

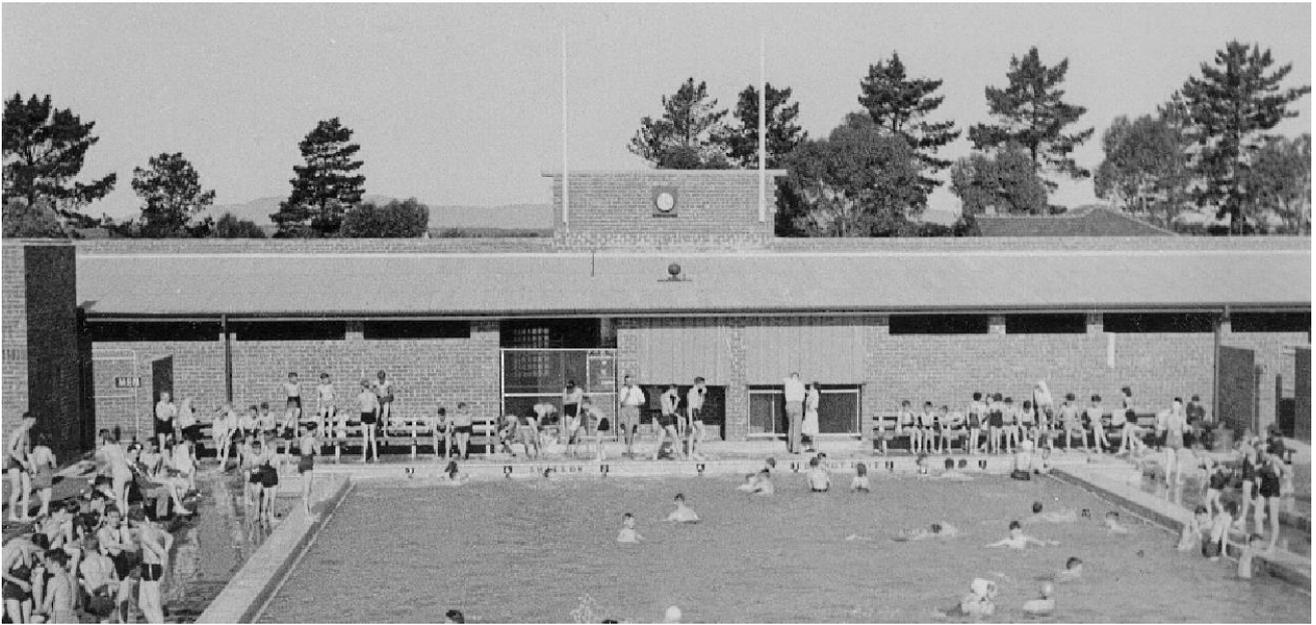


# SURREY PARK SWIMMING CLUB HANDBOOK SEASON 2022/23

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# Welcome to our Club



*We warmly welcome you and your family to Surrey Park Swimming Club.*

This handbook aims to provide information to swimmers and parents in relation to the Surrey Park Swimming Club and its training squads.

Initially, your involvement with the Club may centre around your own squad particularly the other swimmers and their parents. As you become more involved through activities such as Club Championships and external competitions you will encounter a sea of new faces and friendly people!

It can be somewhat overwhelming, especially for new Club members, to fully comprehend all the Club's activities and services. Hopefully this handbook will provide all members with a better understanding of the Club. Most importantly, if it does not answer your immediate queries, we hope that it at least serves to point you in the right direction to obtain the information you require.

Surrey Park Swimming Club has been providing to our local community a member based swim club since 1904. Our programs start at learn to swim and progress all the way through to our members striving to represent Australia.

Our aim is to provide every opportunity for swimmers to develop to their maximum potential. To do this we employ a team of qualified professional coaching staff. However we still require the ongoing assistance and support of parent volunteers for a range of the Club's activities. If you would like to get involved in any aspect of the Club, please do not hesitate to contact the President or one of the Committee members who will be happy to advise you.

We believe your involvement at Surrey Park Swimming Club will be an enjoyable experience.

# Club History

The Surrey Park Swimming Club was established in 1904 and is one of the oldest still active swimming clubs in Australia. The Club has been part of the sporting life of the Box Hill area since that time.

The Club held its first carnival on 23 February 1907. The one mile championship was won, in record time, by Frank (later Sir Frank) Beaurepaire. In the 1930s Surrey Park Swimming Club moved to the newly built Box Hill City Baths. In 1981, Box Hill Recreation Centre (now AQBH) opened, and the Club started to train in this centre's indoor pool. The facade of the original kiosk forms part of the Surrey Park Swimming Club's club rooms. Female members were admitted to the Club in 1925 and today represent about 50% of the Club's membership.

Over the years Surrey Park has had great success at State, National and International level in both Age and Open competition. Matt Welsh, now retired, when a member of Surrey Park represented Australia at the Sydney 2000 Olympics where he achieved 3 medals (silver in 100m backstroke; bronze in 200m backstroke; bronze in medley relay). Former Surrey Park swimmer Samantha Hamill also represented Australia at the Beijing 2008 Olympics. More recently Surrey Park swimmers have represented Australia at Junior World Championships, the Youth Olympic Festival and World University Games.

Surrey Park has been ranked as one of the top 4 Victorian Clubs for the last 4 swim seasons.

