

AQUA CULTURE SWIM CLUB

Information Booklet



About Us

The Aqua Culture Swim Club (ACSC) is a not-for-profit sporting organisation, with funds raised from its activities being reinvested in the Club for the benefit of the members of all levels. The Club is administered by a volunteer committee and based at the Aqua Culture Swimming Centre in Brookvale, utilising the 25 metre indoor pool all year round.

ACSC is a member of Sydney Metro North East (SMNE) Swimming Association and, beyond that, Warringah Amateur Swimming Association, Swimming New South Wales and Swimming Australia Limited.

The Aqua Culture Swim Club was established to provide a pathway for Aqua Culture Swimmers to participate in club races and external competitions, allowing athletes to enjoy the competitive stream of the sport and practise their racing skills.

We strive to provide an inclusive, socially engaging and family friendly environment where all members of the local community are welcome to participate and feel safe and confident to do so.

Vision

To foster an inclusive and family friendly community where everyone can realise their passion and potential for swimming in an environment that encourages self-improvement.

Mission

To provide an inclusive facility with exceptional coaches, supported by a committee of volunteers who together foster the growth of our club and its swimmers.

Values

Inclusive - Everyone is welcome and catered for

Community Focused - Give back to those who support us

Family Friendly - Providing a safe and friendly environment for all to enjoy

Excellence - Striving for continuous improvement and a desire to achieve one's potential

How can I join the Club?

To join the Aqua Culture Swim Club please go onto Swim Central to complete the membership application, accept the terms and conditions and make payment.

Each swimmer under the age of 18, must have an adult family member who signs up as a non-swimming member 'Dry Member' of Swimming NSW. This provides the parent with Swimming NSW Insurance as a volunteer for any club related activities they might perform.

Members can choose from the following options:

1. Dry Member - \$47.90 - for parents and technical officials who would not be swimming at competitions.
2. Club Only and WASA Member - \$252.71 - for swimmers who only wish to compete at Club Race Days and WASA Competitions.
3. Competitive Swimmer, WASA and Swimming NSW Member - \$310.85

For all membership enquiries please contact the Club Registrar on registrar@aquacultureswimclub.com.au

Can I try a Club Race Day without being a member?

Absolutely! All swimmers new to the club are able to participate in one Club Race Day without being a member. This gives new swimmers a chance to experience what Club Race Days are all about. If they wish to continue beyond that they will need to purchase a membership through Swim Central.

What do the monthly Club Race Days involve?

ACSC Race Days will take place monthly on selected Saturdays throughout the year at the Aqua Culture Swim Centre. Race Days will commence with a 15 min warm up from 3.10pm, with races starting promptly at 3.30pm and concluding by 5.30pm.

Club Race Days are for all ages and abilities so everyone is welcome to come along and join in the fun. Races will vary from month to month, but include a mixture of 25, 50, 100, 200 and 400 metre events. Swimmers may enter up to 4 events each Race Day. These events will be conducted in the 25m pool with some beginner and novelty races operating out of the Learn To Swim Pool for those who are not able to swim 25m unassisted.

A sausage sizzle will also be available at the conclusion of races which is a great way to meet and greet club members and feed the kids at the conclusion of racing.

How do monthly Club Race Days operate?

- Swimmers must sign in at the registration desk and get their member number drawn onto their upper left arm.
- Swimmers 10 years or under must be signed in and accompanied by an Adult.
- Swimmers will then nominate up to 4 events they wish to compete in.
- After registering their events, swimmers may enter the pool when instructed for a 15 min warm up.

- At the conclusion of warm up, the marshall will begin to call the first event. Swimmers may sit with their parents or on the dies of the pool until the events are called. Once called, the swimmer must report to the marshalling area where they are allocated a lane and a heat for their event.
- Swimmers will participate in their events under the Swimming NSW Rules.
- At the conclusion of their event, swimmers may ask the timekeeper for their time, and then return to their seated area until their next event is marshalled.

Volunteers

ACSC is built upon the foundations of our wonderful volunteers who form an essential part of running a successful club. We are incredibly grateful for any support provided by our volunteers.

