

Riverside

SWIMMING CLUB INC

Members Handbook 2012

PO Box 10, Inglewood WA. 6932

Telephone: 9275 0154

Web: www.rsc.org.au

Email: rsc@rsc.org.au

Committee Meetings @ TTAC
6.30pm on the 1st Tues Monthly

Novice

For children (boys and girls) aged between 5 and 8

Junior

For children / teens (boys and girls) aged between 8 and 14

Senior

For young adults / teens (boys and girls) aged between 13 and 18

Adult / Master

For adults (male and female) aged over 18 at all levels of competency who have (or still do) swim competitively.

Disabled

For swimmers with disabilities, whether they swim competitively or for exercise.

Non-Comp / Recreational

For all ages 8 and up, who do not swim competitively, but who wish to attain a level of swimming skill / fitness.

An incorporated and Swimming WA endorsed club since 1996 (and before*).

Introduction

Welcome to Riverside Swimming Club!

As a new member, this booklet aims to assist your integration into the club, with information on how the activities and community of the Riverside Swimming Club fit together. Please refer to this booklet for all information you will need to know about the club and if you need help or have a query, please seek the help of another parent or one of our friendly volunteer committee members.

This information booklet aims to answer some of the questions most often asked about the club. It does not attempt to replace the Constitution (if you don't have a copy, download one from the website), or tell you everything you will want to know about swimming or the club.

Nevertheless, we hope you will find this booklet useful and welcome any ideas or suggestions for its improvement.

Summary Of Important Points

- Membership fees must be paid before the swimmer is permitted to participate in club events.
- Parents are expected to stay at time trials to carry out duties such as timekeeping, setting up etc.
- All payment of fees are required to be completed as per the guidelines above.
- The club is run by volunteers, please respect the effort they make and be patient and considerate.
- Only Competitive Fee paying members can compete at Interclub Meets.
- The committee offers several methods of communication, emails, newsletters and the website – please read them to ensure you receive important information in a timely manner.
- Swim meet entries must be handed in with payment 7 days before closing date. Registrations will not be placed if payment is confirmed and received before this time.
- Listen and be respectful to the coach and always try your best at training.
- Enjoy yourself, and be proud to be a member of Riverside Swimming Club.
- Encourage others to join so that the club can be better.
- Note: Remember Coaching Fees are usually due and payable each month – see your coach for details.

Payment guidelines

To minimise the amount of time the committee have to spend at the club we can only accept cash payments and sell uniforms etc on selected days, or by arrangement.

Cash / in Person

- Sunday afternoon time trials / club nights
- Some Saturday mornings by arrangement.
- Contact treasurer@rsc.org.au to make other arrangements.

Cheques

- Payable to Riverside Swimming Club Inc
- Post to PO Box 10, Inglewood WA 6932
- Be sure to include the meet details in the envelope

EFT payments

- BSB 306-080
- Acc 0581462
- Payment Ref: "Surname" & "First initial" & Meet"
- Email the Treasurer and Registrar with payment details AND the entry form.

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Club History

Riverside swimming club commenced in 1994 at Inglewood swimming pool when the Maylands and Bayswater swimming clubs amalgamated. Both the clubs were originally based in the Swan River, hence the name "Riverside". Maylands / Yokine (originally Maylands) commenced during the 1930's and Bayswater, the other original club, was formed in 1959.

Since the two clubs amalgamated to form Riverside (1994) the club has continually grown and produced some excellent swimmers. With its base at the state of the art Terry Tyzack Aquatic centre, the club has endured many ups and downs, but the heart of the club remains exceptionally strong - the committee are always interested in increasing the membership. Riverside remains a family oriented club and provides family based activities to be enjoyed by all ages.

In 2003 Riverside won both the Green Colour Pennant Club Championships and the 'D' Grade Club Championships. In 2004 and 2005 Riverside had members representing WA at the National Royal Lifesaving Championships and has a close affiliation with Royal Lifesaving WA. In 2007 Riverside won the "C" Grade Club Championships and in 2007 & 2008 a Riverside member has held the National Open Female CPR title. In 2010 Riverside won the Red Colour Pennant.

