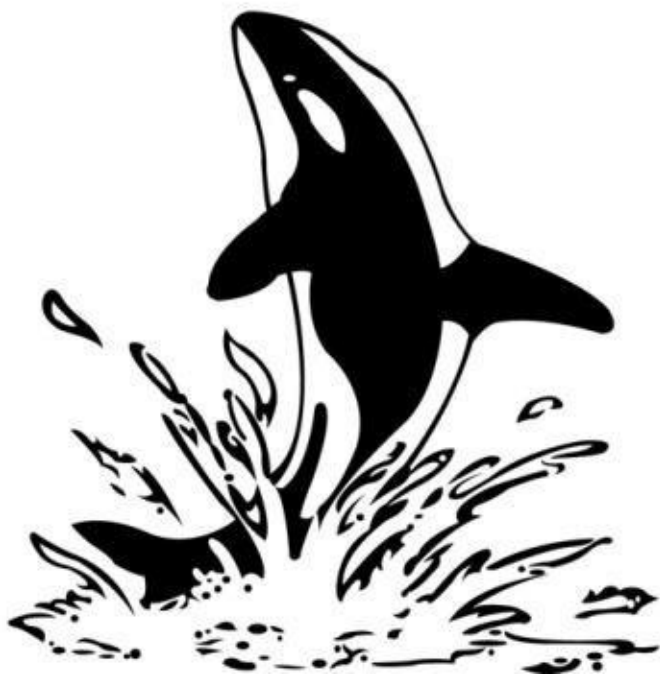


**BENDIGO EAST  
SWIMMING CLUB Inc.**



**Members Handbook  
2016/2017**

# Welcome to Bendigo East Swimming Club

Bendigo East Swimming Club aims to create an environment where swimmers can enjoy both the competitive and social aspects of swimming while encouraging them to achieve their full potential.

The club is managed by the committee that are an elected team of volunteers and members.

## ***MISSION:***

1. To promote the sport of swimming among people in the City of Bendigo and surrounding suburbs
2. Create a safe, healthy and supportive environment that provides a professional level of coaching and support for swimmers of all levels through commitment to the Club values
3. Create future leaders for the community

## ***OBJECTIVES:***

The Club is run to promote swimming activities and to accomplish this shall:

1. Provide an environment for members to develop within swimming
2. Provide opportunities for participation and excellence in swimming
3. Support members to enjoy the health, lifestyle and social benefits of swimming
4. Maintain and advance the pool amenity for the safe and efficient use of all swimmers
5. Develop and encourage coaching personnel to achieve their best, either by qualification or experience.

## **POSTAL ADDRESS**

P.O. Box 2151

Bendigo DC 3554

Email: [info@bendigoeastswimmingclub.com](mailto:info@bendigoeastswimmingclub.com)

## **COMMITTEE**

### **Club**

President:	Phil Downing
Vice President:	Mary Baxter
Secretary:	Chelsie Kearns
Treasurer:	Sue Hamilton
Coaches Representative:	John Jordan
Racing Director:	Veronica Mountjoy
Membership:	Kris Ellery
Social/Catering:	Joe Kealy
Sponsorship:	Louise O'Bryan
Ordinary Member:	Vacant

### **Racing**

Club Meet:	Karen Dinsmore
Minor Meets:	Shelley Sharp
Major Meets:	Matt Kearns
Time Trials:	Kris Ellery
Officials Representative:	Betty Pysing
Coaches:	Coaching Team

### **Pool Committee**

President:	Phil Downing
Vice President:	Susie Hawke
Secretary:	Chelsie Kearns
Treasurer:	Sue Hamilton
Ordinary Member:	Kim Howell
Pool Manager:	Leigh Nolan

### **Co-opted Positions**

Uniform Officer:	Kate Downing
Publicity/Marketing Officer:	Matt Kearns
Records Officer:	Anne Sherman
Grievance Officer:	Chris Holmes

Membership enquiries: [membership@bendigoeastswimmingclub.com](mailto:membership@bendigoeastswimmingclub.com)

## **SQUAD STRUCTURE**

### **Development Squad 1 - Coaches: Val Campbell & Kate Jordan**

This squad provides a transition from learn to swim lessons to a competitive practice. It caters for children primarily aged between 6-8 years who are beginning their competitive swimming experience.

