the President or nominated

representative may result in SLD not fully reimbursing the coaches travel and accommodation expenses.

- 7.8.3 The coach shall present receipts as proof of expenditure.
 - 7.8.3.1 To be eligible for travel funds to be allocated under this section the Head Coach/Coaches must be accompanying and coaching SLD swimmer(s) competing at a country Swim Meet within Western Australia.
 - 7.8.3.2 For there to be more than one (1) SLD coach in attendance, multiple SLD swimmers must be in attendance at the country Swim Meet within Western Australia. The final decision on the number of coaches attending country Swim Meet within Western Australia lies with the SLD Committee.
 - 7.8.3.3 A daily allowance of \$100 per full day and \$50 per part day of more than four (4) hrs shall also be payable.
- 7.8.4 Interstate National Swim Meets: To enable the Head Coach and/or Coaches to travel to interstate national Swim Meets, full expenses for travel and accommodation shall be paid by SLD.
- 7.8.5 Consultation with the President, or nominated representative, to discuss expectation of reasonable travel and accommodation expenditure is required prior to any booking being made. Failure to consult with the President or nominated representative may result in SLD not fully reimbursing the coach's travel and accommodation expenses.
- 7.8.6 The coach shall present receipts as proof of expenditure.
 - 7.8.6.1 To be eligible for travel funds to be allocated under this section the Head Coach/Coaches must be accompanying and coaching SLD swimmer(s) competing at an interstate national Swim Meet.
 - 7.8.6.2 For there to be more than one (1) SLD coach in attendance, multiple SLD swimmers must be in attendance at the interstate national Swim Meet. The final decision on the number of coaches attending an interstate national Swim Meet lies with the SLD Committee.
 - 7.8.6.3 A daily allowance of \$100 per full day and \$50 per part day (travel day) of more than four (4) hrs shall also be payable.
- 7.8.7 Targeted Meet Payments for Assistant Coaches: Assistant coaches that are nominated to attend Targeted Meets shall be paid their normally hourly rate to attend.

7.9 Swimmers Travel Fund

- 7.9.1 National Swim Meets (including National Open Water Championships): When a swimmer achieves a national qualifying time and is eligible to compete at a national Swim Meet, they will receive a standard letter congratulating them on their achievement. Should the meet be interstate, they will also receive an SLD Travel Assistance Pack. The SLD Travel Assistance Pack will contain:
 - 7.9.1.1 An SLD Travel Assistance Grant Application form;
 - 7.9.1.2 Information surrounding sporting travel grants;
 - 7.9.1.3 Potential fundraising ideas.

- 7.9.2 SLD Travel Assistance Grant: To be eligible for an SLD Travel Assistance Grant, to assist a swimmer to compete at an interstate national Swim Meet (on a competitive basis), the swimmer must be a financial member of SLD (As per SLD constitution), be up to date in their training fees or any other debts, and must have attended at least 75% of scheduled SLD Club Nights in the previous calendar year before their Travel Assistance Grant application was submitted, unless otherwise authorised by the SLD President in consultation with the swimmer's coach.
- 7.9.2.1 On completion of the SLD Travel Assistance Grant application form it should be forwarded to the Secretary and shall be reviewed at the next SLD committee meeting.
- 7.9.2.2 On approval of the SLD Travel Assistance Grant application, the swimmer will then be eligible to receive the SLD Travel Assistance Fund allocation as determined by the SLD committee each year.
- 7.9.2.3 Assistance with SLD fundraising is a pre-requisite for this funding.
- 7.9.2.4 Swimmers receiving SLD Travel Assistance Fund will be required to remain with the club for a period of six (6) months after the national Swim Meet the swimmer competed at. Failure to do so will require the swimmer to refund any SLD travel funding for that national Swim Meet.
- 7.9.2.5 The SLD Travel Assistance Fund allocation under 7.9 is to be decided by the committee on each occasion.
- 7.9.3 National Swim Meets Held in Western Australia: Where the national Swim Meet is held within Western Australia, upon application and approval by the President and Treasurer, SLD may cover competition entry and pool entry fees for the swimmer.
- 7.9.3.1 School events do not automatically qualify under the travel fund policy. However, the SLD committee may consider these cases on a meet by meet, not swimmer by swimmer basis.
- 7.9.3.2 For any SLD swimmer competing at an interstate school event, SLD may allocate an amount not exceeding \$50 per swimmer in any one year.
- 7.9.4 SLD National Swim Meet Team:
- 7.9.4.1 Swimmers and coaches are encouraged to collaborate on all arrangements for travel and accommodation for national Swim Meets
- 7.9.4.2 Swimmers and coaches may choose to pool all allocated funds from SLD for the national Swim Meet
- 7.9.4.3 Swimmers and their families are encouraged to take part in specific national Swim Meet fundraising activities. Where practicable and reasonable, SLD shall support these efforts.
- 7.9.4.4 SLD may appoint a volunteer team manager to assist in all logistical requirements for the swimmers and coaches at national Swim Meets.
- 7.9.4.4.1 Any appointment of a volunteer team manager shall be made in consultation with all qualified swimmers, their families and the SLD committee.