In the past decade Riverside has had a representative in the Australian Team in the Para Olympic Games, Paul Barnett and two members in the Australian Lifesaving Team, Sandy and Jacqui Doran. There have also been other members who have competed at the Australian Age Championships and the National Royal Lifesaving Championships during this period.

More information about the club is available on the RSC website.

Club Management

Riverside Swimming Club is managed by a dedicated group of volunteers who carry out a varied range of duties to ensure the club runs in an efficient manner and to the benefit of all members. All of the current committee lead busy lives outside of the swimming club and volunteer their spare time to ensure the swimmers / families gain maximum benefit from being members of the club.

We desperately need your help to ensure the future of this club continues to be bright - please be considerate and communicate with calm clarity when making arrangements.

The committee meets at 6.30pm on the first Tuesday of each month at the pool and this is where important decisions are made. You are encouraged to contribute to this decision making process. Please consider joining the very friendly but overworked committee. Meeting dates are published in the newsletter and on the website.

Details of the committee each year will be published in the July newsletter, and on the website, after AGM elections. Committee members are required to have a current and valid Working with Children's Card.

2011 / 2012 Committee

- Mike Retallack President
- John Fussell Vice President
- Andrew Spragg Treasurer treasurer@rsc.org.au
- Tom Waghorn Secretary rsc@rsc.org.au
- Jacqui Doran Registrar registrar@rsc.org.au
- John Loretta
- Vicki Dawson
- Peter Trenaman Web
- Vacant
- Vacant
- Vacant

A list of life and prominent members are also on the website (www.rsc.org.au/committee) .

Joining the Club

To join Riverside Swimming Club you must complete an application for membership each year and return this to the club with full payment of fees as set out above. When paying by EFT the reference is your full name.

Transferring Clubs

If you have ever been, or are currently, a member of another swimming club in Australia you will need to apply for a transfer (or give the registrar enough information to do it for you). There are forms available on the SWA website, and any of the committee members can offer advice on what needs to be done. Swimmers are not eligible to enter competitive meets if the transfer issue has not been cleared.

Date of Birth

Your Date of Birth is one of the few pieces of personal information relevant to swimmers. You will need to show your birth certificate or another official document (a passport, drivers license) in order to have it verified. The Registrar is unable to validate your membership without it.

Contact numbers

Swimmers must provide contact phone details (names, addresses, phone numbers) for a variety of reasons – the most important is the issue of insurance cover for emergencies. Please allow the committee to gather this personal information when asking for it.

Insurance

SWA rules state that due to insurance reasons, no swimmer can commence training with the club until all membership fees are paid in full. Volunteers are not required to pay anything, and are covered by Swim WA insurance for any events they are helping with, provided they record their name on one of the official forms (as directed by the meet officials).

Membership fees from 1st July, 2011 to 30th June, 2012 (includes \$95 SWA fee)

All members 1st swimmer in a family	\$155
2nd swimmer in a family	\$145
3rd and subsequent swimmer in a family	\$135
(If you are joining part way through the swimming year the fees will be the full SWA fee plus \$3.00 club fee per month of membership)	
Committee / Non Swimming Member	\$40
Loyalty Membership - applies to long serving members, contact Registrar for details	\$100

Note: a list of the latest fees and charges are available on www.rsc.org.au/services

Club Uniforms

When competing at any inter club or SWA events, club members are required to wear club caps, bathers and shirts as often as possible - to promote and identify the club. This enhances the club spirit and makes our members easily recognisable to the coach, marshal and other officials.

Uniform items can be purchased on Sundays after time trials (refer to the time trials program for dates). The club cannot extend credit or loan items. Items can be returned only if not worn. The following items are available at minimal cost:

Riverside Club T-Shirts
Riverside Club Caps
Riverside Club Bathers
Riverside Fleecy Jumpers

The club cannot guarantee that the bathers will remain the same pattern or style as materials often become obsolete. The club occasionally arranges for special purchases of items such as Fleecy Jumpers, towels etc. You will be notified via your newsletter of any upcoming items which you would be required to pre-order.