We call upon the support of our parent community to volunteer their time to assist the club in whatever manner is required to participate in Club events, including, running swim club races, cooking the bbq, time keeping at external competitions, helping with fundraising activities, or assisting with the coordination of travelling teams and camps.

Volunteering at the Aqua Culture Swim Club brings with it a sense of belonging, an opportunity to meet new people and friends and most importantly, to show your children what helping in a community setting is all about.

Tell me more about external Competitions

External swim meets are a fantastic way for ACSC members to practise their racing skills in a safe, fun and competitive environment. Competing under race conditions against swimmers from other clubs is a great opportunity to enhance technical and skill development as well as develop race strategies with your coach, for your events. It is also the only way to gain official qualifying times which are required for many area, state and national competitions.

The Long Course Season (conducted in 50m pools) runs from October to April and the Short Course Season (conducted in 25m pools) runs from May - September.

Before the start of each season, the coaching staff will liaise with the club committee to determine the competitions they would like club members to target. This information will then be emailed to all members and uploaded to our website. (www.aquacultureswimclub.com.au)

Each targeted competition will have a closing date for entries to be submitted. A few weeks before this closing date swimmers and their parents/carers must consult with their coach and discuss what races they would like to enter.

The cost of entering swim competitions will vary depending on the price set by the host club or swimming association. These costs can be found on the relevant website. Many of the competitions also provide the opportunity for Club relay teams. Swimmers will be selected for these teams by the coaching staff as per the ACSC Relay Team Selection Guidelines. The club always pays the entry fees for the relay teams.

When representing the Aqua Culture Swim Club at competitions, all swimmers must wear an ACSC t-shirt and Swimming Cap as part of the Club uniform. Swimmers who signed up as a registered swimming member are provided one complimentary swimming cap each year. T-shirts and other merchandise may be purchased via a Uniform Order Form available on the website.

Aqua Culture Swim Club Relay Selection Guidelines

The Aqua Culture Swim Club Relay Selection Guidelines outline the process for relay team selections at competitions and ensure the team selected will provide the best result for the Club at the selected competition.

- ACSC Coaches will select all relay teams.
- ACSC Coaches have the right to make changes to a previously selected relay team providing it serves the best interest of the overall result of the team.
- Teams will be selected based on season bests, or in some cases, times swam at the selected competition. All times considered for selection must be swam at sanctioned Swimming NSW/Australia competitions.
- The fastest available swimmers will be selected for each relay and notified by the Coaches.
- Coaches may use their discretion to make a selection contrary to the above guidelines if it serves the best interest of the overall result for the team. (Eg. if a swimmer is tired from multiple races vs a swimmer who is more rested but both swimmers have similar best times. It must also be noted that some swimmers rise to the occasion of relay swimming and exceed personal best times which will also be considered)
- The determination of the Coaches is final and will be accepted by all Club Members.

How do I enter external competitions online?

To enter a competition please go onto the Swim Central website: [Swim Central Home](#)

1) Login to Swim Central, select the padlock at the top right corner and enter your 'PIN'
NB. If you are an individual not attached to a family group purchasing for yourself you will not require a pin.

FINDING A MEET

2) Select 'Events' from the left hand menu, alternatively, select locate an event from the quick links.

3) From the 'My Events' tab select the date of the meet from the calendar. The blue dot indicates there is a meet.

3) Select 'View Event' next to the meet you wish to nominate for.

4) If you are looking to enter a meet that is not shown on my events calendar, please contact your club to confirm this meet has been allocated to your club or select 'Locate an Event' and search for the event via the filters.

EVENT DETAILS

- 5) 'Details' tab to view event details or position nominations if applicable.
- 6) 'Entries' tab to view a list of eligible entries.
- 7) Select the swimmer you wish to enter.
- 8) Confirm you are representing the correct club. If you need to change the primary membership please click 'Change Primary membership' and update accordingly.