8.0 CLUB NIGHT PROGRAM AND POLICY

- 8.1 The Club Night Coordinator/Committee designs the Club Night program. In preparing the program the coordinator will take into account the following:
 - 8.1.1 The wishes of the coaches
 - 8.1.2 The workload of each swimmer
 - 8.1.3 The duration of Club Night
 - 8.1.4 Different strokes and distances (with reference to SWA event restrictions)
 - 8.1.5 Opportunity to obtain qualifying times
- 8.2 Club Night will be conducted in accordance with the verified times procedures outlined by SWA.
- 8.3 The Club Night coordinator/committee may alter a program during the course of the season when required.
- 8.4 To be classified as officially timed events, each lane shall have three (3) timekeepers, unless otherwise communicated by the current SAL or SWA policy.
- 8.5 Times recorded on Club Nights, with official timing, can be used for Swim Meet entries and recording of personal bests.
- 8.6 All swimmers must have a Parents/Guardians/family representative, over 14 years old, present to participate in timekeeping and/or to offer other assistance. Unless otherwise agreed by the Club Night Coordinator/committee.
- 8.7 Swimmers can only compete if a timekeeper has been provided.
- 8.8 All SLD swimmers are encouraged to wear an SLD swim cap when competing at club nights.
- 8.9 There will be no 800 metre and 1500 metre events in the Club Night program.

9.0 SWIM MEET ENTRY POLICY

- 9.1 It is an SLD requirement that a Parent/Guardian/family representative of swimmers entered to compete at SLD Targeted Meets will assist with timekeeping or other duties assigned to SLD.
 - 9.1.1 This person must be 15 years old or over for time keeping, but maybe younger, at the discretion of the President or member of SLD committee present at the time.
 - 9.1.2 If multiple swimmers from the same family enter a Targeted Meet, the family must be prepared to undertake multiple duties, or the same duty, multiple times.
 - 9.1.3 If this role is not fulfilled by the family, or adequately managed by the family, the matter will be referred to the SLD committee.

- 9.1.4 If, whilst at an SLD Targeted Meet, a Parent/Guardian/family representative is not available or declines to undertake timekeeping or other duties assigned to SLD, the family in question may be allocated additional timekeeping or other duties assigned to SLD at the next scheduled Swim Meet in which swimmer(s) from the family in question is competing/attending. This may include local, country or State level Swim Meets.
 - 9.1.5 A Parent/Guardian/family representative may make alternative arrangements for another family to cover their allocated duties should they be unable to carry out their duties as designated, (e.g. sickness, absence)
 - 9.1.6 Parents/Guardians/family representatives who are volunteering at the meet with other duties (e.g. Technical Official) are exempt from duties assigned to SLD.
 - 9.1.7 All SLD swimmers must wear an SLD swim cap at Swim Meets.
 - 9.1.8 All swimmers under the age of 12 must be accompanied by a Parent/Guardian/family representative. This is to comply with the Royal Life Saving policy on supervision.
 - 9.1.9 If for any reason, at any time during a Targeted Meet, a child (under 18 years old) is at the venue without a Parent/Guardian/family representative present, the Parent/Guardian/family representative must inform the coach or an SLD Committee member and provide an emergency contact number.
- 9.2 State Championships
- 9.2.1 Each swimmer entering (not qualifying) their first State Championship, either summer or winter, shall be offered a "State Qualifier" shirt presented by the club. All subsequent shirts must be purchased.