Training sessions focus on the development of each swimmer's skills in all four strokes, improving fitness levels and learning squad training techniques. Swimmers build up to 3 one hour sessions per week.

Target Competitions include: Club Swim Meet, 7-10 Country Encouragement Meet, All Junior Competition, Time Trials and District Meets.

### **Development Squad 2 - Coach: Anne Sherman**

This squad caters for children primarily aged between 8-12 years who are beginning their competitive swimming experience.

Training sessions focus on the development of each swimmer's skills in all four strokes, improving fitness levels and learning squad training techniques. Swimmers build up to 3-4 one hour sessions per week.

Target Competitions include: Club Swim Meet, 7-10 Country Encouragement Meet, All Junior Competition, Time Trials and District Meets.

### **Development Squad 3 - Coach: Chris Geyer**

This squad caters for children primarily aged between 10–14 years who are competitive swimmers.

This squad provides training opportunities for swimmers to develop and improve in all aspects of stroke technique, increase fitness levels and practice race skills such as starts, turns and finishes. A strong emphasis is also placed on learning squad training practice. Swimmers build up to 4-5 one hour sessions per week.

Target Competitions include: Club Swim Meet, 7-10 Country Encouragement Meet, All Junior Competition, Country Championships, Time Trials and District Meets.

### **Junior Country Squad - Coach: John Jordan**

This squad provides training opportunities for swimmers to develop and improve in all aspects of stroke technique, increase fitness levels and practice race skills such as starts, turns and finishes. A strong emphasis is also placed on learning squad training practice.

This squad caters for children aged primarily 10–13 years who are swimming at, or aiming towards, Country Championship competition. Swimmers build up to 4–5 sessions per week depending on age and ability.

Target Competitions include: Victorian Country Championships, District Championships, All Junior Competition, BESC Meet, Time Trials and District Meets.

## **Junior State Squad - Coach: John Jordan**

This squad provides training opportunities for swimmers to be introduced to more advanced stroke techniques along with further development of race starts, turns and finishes. The volume and intensity of training begins to increase at this level.

This squad caters for children aged primarily 11–14 years who are swimming at a State Age level or who are targeting State Age qualifying times. Swimmers build up to 5-6 sessions per week depending on their age, ability and level of commitment.

Target Competitions include: Victorian Age Championships (Long and Short Course), Victorian Country Championships (Long and Short Course), District Championships, All Junior, BESC Meet, Time Trials and District Meets.

## **Youth Country Squad - Coach: Chris Geyer**

This squad provides training opportunities for swimmers to develop and improve in all aspects of stroke technique, increase fitness levels and practice race skills and strategies. Squad members will swim more distance in these sessions to prepare for longer competition races such as 100m and 200m events.

This squad caters for children aged primarily 13–15 years who are swimming at, or aiming towards, Country Championship competition.

It is expected that swimmers attend between 4–6 sessions per week depending on age and ability.

Target Competitions include: Victorian Country Championships (Long & Short Course), District Championships, All Junior Competition, BESC Meet, Time Trials and District Meets.

## Youth State Squad - Coach: Chris Geyer

This squad provides training opportunities for swimmers to further enhance stroke technique, build fitness levels and refine race skills and strategies. The volume and intensity of training is again increased and swimmers are expected to understand more complex instructions throughout the training session.

This squad caters for children aged primarily 13-15 years who are swimming at a State Age level or who are targeting State Age qualifying times. It is expected that swimmers attend between 5-7 sessions per week depending on their age, goals/aspirations, training background and ability.