MEMBERSHIP AND RELATIONSHIP REQUIREMENTS

9) Membership and Relationship Requirements (i.e. the requirement for a swimmer to hold a valid membership or relationship with a club) will be checked to ensure you meet these requirements. You will be advised if you don't, otherwise you will be taken straight to the race entries screen.

NB: If there are both membership and relationship requirements a participant must meet both requirements to enter.

ENTERING THE MEET

10) A list of all eligible events for the swimmer to enter based on their age and gender will appear.

11) If there are no qualification times, or the swimmer meets the qualification time, a '+' icon will be displayed. Select '+'.

12) If the competitor/swimmer does not meet the qualification time, an 'Ineligible' tag will display.

13) Races already entered will display with 'Entered'.

14) If a swimmer or session duration has reached its limit a 'Max' status tag will display for that event.

Entry Time: The swimmer's time used at time of nomination.

Seed Time: A swimmer's final seed time is calculated at time of export from Swim Central and may differ to the entry time.

15) If the meet requires a Meet Entry Fee a screen will display the amount to be paid.

16) Select 'Continue' if this is applicable.

17) If the meet requires a document eg. Passport Photo for identification, a screen will display a prompt to upload a document.

18) If the required document is not already present in the individuals document library it can be uploaded via the yellow 'Documents Type' button next to the swimmer's name.

ENTERING MORE THAN ONE SWIMMER

19) To complete entries for another swimmer for the same meet select the next swimmer from the Nominee box

20) To complete entries for a different meet, simply click on 'back to events' at the top of the page or 'Events' in the menu

21) You will see the total number of events entered displayed in the Shopping Cart item count as you go along.

CHECKING YOUR SHOPPING CART

22) Once entries have been added to the cart, select the cart icon or click 'Make Payment'

23) You will see a confirmation screen listing all events you entered for each swimmer and which meets have been entered.

24) Confirm all entries and, if necessary, remove any unwanted items by selecting the 'X'

25) Enter payment details and select Agree with Terms & Conditions in the payment method window

26) Select 'Buy Now' or 'Complete Purchase' button to complete the purchase.

27) A 'Thank you for your purchase' screen will display and an email confirmation will be sent to your inbox verifying that your purchase is complete.

28) You can also select 'Go to Purchases' where you will see that the purchase status is set to completed for the transaction.

FOR A MORE DETAILED DESCRIPTION, VISIT

[How to Enter a Meet – Swimming Australia Online Support Portal](#)

Does the Club have branded merchandise and how can I order it?

ACSC has a range of branded merchandise for members to wear at Club events and competitions.

Merchandise includes:

- Club swimming caps – traditional silicone style (\$20)
- Club t-shirt (\$40.00)

More items coming soon!

You can order club merchandise for purchase by emailing treasurer@aquacultureswimclub.com.au.

Payments can be made via EFT into the Club's bank account. Details below:

Aqua Culture Swimming Club Bank Account

ACCN: Aqua Culture Swim Club

BSB: 012330

Account No: 169168503

Reference: <Swimmer Name> and <Item Purchased>

Once payment has been made, please email a copy of the remittance advice to treasurer@aquacultureswimclub.com.au. Merchandise will only be supplied once payment has been received.

Who can I contact if I require further information?

For all Swimming Club enquiries please refer to our website www.aquacultureswimclub.com.au as your first point of call.

If you seek further support, please contact the relevant committee member:

Greg Gordon - President - president@aquacultureswimclub.com.au. Contact for general questions regarding the Club, how it operates, becoming a volunteer.

James Love - Treasurer - treasurer@aquacultureswimclub.com.au. Contact for any payment problems, remittance advice statements or merchandise enquiries.

Libby Arcus - Secretary - secretary@aquacultureswimclub.com.au. Contact for any communication relating to upcoming meetings, notices or minutes.

Nina Gordon - Registrar - registrar@aquacultureswimclub.com.au. Contact for any membership enquiries.

Sandi Edwards - Head Swimming Coach - sandi@aquacultureswim.com.au. Contact for information about the competition calendar or upcoming events.

Ryan Yii - Swimming Coach - ryan@aquacultureswim.com.au. Contact for information about the competition calendar or upcoming events.