See the current price list (and photos of the uniforms where possible) on www.rsc.org.au/clothes

Information – Other Sources

Keeping members up to date with information is an important service of the club. We endeavour to always to keep you informed in the following ways:

Newsletter

The club produces a monthly newsletter which contains important information regarding upcoming events, recent achievements, swim meets and a variety of other details and reminders. Please ensure you read the newsletter thoroughly as it may be the only way you find out about changes to the club calendar and training sessions etc. Contributions and suggestions are welcome, please speak to the newsletter editor or click on the link on the website.

Email

The preferred method of distributing the newsletter is email. If you do not have an email address you are responsible for collecting your newsletter from the swimming crate at poolside. Notices and information are sent mainly via email, so that the cost effectiveness frees much needed funds for swimming related club activities. The Committee prefer sending and receiving information via email, as it is in writing and enables committee members to fit in their various tasks at times suitable for them. Your assistance to make things as smooth as possible is appreciated.

Website

The club has a website - www.rsc.org.au - for information, listing events, results and showing uniforms. The website has links to the Swimming WA website for results, the latest almanac and event information. Check the website for the latest entry forms, training times and costs. Suggestions can be made by using the Suggestion link.

Swimming WA Almanac

SWA publishes an almanac for each summer and winter season. The almanac is available in printed form from Swimming WA (for a fee) or downloadable from the SWA website. If you would like a copy of the printed booklet, contact SWA directly or a member of the committee. You can find out which officially gazetted swim meets are scheduled to run throughout the year and if any entry conditions apply such as achieved times etc.

Details of SWA swim meets are also available on the SWA website (www.wasa.asn.au or wa.swimming.org.au). You can also use this site to access results and time achieved at recent swim meets.

Swimming Training

Riverside employs (or contracts) an accredited coach to train its members. The coach conducts skill and endurance sessions to prepare the swimmers for competition. To attend training sessions you must be a current fully paid member of Riverside Swimming Club, otherwise the club cannot allow you to participate due to insurance issues. The coach will place you in the appropriate level for your age / ability, and conduct drills commensurate with this assessment. These levels refer more to an ability basis than age and so a swimmer should progress through the levels as their endurance and ability improves.

Training Fees

COACHING FEES	Session	1 month	3 months	6 months
JUNIOR or 1 session per week		\$40	\$150	\$300
SENIOR - all sessions available		\$70	\$210	\$420
CASUAL (per session)	\$10			
BEGINNER		Neg.*		

* Contact Sandy about how your young swimmer can be involved

**Payment is due 1st of each month.

Options for payment to iSwim are:

Direct Credit Transfer EFT (with email to the coach advising of transfer)

Cheque by mail: PO BOX 1107, MORLEY WA 6943

**Fees can be paid 12 months in advance with a bonus often provided for advance payment.

Training Sessions

Riverside runs swimming training sessions as detailed below. These sessions are run right throughout the year with occasional breaks for public holidays and some parts of school holidays. You will be notified via the club newsletter of any planned breaks from training.

Please bring the following to training:

- Flippers
- Goggles
- Cap
- Towel
- Drink Bottle (full of water)

Always arrive at training 10-15 mins prior to scheduled start time, have all your gear out and be ready to commence on time. After completing any training sessions, please ensure you collect all your belongings, the club can not be responsible for any lost or missing items.

Pool: TTAC

5.00-6.30pm Tues, Wed, Thurs

7.30-9.30am Sat

Winter -indoors.

Summer, outdoors.

(Mondays will commence in the first quarter of 2012, see Sandy).

Club Nights / Time Trials

Riverside runs 2 seasons of time trials throughout the year that are free to members.

Summer: October – April (outdoor 50m pool)

Winter: June - September (indoors 25m pool)

These time trials give the swimmers the opportunity to put their hard work at training to the test. Time trials also give swimmers the opportunity to become familiar with meet protocols and rulings, get used to being marshalled and practice the routines of meets. Swimmers are seeded according to their personal best time achieved at time trials.

Please note these times are not official SWA times and cannot be used to enter meets where official minimum times are required i.e. State Championships

A program is developed for each season and is distributed to all members. See the website, or the notification email for details of the program. Warm ups start at 3.30 in winter, and 4.00pm in Summer, with racing commencing half an hour afterwards. You register with the office by the start of warm-ups (at the latest) on the day to be placed in a heat.

You can notify the club by telephone or email if you will be attending but cannot be there in person by that time.