Target Competitions include: Victorian Age Championships (Long & Short Course), Victorian Sprint Championships, Victorian Country Championships (LC & SC), District Championships, All Junior, BESC Meet, Time Trials and District and other targeted meets.



## **Senior Country Squad - Coach: Tony Rodda**

This squad provides training opportunities for swimmers to develop and improve in all aspects of stroke technique, increase fitness levels and practice race skills and strategies. Squad members will swim more distance in these sessions to prepare for longer competition races such as 100m and 200m events.

This squad caters for swimmers aged 15 years and older who are swimming at Country Championship level. It is expected that swimmers attend between 4–6 sessions per week depending on age, goals and ability.

Target Competitions include: Victorian Country Championships (Long & Short Course), District Championships, Victorian Sprint Championships, BESC Meet, Time Trials and District Meets.

## **Senior State Squad - Coach: Tony Rodda**

This squad provides training opportunities for swimmers to further enhance stroke technique, build fitness levels and refine race skills and strategies. The volume and intensity of training is increased and it is expected that swimmers undertake some dry land sessions.

This squad caters for swimmers aged 15 years and older who are swimming at a State Age or Open level and who may also be targeting National Age qualifying times. It is expected that swimmers attend between 5-7 sessions per week depending on age, goals and aspirations, training background and ability. This is negotiated with the coach.

Target Competitions include: Victorian Age Championships (Long & Short Course), Victorian Open Championships (LC & SC) National Age Championships, Victorian Sprint Championships, Victorian Country Championships (LC & SC), District Championships, BESC Meet, Time Trials and other targeted Meets.



## **National Squad - Coach: Tony Rodda**

This squad assists swimmers who are fully committed to achieving the highest possible performance at the Australian Age and/or Open Championships. Swimmers must be fully focused on swimming as their main sport and are required to complete the full program of sessions on a weekly basis, unless otherwise negotiated.

This squad caters for swimmers aged 15 years and older who have achieved National qualifying times. It is expected that swimmers in this squad train 8–9 sessions in the water as well as multiple dry-land sessions each week.

Target Competitions include: National Open & National Age Championships (LC & SC), Victorian Open & Age Championships (LC & SC), Victorian Sprint Championships, Victorian Country Championships (LC & SC), District Championships, BESC Meet, Time Trials and other targeted Meets.



## **SQUAD PROGRESSION**

All new swimmers will be assessed by our coaches to determine which squad they are best suited to. Progression of swimmers into the next squad is determined by the coaches who take into account the swimmers

- Age
- Technical ability
- History of training and learning ability
- Performance at competitions
- Ability to make a commitment

Although objective criteria are part of the determination of whether a swimmer is able to train with a specific squad, it is also important for the coach to have the opportunity to make subjective judgment regarding the admission or withdrawal of a swimmer to a particular squad.

***\*\*All squad members are expected to compete at our own Bendigo East swim meet and Wednesday night Time Trials, as well as targeted meets specified for each squad.***

## **TRAINING EQUIPMENT**

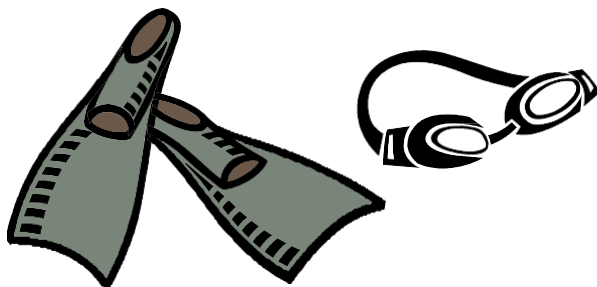
All squad members are required to have the following aids.

- Goggles & Cap
- Fins (ensure they are flexible for junior swimmers)
- Kick Board
- Water Bottle

Country, State & National squad members also require the following additional items:

- Pull Buoy, Hand Paddles and Leg Band
- Snorkel when requested by your coach
- Short training fins when requested by your coach

Please ensure that all items are clearly labelled and stored in a mesh squad pack. Engine training aids are available to club members for purchase from the pool kiosk at a discounted BESC member rate.