For swimming lessons or squad enquiries please contact hello@aquacultureswim.com.au.

Terms and Conditions of Membership

Aqua Culture Swimming Club and Swimming NSW Member Declaration

1. I agree to abide by the rules, regulations, Codes of Conduct and policies of Aqua Culture Swim Club, Swimming NSW, Swimming Australia, the relevant Area Swimming Association and the relevant club, including Swimming Australia's Anti-Doping, Member Welfare, Child Welfare and Privacy Policies (these are available at www.swimming.org.au).
2. I authorise Aqua Culture Swim Club and Swimming NSW to use, disclose or relate to any relevant bodies any of my personal information that may be necessary to implement or the rules, regulations, Codes of Conduct and policies in (1) above. I agree to have my name, photograph and results published in official programs, newsletters and websites. For Minor Members (Under 18 years), I give consent for my child's name, photograph and results to be published in official programs, newsletters or websites.

3. I understand that the personal information I have provided in my membership application is collected, used and disclosed in accordance with the SNSW Privacy Policy (available from www.nsw.swimming.org.au). Aqua Culture Swim Club and/or SNSW may use and disclose my personal information for the purposes of conducting and administering swimming and other related activities across New South Wales, providing me with member services or promotional material, complying with legal obligations or otherwise in accordance with the SNSW Privacy Policy. Aqua Culture Swim Club and/or SNSW may share my information with third parties such as:

- a. Swimming Australia (including for direct marketing purposes), SNSW Affiliates and other organisations involved in swimming in New South Wales;
- b. companies engaged by Aqua Culture Swim Club and/or SNSW to carry out functions and activities on their behalf, including direct marketing;
- c. government agencies; and
- d. Aqua Culture Swim Club and/or SNSW's professional advisers, including their accountants, auditors, lawyers and insurers, however my information is not generally disclosed to anyone outside Australia. (The SNSW Privacy Policy contains information about how you may access and request correction of your personal information held by Aqua Culture Swim Club and/or SNSW or make a complaint about the handling of my personal information, and provides information about how a complaint will be dealt with by Aqua Culture Swim Club and/or SNSW).

4. I understand my membership application may be rejected if the information is not provided or found to be misleading.

5. I understand that if I do not wish to receive promotional material from SNSW's sponsors and third parties I must advise SNSW via email or telephone or via the specific opt-out procedures provided in the relevant communication.

Parent/Guardian Declaration

1. I have read, understood, acknowledge and agree to the declarations above and the details provided in the application.
2. I personally consent to the declarations above.
3. I warrant that all information provided to Aqua Culture Swim Club is true and correct.
4. Where the applicant is under 18 years of age this application must be signed by the applicant's parent or legal guardian.
5. Where the applicant is a Minor Member, under 18 years of age, I give consent for my child's name, photograph and results to be published in official programs, newsletters or websites for marketing or database collection purposes.
5. I as the parent or guardian of the applicant expressly agree to be responsible for the applicant's behaviour and agree to personally accept the conditions set out in this membership application and declaration.

Conditions and Agreement Declaration

I/We authorise Aqua Culture Swim Club to use, disclose or relate to any relevant bodies any of my personal information that may be necessary to implement the rules, regulations, Codes of Conduct and policies of the Aqua Culture Swim Club.

I/We grant permission to the Aqua Culture Swim Club to use my photograph, video, multimedia and/or likenesses of me captured during club events without payment and/or compensation to me. These items become the sole property of the Aqua Culture Swim Club to use for any legitimate purpose, including, but not limited to, promoting, advertising and marketing activities.

I/We agree to have my name, photograph and results published in official Aqua Culture Swim Club programs, newsletters and websites.

I/We agree to participate in fundraising activities Aqua Culture Swim Club implements as a compulsory activity for the club throughout the membership period.

I/We agree that timekeeping is a compulsory activity and will help at meets and on club nights when requested.

I/We agree that swimmers entries for each SMNE and coach-nominated swim meet are accepted on the basis that a parent/guardian agrees to timekeep, officiate or assist as requested for at least one session per day of the meet. Refusal to assist as requested may result in withdrawal of the swimmer from the meet.