10.0 ATTENDANCE AT TRAINING POLICY

- 10.1 All swimmers must attend training whenever practicable
- 10.2 Should a swimmer be unable to attend a training session, they must inform the coach by one of the following means:
 - 10.2.1 In person at the conclusion of their previous training session;
 - 10.2.2 By e-mail to the coaches SLD hosted e-mail address;
 - 10.2.3 By any other means requested by the coach;
 - 10.2.3.1 In all instances, a minimum of 60 minutes notice should be given where practicable.
- 10.3 Arriving late to training or needing to leaving training early:
 - 10.3.1 It is understood that there will be times when swimmers will be late to training or have to leave training early.
 - 10.3.2 In the event of arriving late to training, the following shall apply:
 - 10.3.2.1 Inform the coach as soon as reasonably practicable by one of the means in 10.2.1 to 10.2.3 the anticipated time of arrival and a brief outline of the reason.

- 10.3.3 In the event of needing to leave training early, the following shall apply:
 - 10.3.3.1 Inform the coach at least 30 minutes prior to the start of training by one of the means in 10.2.1 to 10.2.3, the requested time to leave training and a brief outline of the reason.

- 10.4 Training whilst ill or injured.
 - 10.4.1 In the event that a swimmer is unwell or suffering an injury, the coach must be informed either in person, or by one of the means in 10.2.1 to 10.2.3
 - 10.4.2 The coach may refuse to permit the swimmer to swim until they have been treated or assessed by a medical professional.
 - 10.4.2.1 The coach may request to view any report regarding an injury prior to resubmitting a swimmer back to training.
 - 10.4.2.2 Prior to resubmitting a swimmer to return to training, the coach must satisfy themselves that a return to training is the best option for a swimmer's health and fitness.

11.0 SQUAD SELECTION AND TRANSFER POLICY

- 11.1 Squad selections shall be implemented and communicated at the beginning of each Summer Season and Winter Season.
- 11.2 Squad selections shall be based on some or all of the following criteria (NOTE: This list is not exhaustive)
 - 11.2.1 Performance (in training and Swim Meets)
 - 11.2.2 General attitude towards swimming
 - 11.2.3 Availability to train at the training sessions of new squad
 - 11.2.4 Coachability
 - 11.2.5 Behaviour, attitude and teamwork at training and Swim Meets
 - 11.2.6 Displaying, embracing and living the SLD club values
- 11.3 No movement between squads is permitted between these times, other than by 11.3.1
 - 11.3.1 A swimmer may move squads between these times by one of the following means:
 - 11.3.1.1 A written request from the coach to the SLD committee outlining the reasons for the requested squad movement.
 - 11.3.1.2 A written request from the swimmer or their Parents/Guardians to the SLD committee outlining the reasons for the requested squad movement.
 - 11.3.1.3 In both 11.3.1.1 and 11.3.1.2, each request will be subject to a final decision of the committee.
- 11.4 Before a swimmer moves to a new squad, the following applies:
 - 11.4.1 A written invitation for squad movement shall be issued to the swimmer and/or their Parents/Guardians at least 14 days prior to the swimmer joining the new squad.
 - 11.4.2 This notice shall include training times and listed expectations of members of the new squad.