## **OBSERVATION OF TRAINING**

We request that parent's wishing to stay at the pool and observe their children training can do so as long as they remain away from the pool deck. It is important that parents avoid communicating with their children during training as this is a significant distraction and one that is best avoided.

## **TRAINING TIMES – Winter (May – August)**

### DEVELOPMENT SQUADS 1,2&3

Monday, Tuesday & Thursday

4.00pm – 5.00pm

### JUNIOR COUNTRY SQUAD

Monday to Friday

5.00pm – 6.30pm

### JUNIOR STATE SQUAD

Monday to Friday

5.00pm - 7.00pm

Wednesday & Friday morning

6.00am – 7.15am

### YOUTH COUNTRY & STATE SQUAD

Monday to Friday

5.00pm – 7.00pm

Wednesday & Friday morning

6.00am – 7.15am

### SENIOR & NATIONAL SQUAD

Monday to Friday

5.00pm – 7.00pm

Monday, Wednesday & Friday morning

6.00am – 7.15am

Saturday morning sessions are occasionally offered to squads in winter. Members will be notified by the club email regarding times.

## **TRAINING TIMES – Summer (September - March)**

### DEVELOPMENT SQUADS 1,2&3

Monday, Tuesday, Thursday & Friday

4.00pm – 5.00pm

### JUNIOR COUNTRY SQUAD

Monday to Friday

5.00pm – 6.30pm

### JUNIOR STATE SQUAD

Monday to Friday

5.00pm – 7.00pm

Wednesday & Friday morning

6.00am – 7.15am

### YOUTH COUNTRY & STATE SQUAD

Monday to Friday

5.00pm – 7.00pm

Wednesday & Friday morning

6.00am – 7.15am

## SENIOR & NATIONAL SQUAD

Monday to Friday

5.00pm – 7.00pm

Monday, Wednesday & Friday morning

6.00am – 7.15am

Saturday morning sessions are usually offered to all squads in summer. Details regarding training times will be emailed to members.

## **FEES**

⇒ Club Family Membership \$120

⇒ Swimming Victoria Registration

- Junior Dolphin (7 & Under) \$0
- 8 Year Old Junior Dolphin \$53
- Swimmer \$106

Any member who competes in organised competition (interclub, district, state, national competitions).

⇒ Coaching Fees:

Coaching fees for winter and summer are set by the Committee prior to the commencement of the new swimming season. Members will be notified via email of costs.

⇒ *N.B. Training fees do NOT include pool entry.*

It is recommended that swimmers purchase a 'season ticket' from the pool which can be used to gain access into any outdoor pool in the City of Greater Bendigo. By purchasing it at Bendigo East the funds remain with the pool and are put back into maintenance and improvements.

## **FAMILY DISCOUNT**

When a family has three or more members training with BESC, then a family discount on training fees will apply;

- The first two family members pay full training fees
- The third family member receives a discount of 10% and thus pays 90% of the full training fees.
- The fourth family member receives a discount of 20% and thus pays 80% of the full training fees.
- Etc..... At a rate of an additional 10% discount on top of the % discount of the training fees of the previous family member for each additional family member.

## **PAYMENT**

Club membership and coaching fees will be invoiced by the treasurer as per the approved schedule of fees decided upon by the committee. Invoices are to be paid directly to the club by:

- EFT Transfer (using your own bank internet access) to  
Reference: "Member Name" or Invoice #  
Bank: Bendigo Bank  
Account Bendigo East Swimming Club Inc.  
BSB: 633 000  
Account No: 5315403



Please email confirmation of payment to [treasurer@bendigoeastswimmingclub.com](mailto:treasurer@bendigoeastswimmingclub.com). The club will no longer accept cash or cheque payments for invoices left at the club. Payments of this kind must be deposited directly into the club account listed above, at any branch of the Bendigo Bank.

\*\*Should members wish to cease swimming they **must** notify the Membership Registrar & Treasurer of their intention. No swimmer will be transferred to another club until all outstanding fees are paid.