Parents are required to time-keep at time trials. We need a minimum of 3 timekeepers per lane and if your child is attending time trials the expectation is that a parent will be attending and will offer to help. Swimming WA covers all insurance for parents who help, requiring only the recording of the helpers name on one of the recording sheets. Food is available for sale in the club rooms after some nights, and families are encouraged to join in the social atmosphere - check the emails for information about these dates.

Announcements are also made and certificates awarded to those swimmers who have made the biggest improvement to their times for the previous time trials.

Recording sheets are provided in the back of this book for you to keep a track of your times. This will be useful when you are entering swim meets

Example Season Club Night / Time Trials Program

Date	Event	Date	Event
Night 1	50m Freestyle	Night 3	50m Butterfly
	50m Breaststroke		50m Backstroke
	100m Individual Medley		100m Freestyle
	100m Backstroke		100m Breaststroke
	200m Freestyle		200m Backstroke
Night 2	50m Breaststroke	Night 4	50m Breaststroke
	50m Backstroke		50m Freestyle
	100m Freestyle		100m Individual Medley
	100m Butterfly		100m Backstroke
	200m Breaststroke		200m Butterfly

Club Championships

Riverside conducts Club Championships (free to members) at the end of the summer season March/April.

Championships run over 3 weeks and include the following events:

(12 years and under swim 50m, 13 years and over swim 100m)

Breastroke, Freestyle, Butterfly, Backstroke, 200m Individual Medley, 200m / 400m Freestyle

To qualify to enter the club championships, you need to attend time trials regularly (minimum 16 time trial events).

Entry can only be accepted by completing the relevant forms and by handing into the club before the closing date.

Late entries cannot be accepted as a lot of work is involved in heating swimmers.

AGE CATEGORIES

Boys	Girls
9 years and under	9 Years and under
10-11 years	10-11 years
12-13 years	12-13 years
14-15 years	14-15 years
16-17 years	16-17 years
18+ years (open)	18+ years (open)

The winner of each category receives a trophy and there is also a points winner (club champion) for achieving most personal best times during the summer time trial season. The club awards a medal to all swimmers who participate in the club championships. A wind-up is held soon after the club championships to celebrate all achievements for the year.

Reminder about Club Points

Swimmers will be awarded 1 Point for every event swum. Additional points will be awarded for any improvement on the swimmer's personal best time (PB) for each event. (the PB will be based on times achieved during the summer time trials i.e. a PB will be set when the swimmer first swims each stroke/distance during the summer time trials).

Points for improvement will be as follows:

- 1 point for improving PB by 0.01 - 0.99 seconds
- 2 points for improving PB by 1.00 - 1.99 seconds
- 3 points for improving PB by 2.00 - 2.99 seconds
- 4 points for improving PB by 3.00 - 3.99 seconds
- 5 points for improving PB by 4.00 seconds or greater

Entering Swim Meets

A large part of the clubs function is the registration of swimmers wishing to participate in SWA swim meets. You can check your newsletter, RSC website (www.rsc.org.au), SWA almanac or www.wasa.asn.au for meet dates, closing dates etc. Entry forms are available from the RSC website (see and save the link from the top of the events page (www.rsc.org.au/events.html), see the Registrar on Club Nights or look in the coaches cage.

Please remember that when registering for a swim meet, fees apply and these must be paid to the registrar (with the completed entry form) 7 days prior to the closing date. The club generally covers the cost of entry for relay teams.

Payment is best made by EFT (with surname, swimmers first initial and the meet name - eg John Smith swimming at a Mandurah event would put SmithJMandurah). Send an email to the Registrar or Treasurer with the details of the payment, or send a cheque to the PO box. Cash payments (or payments in person) can be made as above.

Please be aware that some meets require minimum entry times. These can be official SWA meet times only not club times. You are responsible for keeping track of your own times or getting your times from the SWA website.

Entering Swim Meets (cont)

If you do not have an official time you must complete your entry with "No Time" and you will be heated into events accordingly.

The club encourages swimmers to compete regularly and occasionally promotes entry to particular meets so that the club has a large presence and also to enhance the club spirit as well as giving everyone valuable race experience.

Interclub Swim Meets

Each year Riverside competes against other clubs in a variety of events.