I/We agree to adhere to the Aqua Culture Swim Club Uniform Policy.

I/We acknowledge that the club may cancel or suspend the club membership of individuals/families who do not meet the requirements of this agreement or the Club Code of Conduct.

Aqua Culture Swim Club Code of Conduct

Swimmers

- Participate according to NSW Swimming rules and do not argue the decisions of an official. In the event a protest is required, it must go through my coach and the correct channels.
- Conduct yourself in a manner displaying good sportsmanship and be respectful of all stakeholders of the sport.
- Participate for your own enjoyment and not just to please parents and/or coaches.
- Strictly refrain from the use of profanities and the verbal abuse of officials fellow swimmers, coaches and other members.
- Strive to improve your skills, technique and speed and have fun whilst doing it.
- Treat all swimmers as you would like to be treated. Respect the rights and dignity of all participants regardless of their ability or background.

- Cooperate with your coach, teammates and opponents. Without them, there would be no competition.
- Be humble in success and gracious in defeat.
- Honour the commitment you have made as a club member and get as much out of the experience as possible.
- I agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
 - Verbal warning by Aqua Culture Swim Club President or nominated Office Bearer
 - Written warning by Aqua Culture Swim Club President or nominated Office Bearer, SMNE or Swimming NSW
 - Membership suspension with written documentation of incident
 - Membership cancelled

Parents

- Focus on the efforts and performance of your child rather than the overall outcome and result.
- Teach your child that a committed effort is as important as victory, so the result is accepted without undue exuberance or disappointment.
- Encourage your child to adhere to the rules of swimming and spirit of fair play at all times.
- Never ridicule your child or others for making a mistake or not performing to expectations.
- Remember children participate in swimming for their benefit and enjoyment, not yours.
- Remember that children learn best from example. Applaud good performances by all participants and respect all stakeholders of the sport.
- Raise any concerns you may have with officials through the appropriate channels rather than questioning the official's judgement and integrity in public. In every case you should contact the relevant club representative or coach who will listen and then follow up on all reported situations.
- Remember most officials volunteer their time to enable your child to participate in the swimming.
- Support all efforts to remove verbal and physical abuse from the swimming arena.
- Recognise the value and importance of coaches and give them your support.
- Filming or taking photographs is strictly prohibited at internal club events.

- I will refrain from coaching my child or others during swim club or competitions and leave this to the Coach.
- Do not engage in any unsportsmanlike conduct that would be seen as a breach of this Code of Conduct or bring the Clubs reputation into disrepute.
- I agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
 - Verbal warning by Aqua Culture Swim Club President or nominated Office Bearer
 - Written warning by Aqua Culture Swim Club President or nominated Office Bearer, SMNE or Swimming NSW
 - Membership suspension with written documentation of incident
 - Membership cancelled

Spectators

- We encourage spectators to support and cheer on club members during competitions.
- We look to adults to set examples through good sportsmanship, respect towards others, and self-control at competitions.
- We expect supporters to be enthusiastic but not fanatical or designed to heckle, belittle, boo or disturb the opponents.
- Support for any swimmer should never encourage violence or illegal conduct.
- Healthy competition from all competitors should be applauded generously.
- The shouting out of suggestions, disapproval or profanities to competitors, officials or other spectators is unacceptable.
- The area where club members sit during competition should be left tidy and free of rubbish.
- I agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include my removal from the facility.

Safety Rules

- Swim Caps must be worn for swimmers whose hair extends past their neck line, over their ears and eyes.
- No jewellery or bandaids are to be worn in the water.
- No running is permitted in the pool area.
- Adherence to the Aqua Culture Swim Centre rules must be followed at all times.
- In the event of an emergency, the instruction of coaches, committee members and Aqua Culture Swim Management is to be followed at all times.

- Keep fire exits clear at all times.
- No glass is permitted in the Aqua Culture Swim Centre.
- Children 10 years and under must be supervised by a parent or guardian at all times.