## **SWIMMING VICTORIA REGISTRATION (SV)**

Swimming Victoria requires annual membership from 1<sup>st</sup> July to 30<sup>th</sup> June. All swimmers, coaches, committee member and officials **must** re-register each year in order to have current membership and thus insurance coverage. It is important that all member details are correct and up to date. No swimmer is permitted to enter a swim meet unless they are registered. Details regarding new memberships and renewing memberships can be found on our website [www.bendigoeastswimmingclub.com](http://www.bendigoeastswimmingclub.com)

**PLEASE NOTE:** All swimmers **must** be registered with SV as soon as training commences regardless of whether they plan to compete at a swimming meet or not. If swimmers have not re-registered they will not be permitted to swim in club lanes.

For insurance coverage details please refer to the following website: <http://www.jltsport.com.au/swimming>

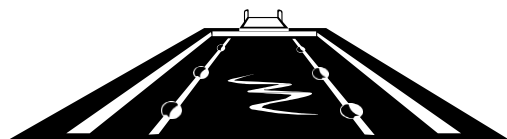
## **SWIM MEETS/COMPETITIONS/CARNIVALS**

BESC encourages its members to compete at the District 15 sponsored meets. These meets can be seen on the club website on the Swim Meets & Results page and the Central Victoria Swimming Website <http://www.cvs.org.au/> under the Competitions banner. The meets are also published in the District Handbook, a copy of which can be found in the clubrooms. We understand that not everyone can compete at every meet, therefore our coaches' target selected meets and we ask that you attempt to enter as many of these meets as possible. Targeted meets are those meets that are recommended by the coaches and in which a coach will be present. The club will endeavor to email the targeted meets list out to all members prior to the beginning of the short and long course season.

All swim meets are listed under Events ⇒ Calendar on the SV website. Please check this regularly for closing dates. Make note of the meet details such as the day and date, pool location, warm up time, start time and your event numbers. Please ensure that you discuss which meets are appropriate for your child's ability with your child's coach.

Some swim meets will require qualifying times (District Championships, Country SC & LC Championships, State & National Championships). You must have swum the time since 1<sup>st</sup> January of the year prior to the closing date of the meet at an approved "qualifying meet". The latest qualifying times can be found on the SV website and the club noticeboard.

All participating clubs at a meet are usually expected to provide timekeepers during the day. A roster will usually be made up by one of the committee members from BESC attending the meet. Please make yourself familiar with the roster and relieve people promptly according to your allocated time.



## **SWIM MEET TIPS**

Listed below are some tips for attending meets

- Rest, relax, try to stay in your normal sleep patterns and have a full night's sleep.
- Pack your bag the night before. Include bathers x2, goggles x2, caps x2, towels, water bottle, warm clothes, sunscreen and hat.
- Bring along a chair as most outdoor venues and some indoor venues have no allocated seating.
- Pens and highlighters can be handy for highlighting your child's events as well as team mates' events.
- Be on time for warm up. This is to be done together as a team unless otherwise negotiated with your coach. It can be very disruptive to coaches and swimmers if other members keep arriving at different times throughout the warm up.
- Check the marshalling board regularly for your event number. Allow time to collect your gear, check in with the coach and get down to the marshalling area. Do not be late.
- Make sure you see the coach before you go to marshalling and straight after your race.
- In the marshalling area listen out for your name to be called and sit where directed and wait for your race.
- If you are withdrawing from a race it is best to inform the marshal.
- Warm down after the race where possible and if appropriate (check with your coach).
- Eat small quantities of food throughout the day and larger amounts if/when you have a gap of 1 – 2 hours.
- Drink plenty of fluids, preferably water and sports drinks.
- Results will be displayed in a prominent position at the Meet venue.
- DISQUALIFICATIONS – an announcement will be made advising the event number, heat number and lane number of the 'DQ' swimmer. It will also be printed on the results sheet. If you are unsure as to why check with your coach.
- All swimmers should preferably sit together in the one area for team spirit and to support teammates.
- Remember you are representing the Bendigo East Swimming Club, be proud of that and show respect for those around you.