Selection in the Riverside team is an honour and these competitions are an important opportunity for swimmers to represent their club and gain race experience. Please not only competitive fee paying members are eligible to swim at these events. The following competitions have previously occurred during the summer season:

Colour Pennants

Clubs throughout the state placed in groups of 4 and compete for a pennant flag. Points are awarded for places in each event. There are 4 meets in the season with each club hosting a meet. Riverside has won many pennants over the years (see the website for more details).

Grade Pennants

There are five grades, A-E, each comprising of up to 8 clubs. These meets are held each February at Challenge Stadium. When a club wins their grade they are promoted to the next grade - the last placed club goes down a grade. Riverside won the C grade pennant in 2007 and currently competes in C grade.

Inter-Club Competitions

On a regular but not frequent basis, Riverside committee members have arranged inter-club meets against other clubs in the metro area (and sometimes beyond). Being the guest club, or one of several, means that members can compete in a safe and friendly environment.

Team Selection

Swimmers are selected by a sub committee which is made up of the coach and 1 or more committee members. Riverside tries to give all members at least 1 swim at Interclub Meets. This may not always be possible due to large numbers in certain age groups. A lot of hard work goes into making up the teams so that we do remain competitive whilst still trying to be fair to all.

Although each swimmer is asked for their swimming availability, all club members are encouraged to attend in a supporting role (if not swimming). The accepted practice for the pennants (colour or grade) is for the coach to choose the teams - however the composition of the team in the water is often changed at short, late notice.

Please note that team selection is not usually advertised before the day of the meet – as personal circumstances often prevent a swimmer from attending at late notice, and any other club members present at the time can be substituted in. As the pennants are few in number and short in duration, the inconvenience to attend in a non-swimming role is outweighed by the support to the club / coach.

Club Records

In accordance with the Chamber of Commerce and the Incorporated Clubs Act, Riverside must keep a public membership list. The list must contain each members name and address and is available upon application by any member of the public. The Committee do not know of any current rules or laws that prevent members details (as specified by the act) being included on this list - including and not limited to child protection, VRO or any privacy laws. Details such as age, phone number etc are kept on a second private list, which is not available for distribution.

Sponsorship and financial assistance.

Unless covered otherwise by a specific contractual obligation, there is an expectation that members in receipt of sponsorship money or other financial assistance, will remain with the club for at least 18 months. Members will be required to sign an acknowledgement that should they wish to move on (for whatever reason) the "gift" will be due for repayment back to the club – transfer papers will not be signed until the obligation has been discharged.

In the event that paperwork is not completed, current membership is accepted as being an acknowledgement of this obligation.

Social and Fund Raising Events

From time to time there will be fund raising and social events. Members are encouraged to attend to foster a more cooperative environment within the club – obviously the more people at any event the less of a burden it will be for any one person (committee or not). And if you bring some friends with you, it makes things even easier!

Swim meet officials

Judges

There are three judges on a stand at the finish to decide the result. Never walk in front of the stand as you will block their view. In addition, there are two (or three) timekeepers on each lane. They will tell you what time you have achieved if you ask them, but it may later be adjusted if there is a discrepancy or the judges' disagree with the timekeepers. Even though this is a very rare event, you are advised to wait until the official results are published. It is also recommended that each swimmer keep a written record of his/her times (a grid has been provided at the end of this handbook as a guide).

Handicappers - Check the time sheets against the Judges' sheets, then record the results on the race sheets. Points are calculated and the records are brought up to date. See the Handicappers if you want to change the distance you swim.

Most of these jobs can be done with a minimum of experience and the Club welcomes volunteers, in fact, it cannot operate without them. If you do one of these jobs regularly, it is a good idea to consider becoming qualified by WASA. This is a fairly simple procedure, involving a short practical course. Knowing that you understand the job thoroughly will give you great confidence in performing it. Qualifications are offered in refereeing, timekeeping, Judging, starting, inspector of turns and recording. See the Swim Meet Officer or Secretary for more details. The Club may help pay any fees involved in attended: these official courses as a form of sponsorship (see the relevant notes about obligations).