- 11.4.3 A written response to accept or decline the squad movement must be supplied at least seven days prior to any squad transfer.
- 11.4.4 In all instances, records of the correspondence must be retained by the coach and/or the secretary.

12.0 COMMUNICATION POLICY

- 12.1 The importance of effective and unambiguous communication is vital to the efficient running of SLD.
- 12.2 To promote effective communication between coaches, swimmers, Parents/Guardians, the following shall apply:
 - 12.2.1 Each squad and their Parents/Guardians shall meet with their coach for not more than 15 minutes at the start of the first training session following each school holiday period.
 - 12.2.1.1 The purpose of this meeting is to set the strategy and goals for the squad for the upcoming school term.
 - 12.2.2 Each swimmer and their Parents/Guardians may be offered the opportunity for an individual meeting with their coach at the start of each Summer Season and Winter Season.
 - 12.2.2.1 These meetings may be arranged by the committee and shall not run for more than 10 minutes.
 - 12.2.2.2 A member of the committee shall be present at these meetings if requested by any party.
 - 12.2.2.3 The purpose of these meetings is to review swimmer performances over the previous season and to set goals for the coming season
- 12.3 Should a Parents/Guardians wish to meet with a coach outside the meetings in 12.2, they must request to do so in writing via the President.
- 12.4 Informal meetings between Parents/Guardians and coaches are permitted, however any party may stop the meeting at any time and request a committee member be present.
 - 12.4.1 If a committee member is unavailable at the time, the meeting must cease and the relevant party must request a meeting as in 12.3
 - 12.4.2 No informal meeting is to be held during training times.
 - 12.4.3 Parents/Guardians are requested not to approach or speak to the coaches during training.

13.0 LIFE/HONORARY MEMBERSHIP NOMINATION POLICY

- 13.1 As per the SLD constitution clause 5.5, the committee may nominate any person to become a Life Member or an Honorary Member of the club, provided the nominee is:
 - 13.1.1 Over the age of 18 years;

- 13.1.2 Supports the purposes of the Club;
- 13.1.3 And has made a significant and meritorious (meritorious only for Life Membership) service to the Club;

14.0 HEALTHY CLUB POLICY

SLD Adopts and Promotes the Following Standards and Guidelines:

Sport Australia's Integrity in Sport:

https://www.sportaus.gov.au/integrity_in_sport/child_safe_sport/process

True Sport values and guidelines: <https://truesport.com.au/>

UNICEF's Rights of the Child: <https://www.unicef.org/child-rights-convention>

Childsafe's child safe standards: <https://www.childsafe.org.au/safety-management/safetymanagement-childsafe-standards/>

Sports Safety

SLD encourages all members to adopt safe sport practices that promote a physically, emotionally and mentally healthy environment for all members, Parents/Guardians and supporters/spectators by:

- Encouraging warm up, stretching and cool down as an important component of swimming and training.
- Providing a safe swimming environment, first aid equipment and accredited First Aiders/Sports Trainers at all training sessions and SLD Club Functions.
- Ensuring all swimmers with a prior or current injury to seek professional advice from a sports medicine professional and be fully rehabilitated before returning to swim.
- Allocating resources for developing, promoting and implementing sports safety initiatives (e.g. replacement of club safety equipment, injury prevention/first aid training for SLD personnel).
- Ensuring that sports safety is a regular agenda item at SLD Committee meetings.
- Advising swimmers, coaches, technical officials, and Parents/Guardians about the SLD Healthy Club Policy at registration and encourage them to comply with it.
- Encouraging senior swimmers, coaches, technical officials, and Parents/Guardians to be sports safety role models and to be aware of their roles and responsibilities.
- Promote the sport safety message the SLD website, posters, newsletters, brochures and over the public address system at Swim Meets.
- Providing ongoing Healthy Club Policy education for swimmers, Parents/Guardians, coaches (i.e. conduct sports medicine workshops and seminars).
- Ensuring all pool equipment is well maintained and in good working order.
- Advising swimmers to replace fluids before, during and after training and Swim Meets.