## **ENTRIES**

The preferred method of entry for meets is online which is to be completed by individuals. On the SV website, go to the calendar of events & click on the appropriate Meet Hyperlink.

This will open up a new page where you can view the meet flyer and complete the online entry process if available.

Click online entry then Login (using SV username and password). Competition details will then be displayed. Click Register & accept the terms of entry then click next. Check all personal details listed are accurate then click next. Click enter event, all events available for the swimmer will be displayed. Select one event then click next, then submit. Event number and description will be displayed. For more events click enter event and repeat the process. To finish click entry & online payment and follow the prompts.

For meets that do not have the online facility, you will have to enter using the SV Entry Form and send directly to the club hosting the meet along with payment. To access the forms online, go across the blue toolbar on the SV website until you reach 'Events'. A drop down list will appear and click on 'resources'. There you will find entry forms for Club & District Meets as well as SV Individual Entry form.

Make sure you choose the correct form (see explanatory note on website).

The club is no longer going to collate entries from members and forward them to clubs hosting the meet. It is the responsibility of the parent/swimmer to enter competitions by mailing entry and payment directly to the club conducting the meet or by entering online if that option is available.

At certain meets throughout the season, swimmers may have the opportunity to participate in relays. Sometimes this will be by swimmers choice, other times the coach may request a particular trial of a team or it may be based on swimmers ability to allow the most competitive team to compete. More information regarding this process will be detailed in specific meet emails sent out by the Racing Committee.

## **TIME TRIALS**

Time trials are held every Wednesday evening commencing at 5.15pm for warm up, with racing starting at 5.45pm during the summer months. Competitive swimmers are expected and prospective competitive swimmers are encouraged to attend.

Time trials are an important learning stage, leading into competitive swim meets. They are a great opportunity for swimmers to practice their racing technique, dives and turns in a competitive but non-threatening environment. Time trials also determine a number of swimming awards given out at the presentation evening.

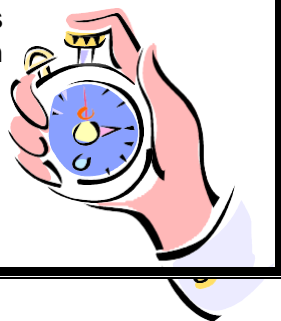
The program of events varies each week and will be posted on the notice board. Your child will automatically be entered into events for time trials. If they are not able to attend please email the time trial coordinator so their name can be scratched.

Parental involvement is **essential** to the running of time trials. Assistance is required with;

- Timekeeping: Stop watches are provided by the club and 3 timekeepers per lane are needed to make the evening official. If you are not sure what to do “buddy” up with someone who does and you will be shown how to do it.
- Marshaling: This involves the organisation of swimmers waiting to participate in their selected event. This job needs to be rotated so that a number of parents are capable should someone be unavailable for a particular night.
- Card running: This involves the collecting of time cards from the timekeepers and delivering them to the recorders so that the times can be entered into the computer.

Time trials are not qualifying meets therefore times achieved on these nights cannot be used as an entry time.

Results will be posted in the clubrooms.



## **CLUB UNIFORM**

The club colours are Black and White.  
It is preferred that swimmers wear BLACK bathers for swim meets.  
New competitive members will receive a complimentary Bendigo East Swim Cap on joining.

Other items available for purchase include:

Polo shirts

Shorts

Track Pants

Named swim caps

Singlets

Hoodies

Track jackets

Deck coats



An order form is available on our website.  
Enquires to our uniform officer: Kate  
Downing Email:  
[uniforms@bendigoeastswimmingclub.com.au](mailto:uniforms@bendigoeastswimmingclub.com.au)

## **COMMUNICATION**

Our main form of communication is by email or placing information on the noticeboard located outside the Clubrooms. The club also has a Facebook page and Team App on your smartphone for up to date alerts. Please ensure you read the information properly to ensure that you remain well informed. It is also important to regularly visit our website for new information being posted. Web page:  
[www.bendigoeastswimmingclub.com](http://www.bendigoeastswimmingclub.com)

Emails will be sent out relating to specific upcoming events, important information and reminders. You must be a member of SV in order to be linked into these emails.