Poolside officials for SWA events

Parents please note the following extract from the Swimming WA guidelines:

“Clubs are reminded of their obligation to supply officials for all SWA run carnivals. It is compulsory that A Grade clubs supply a minimum of 3 officials, B Grade 2 and C & D Grades 1 official each.”

Failure to comply could result in swimmers being barred from competing.

Swimming Rules

**** To be confirmed** (these details were carried forward from previous versions of the handbook and appear to have been updated by FINA since they were first published. Where known, details have been included.)

Breaststroke swimming:

- (a) From the beginning of the first entire stroke after the start and after each turn the body shall be kept on the breast and both shoulders shall be in line with the water surface.
- (b) All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.
- (c) All movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement. Before the beginning of the first arm stroke after the start and after each turn, up and down movements of the legs and feet are not permitted.
- (d) Hands shall be pushed forward together from the breast, and shall be brought back on or under the surface on the water,
- (e) In the leg kick, the feet must be moved outwards in the backward movement. Movements in the form of a "flutter kick" or a "dolphin kick" are not permitted. Breaking the surface of the water with the feet is allowed unless followed by a downward movement on the form of a "dolphin kick".
- (f) When finishing the race the touch shall be made with both hands simultaneously at the arm level, either at, above or below the water level. The shoulders should still be in the horizontal position. At the turn of simultaneous, but uneven touch is permitted, but the shoulders must remain in the horizontal plane.
- (g) Part of the head shall break the surface of the water or be above the general water level throughout the race **, except at the start and at the turns when the swimmer may take one arm stroke and one leg kick while wholly submerged before returning to the surface. This can include a dolphin kick prior to/at the commencement of the first arm stroke at the start and at the turns
- (h) In the Individual Medley, the completion of the breaststroke portion is considered as a turn, in the Medley Relay finishing the breaststroke portion is considered as the end of the race.

CLARIFICATION: A swimmer may take one stroke to assist him in returning promptly to the surface. Either the complete or incomplete movement of the arms and legs shall be considered as one stroke or kick. From the moment when a swimmer, after the start or turn begins the second stroke, one part of the head shall break the surface of the water.

Butterfly swimming:

- (a) Both arms must be brought forward together over the water and brought backward simultaneously.
- (b) The body must be kept on the breast and both shoulders in line with the surface of the water from the beginning of the first arm stroke, after the start and on the turn.
- (c) All movements of the feet must be executed in a simultaneous manner. Simultaneous up and down movements of the legs and feet in the vertical plane are permitted. The legs and feet need not be at the same level, but no alternating movement is permitted.
- (d) When touching at the turn or on finishing a race, the touch shall be made with both hands simultaneously on the same level, and with the shoulders in the horizontal position. The touch may be made at, above, or below water level.
- (e) At the start and at turns a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface.

NOTE; Either the Dolphin or Breaststroke kick may be used and both kicks alternated during the race at the discretion of the competitor (this may have been updated).

Freestyle swimming:

- (a) Freestyle means that in an event so designated the competitor may swim any styles except that in a regular relay or individual medley event, freestyle means any style.
- (b) In freestyle turning and finishing, the swimmer can touch the wall with any part of his body. A hand touch is not obligatory.

Backstroke swimming:

(a) The competitors shall line up in the water, facing the starting end, with hands placed on the starting grips. The feet can be placed above the water at the start at the discretion of the competitor. The swimmer is not allowed to make any movement with any part of his body before the starting signal has been given.

(b) At the signal for starting and when turning the swimmers shall push off and swim on their backs throughout the race. The hands must not be released before the starting signal has been given.

(c) Any competitor leaving his normal position on the back before the head, shoulder, foremost hand, or arm has touched the end of the course for the purpose of finishing, shall be disqualified **.

CLARIFICATION: It is permissible to turn over beyond the vertical after the foremost part of the body has touched, for the purpose of executing the turn but the swimmer must have returned past the vertical to a position on his back before the feet have left the wall.

(** note: current rules indicate that a single half-rotation is allowed onto the front no more than 1 arm stroke out from the wall, to commence a tumble turn which must finish on ones back - but that no other rotation greater than 45 degrees off the swimmers "back" is allowed).

Medley swimming:

(a) In an Individual Medley event a competitor shall swim Butterfly, Backstroke, Breaststroke and Freestyle, in that order.