- Advising swimmers to have their own water bottle and not to share it with others.
- Considering the reasons for and appropriateness of any rules that prevent the implementation of Healthy Club Policy strategies.
- Reviewing the Healthy Club Policy annually.

Smoking, Alcohol, Drugs

Smoking, alcohol, drugs and succeeding in a sport such as swimming are not compatible. For this reason and the fact that our club is dealing with children of all ages, South Lake Dolphins Swim Club (SLD) has adopted the following policies.

Smoking

- Cockburn ARC is a smoke free venue. Smoking is not allowed on the premises.
- Most venues attended by the SLD club are smoke free. Even with the absence of signage members will treat all pool decks attended for Club Functions as smoke free areas.
- There shall be no smoking whilst wearing clubs branded uniform.
- The sale of tobacco products is not available at the Cockburn ARC, nor will the club promote the sale of these products.
- SLD encourages all members or Parents/Guardians and supporters/spectators to quit smoking.

Alcohol

- SLD promotes the responsible adult use of alcohol.
- SLD discourages the use of alcohol by anybody under the age of 18 years.
- SLD requests all SLD swimmers/Parents/Guardians and supporters/spectators who are over 18 years of age to decline any requests from swimmers or non-swimmers under 18 years of age to purchase or supply alcohol on their behalf.

Drugs

- SLD discourages the use of medications in respect of injury/recovery that would enable a participant to compete where they would not otherwise have been able. Swimmers and Parents/Guardians need to be aware of the Swimming Australia Guidelines on medications that may breach guidelines.
- The use of illicit drugs and performance enhancing drugs is not permitted by any SLD club member or Parents/Guardians.
- SLD has adopted and will be guided by the Sports Medicine Australia policy on the administration of medications by non-medical personnel.

Non-compliance with the SLD Healthy Club Policy on **smoking, alcohol** and **drugs** will be viewed as a serious matter. Members or Parents/Guardians and supporters/spectators breaching the policy will be asked to discuss the breach with the SLD committee and may be subject to the Code of Conduct procedure.

Sun Protection

The dangers of sunburn and cancer are well recognized in the community, and to this end SLD has adopted a sun protection policy for the benefit of all members and Parents/Guardians.

In implementing this policy members must realise that the best the club can do is provide facilities and encouragement to members, Parents/Guardians and supporters/spectators to adopt sun safe practices. Ultimately, it will be the member's responsibility to ensure that they take advantage of what the club has to offer.

Club Responsibilities for Sun Protection

- Where the club is planning training and/or Club Functions at outdoor venues it will endeavour to do so outside the critical times of the day (10:30 to 15:30).
- Most outdoor meets provide ample shade. If not, SLD shall organise, to the best of their ability shade for use by the SLD members and Parents/Guardians.
- The club will have available sunscreen (SPF30+) for swimmers and Parents/Guardians and supporters/spectators to use. The club shall encourage use of this sunscreen when the UV rating is forecast to be above 3.
- All coaches and committee members are role models and will set an example.

Swimmer Responsibilities

- Use the shade and other facilities provided.
- Apply sunscreen regularly.
- Wear a hat
- Wear a shirt

Healthy Eating

SLD recognizes the importance of good nutrition for sports performance by:

- Ensuring when food is provided, healthy alternatives in accordance with the Dietary Guidelines for Australian Adults are available.
- Promoting good nutrition and healthy eating messages.
- SLD coaches, committee, Parents/Guardians and supporters/spectators are expected to set appropriate examples and act as role models for junior club members.
- SLD will engage a sports nutritionist to hold sessions with SLD swimmers and Parents/Guardians.

SLD will make information available to SLD members and Parents/Guardians and supporters/spectators to promote healthy lifestyles. Anyone wishing to discuss any aspect of this policy is invited to contact any members of the SLD committee.

The SLD Healthy Club Policy will be reviewed on an annual basis and updated where appropriate.