All communication can be directed to  
[majormeets@bendigoeastswimmingclub.com](mailto:majormeets@bendigoeastswimmingclub.com)

The club also produces newsletters. This is to inform members of upcoming swimming meets and to act as a communication tool to bring together all new information. This will be

emailed out to all members and a copy will also be posted on the club notice board and website.



## **MEETINGS**

All parents are encouraged to take an active part in the Club's management by attending the general meetings. These are usually held every second month on the 1<sup>st</sup> Monday of the month in the clubrooms at 7:30pm. An email will be sent confirming the date & time.



The AGM is held in August/September each year. The incoming committee for the new season is elected and reports from the previous year are presented.

It is **expected** that a representative from each family attend the AGM.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to take an active role within the club. All levels of involvement are welcome (committee membership, social activities, fundraising and running of club activities such as time trials or hosting our own swim meet). Time trial nights are totally dependent upon the help of parents and friends. Time keeping, marshaling, starting & recording are all easily learnt tasks necessary for the efficient running of these nights. The club encourages parents to take the opportunities to be accredited by SV in these areas.

Training programs are offered by the club.

## **SOCIAL EVENTS**

Social events are arranged throughout the season most often at the initiation from parents. These may include social gatherings, pancake mornings, movie outings and social days at the pool. If anyone has any suggestions, please contact a member of the Committee with your idea.



## **CLUBROOMS**

All members and parents are welcome to use the clubrooms. Tea and coffee facilities are available and we ask that everyone who uses these facilities tidies up after use.

Swimmers are permitted to use the area but belongings must remain within the child's bag. It is an expectation that the clubrooms are kept in a tidy state and no food scraps or wrappers must be left lying around. Inappropriate use of the clubrooms may result in a swimmer being unable to use the area. Please



note that this area is not a change room, this must be done in the designated change rooms.

In the past a roster was posted on the notice board which listed all members to have cleaning duty of this area. This has now relaxed and now we ask that if you have some spare time to please vacuum the floors, wipe down the benches and do a general tidy-up of the rooms.

## **PRESENTATION NIGHT**

The annual presentation night is generally held in April/May each year. It is a wonderful opportunity for all members of the club to come together and reflect and celebrate the season. Major trophies, awards and certificates won during the season are presented on the night. The club usually asks for volunteers to help coordinate and organise the event. More details regarding the event will be made available closer to the time.

## **CODES OF BEHAVIOUR**

The club adheres to the Behavioural Guidelines and Member Welfare Policies set down by Swimming Australia. Copies are available from the Membership page on the club website

### **Parents**

- Provide a model of good behaviour for your child
- Respect and be courteous to all coaches & officials
- Do not coach from the sidelines, this is the role of the coach
- Be aware that you are not allowed in the marshaling area and are not to walk on the concrete concourse around the pools at swim meets and time trials
- Remember the children compete for enjoyment; do not let your behaviour detract from their enjoyment
- Avoid putting expectations on your child
- Separate your child's achievements from their value as a person. Love the person, not the performance
- Deal with outcomes and experiences in a mature, controlled manner
- Make new parent's and swimmer's to the club welcome
- Support all swimmers with generous applause

### **Swimmers**

- Be a good sport
- Compete for enjoyment
- Work hard for your team as well as yourself
- Treat all team mates and opponents as you would like to be treated
- Compete by the rules
- Cooperate and show respect to all officials
- Respect and listen to your coach
- Respect the rights of the other swimmers in your squad
- Work hard at training and strive to do your best
- Act in a manner at all times in keeping with the standards of our club