(b) In a Medley Teams Relay event, each team shall consist of FOUR (4) members who shall swim respectively Backstroke, Breaststroke, Butterfly and Freestyle in that order.

(c) In an Individual Medley event, if a swimmer after completing the correct distance for any particular stroke, turns and commences to start the incorrect stroke for the next leg, he shall be disqualified. However, if the swimmer realises his error, stops and returns to the end of the pool and then recommences in the correct stroke, he shall not be disqualified.

(e) Disqualification for breaststroke when swum in MEDLEY EVENTS:

Individual Medley: In this event the completion of the breaststroke shall be considered a turn, and the touch may be UNEVEN but MUST be SIMULTANEOUS.

Medley Relay: In this event, finishing the breaststroke shall be considered the end of the race. The touch must be EVEN and SIMULTANEOUS.

Photos and Permission

The club always benefits from having happy smiling faces when publicising its activities – children and parents respond to a happy child better than a boring set of numbers (or a picture of an empty pool).

The club also has clothing and accessories which are much more appealing when photographed being worn by a happy swimmer with a lovely smile (than in a packet or laid out on a table)!

However the club must abide with whatever current legislation is relevant to not only children, but photography, finances and membership.

Current legislation requires the club to seek permission to photograph your child, for the purposes of promoting the club or the sport. Note Swimming WA do not ask, and assume that membership of Swimming WA gives them permission to use your photos when a general participant or part of a crowd – Riverside cannot do the same unfortunately.

There are rules and regulations about what can and can't be used, modesty guidelines and so forth. The child's age, address and surname will not be used without consent. You can withdraw your consent or ask that the child's face not be included (for instance) if you wish, but this needs to be in writing to the committee.

Visit www.rsc.org.au/committee to download a form for your children.

Complaints Process:

In the life of a club there may be times when personalities clash and issues occur that have the potential for divisions to be created. Riverside encourages members to participate fully in all aspects of the club, however when a disagreement occurs, members of the club committee are available to act as arbitrators in order for an amicable solution to be reached. If things do not go as planned the following courses of action are available to you;

1. Act early
 - a. When a disagreement occurs, let someone know quickly.
 - b. Although some issues are associated with the heat of the moment, other problems happen through misunderstandings. The less time these things go un-checked the more likely a resolution will be found.
2. Advise a committee member.
 - a. If you have a dispute with another member, alert the committee.
 - b. Register the dispute in writing to the club, so that appropriate action can be taken.
 - c. If the dispute is able to be solved with reconciliation and negotiation then this is the best result.
3. Committee rulings
 - a. If you are unhappy about a committee decision, whether it is associated with a personal dispute or other matter, you must advise the committee so that they can take the necessary action.
 - b. If the matter is subject to a committee or AGM meeting, the resolution may have to wait until the next available time – refer to the constitution for timing and structure of meetings.
4. Swimming WA
 - a. If you are unhappy with the committee's decision after you have alerted them to the fact, then the next step is to contact the relevant officer at Swimming WA.
 - b. Swimming WA come under the Swimming Australia code of conduct, and as such all complaints and procedures are subject to the Swimming Australia code of conduct (including escalating from that point).
 - c. Their code of conduct, avenues for registering complaints and escalation procedure are available on the website.

Riverside committee strongly advise the members to address any issue quickly, to nip any disagreements and arguments in the bud promptly and to, in any and all cases, seek a course of action to avoid conflict with others.

There are many hard working volunteers (not only, but also, committee members, family members and friends) who are striving to maintain the good health of the club, its swimmers and the sport .. be generous and kind to them, forgive any omissions and accept that people (like you and me) having failings and shortcomings.

Handbook versions and updates:

Of course things will be missed, change or need altering throughout the membership of a swimmer at Riverside Swimming Club, and versions of the handbook will differ subtly from year to year – this only indicates that the club is growing and staying alive with its members and should be considered normal.

Suggestions for changes, additions or omissions should be submitted to the committee, through the normal channels (in writing) to enable the next version to be accurate and useful for new and existing members.

And if any member, parent or helper feels they would like to be involved managing this process then please contact the committee to discuss the requirements.

Thank you for being with the Riverside Swimming Club.