SLD encourages all members, Parents/Guardians to refer to Sports Medicine Australia's policies and guidelines: <https://sma.org.au/resources-advice/policies-and-guidelines/>

Emergency Incidents

Club Responsibilities:

- All coaching staff shall be appropriately trained in emergency first aid and renew their certification when required.
- All coaching staff and members shall inform a member of Cockburn ARC staff as soon as practicable upon the occurrence of an emergency incident.
 - For this policy, an emergency incident is any incident deemed to be an emergency by any SLD member, coach, Parents/Guardians or any member of Cockburn ARC staff.
- Hand control of the emergency incident to Cockburn ARC staff, until such time as control is handed back to SLD committee or coaches, or the incident is considered ended.
- Provide an adequately stocked and maintained first aid kit.
- Access to emergency contact details of members to coaches.
- Inform the Parents/Guardians of members involved or present at every emergency incident within 24 hrs of the incident.
- Inform the SLD committee within 24hrs full details of the emergency incident, it's management and outcome.
- Inform all members of emergency incident procedures as defined in this policy.

Anti-Bullying Policy

Everybody has the right to be treated with respect. SLD is committed to providing a caring, friendly and safe environment for all our members and their families and friends, so they can train and participate in a secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, it will be dealt with directly by the club promptly and effectively.

Bullying is the use of words or actions with the intention of causing another person physical, mental or emotional distress.

Bullying includes, but is not limited to:

- Emotional: being unfriendly, excluding, tormenting (eg hiding kit, threatening gestures)
- Physical: pushing, kicking, hitting, punching, any use of violence or persistent unwanted physical behaviour or attention
- Racial: taunts, graffiti, gestures on grounds of skin colour, nationality or creed
- Sexual: unwanted physical contact or sexually relevant comments.
- Verbal: name-calling, sarcasm, spreading rumours, teasing
- Social/Cyber: Such as e-mail, any social media platform. Mobile threats by text messaging and calls.

A person may indicate by signs or behaviour that he or she is being bullied. All members and their families and friends should be aware of these possible signs and that they should investigate and/or report if a child:

- Says they are being bullied
- Changes their usual routine

- Is unwilling to go to the club
- Becomes withdrawn, anxious, or lacking in confidence
- Has clothing or possessions which are damaged or missing
- Asks for money or starts stealing money (to pay bully)
- Has unexplained injuries
- Is frightened to say what is wrong
- Gives improbable excuses for any of the above.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated and/or reported.

Management of cases of bullying:

The following non-compliance strategy will be followed if anyone breaches the SLD Anti-Bullying Policy. At all time in this policy, the word “bully” refers to both one bully and multiple bullies, whether acting together or not.

1. Assume the person is unaware of the Anti-Bullying Policy.
2. An SLD coach or committee member will approach the person breaching the policy and ask them to refrain from the behaviour and remind them about the policy and why it matters.
3. Report bullying incidents to the SLD President or SLD committee member. The incident shall then be raised and minuted at the next SLD committee meeting.
4. If the behaviour continues, measures shall be put in place by SLD committee to manage the immediate time frame to remove further bullying (this may include, but is not limited to: temporary suspension of one or more club members from training for an initial time frame, moving of squads of one or more club members)
5. Parents/Guardians shall be informed and may be asked to attend a meeting to discuss the problem.
6. Should the bullying behaviour continue, the bullying behaviour or threats of bullying must be thoroughly investigated by a designated member of SLD committee. The SLD President will produce a formally written letter and behaviour contract to sign and return (this may be done electronically). The letter will outline the Anti-Bullying Policy and state that if the person continues the behaviour they may be asked to leave SLD.
7. An attempt will be made to assist the bully change their behaviour.
8. If the bullying does continue, a further investigation shall take place and sanctions imposed on the bully. The bully and bullying behaviour may be reported to Swimming WA and the bully asked to leave the club.
9. Appropriate and reasonable support shall be offered to the victim of the bullying at all stages of this process.
10. If necessary and appropriate, police will be informed and consulted.