## Vision

The Surrey Park Swimming Club seeks to provide the best club environment in Victoria for the development of all of its swimmers to their full potential in an atmosphere of enjoyment and professionalism.

## Goals

- Be a recognised force in competitive swimming
- Maximise growth potential of learn to swim operations
- Develop and implement effective internal and external communications
- Provide opportunities for personal and professional development for all members of the Surrey Park community
- Provide ongoing appropriate diversification within the Surrey Park program to meet the needs of our stakeholders
- Identify and secure sustainable pool space for long term operational needs



# Key Contact Information

## Coaching Staff

**Head Coach and Performance Squad Coach:** Justin Bell [justin@surreypark.org.au](mailto:justin@surreypark.org.au)

**Open Performance and State Target Squad Coach:** Michael Goff [michael@surreypark.org.au](mailto:michael@surreypark.org.au)

**State Youth and State Junior Squad Coach:** Anthony Di Petta [anthony@surreypark.org.au](mailto:anthony@surreypark.org.au)

**Lead Junior Coach and State Development Squad Coach:** Laura Seddon [laura@surreypark.org.au](mailto:laura@surreypark.org.au)

**Assistant Coaches:** Anthony Lin, Chris Tang, Hamish MacDougall, Qiao Ning Huang

## Administrative Staff

**Chief Executive Officer:** Phillip Kong [phil@surreypark.org.au](mailto:phil@surreypark.org.au)

**Swim School Manager:** Charity Dickins [charity@surreypark.org.au](mailto:charity@surreypark.org.au)

**Accounts:** Sook-Phin Leong [accounts@surreypark.org.au](mailto:accounts@surreypark.org.au)

**Membership and General Club Enquiries:** Club Registrar [membership@surreypark.org.au](mailto:membership@surreypark.org.au)

## Committee of Management

**President:** Stefan Kursidim [president@surreypark.org.au](mailto:president@surreypark.org.au)

**Vice President:** Simone Wendt [vice.president@surreypark.org.au](mailto:vice.president@surreypark.org.au)

**Treasurer:** Joe Zhao [treasurer@surreypark.org.au](mailto:treasurer@surreypark.org.au)

**Secretary:** Belinda Burns [secretary@surreypark.org.au](mailto:secretary@surreypark.org.au)

**General Committee Members:**

Andrea Costa, Andrea Phillips, Jim Bian, Lucinda Richards, Maaïke Vrij, Xavier Perronnet

## Other Information

Surrey Park's main reception desk and club rooms are located at Aqualink Box Hill

Address: Aqualink Box Hill, 31 Surrey Drive, Box Hill 3128

Postal Address: PO Box 286, Box Hill 3128

## Surrey Park Aqualink Reception Hours

**DURING SCHOOL TERM:**

Monday to Friday: 8:30am - 7:30pm

Saturday: 8:30am - 4:30pm

Sunday: 8:30am - 1:00pm

**DURING SCHOOL HOLIDAYS:**

Monday to Friday: 8:30am - 3:00pm

Saturday: 9:00am - 1:00pm

Sunday: 9:00am - 1:00pm

# Coaching Team

Surrey Park's Head Coach Justin Bell is responsible for the leadership, management and delivery of the Club's Squad coaching program. In addition, Justin coaches the Club's Performance Squads.

## **Justin Bell: Head Coach and Performance Squad Coach**

Justin Bell Surrey Park's Head Coach is an experienced Swimming Australia Advanced (Silver Licence) Coach. He is the primary coach of Surrey Park's High Performance, National Age and National Target squads.

Justin has coached swimmers to compete successfully at State National and International levels. He re-joined Surrey Park's Coaching Team as National Age Coach in May 2019. He had spent much of his previous 'swimming life' at Surrey Park, initially as a successful swimmer who went on to compete at National level, then as an assistant coach working primarily with the Club's more Junior State-level swimmers. He is also a member of a 3rd generation Surrey Park family.

Justin's skills as a coach were recognised outside the Club and the State. In 2014 he was given the opportunity to move to Queensland and broaden his coaching knowledge and experience; also to work with more senior, as well as junior athletes. During his time in Queensland Justin's career as a coach prospered. He was selected as an Australian Team Coach for the Australian Junior Pan Pacs 2018 Team and was the coach of a number of swimmers selected for this team in both 2018 and 2019.

Some of Justin's other coaching achievements include:

- Primary Coach of Victorian National Age Finalists and medal winners
- Victorian State Teams Coach in 2020 and 2021
- National Age Squad Coach of the Rackley Club and Lead Coach at St Joseph's College, Brisbane
- Primary Coach of a number of Queensland National Age Finalists and Medal winners
- Coached 16 swimmers at 2019 Age Nationals and Queensland 2017 and 2018 State Teams members
- Queensland State Teams coach in 2017 and coach of numerous Queensland State Finalists

## **Michael Goff: Senior Coach**

Michael holds a Swimming Australia Development Coach Licence (Bronze).

Michael is the primary coach of both Surrey Park's Open Performance and State Target Squads. He also assists with coaching of the Club's other squads. In addition he assists with the development and training of instructors who work in Surrey Park's learn to swim program.

Michael is also actively involved in the dryland program for the Club's State and National level swimmers. He has been involved in sports and fitness programs for more than 10 years; his emphasis has been on activation and rehabilitation, particularly in swimming.

## **Anthony Di Petta: Senior Coach**

Anthony holds a Swimming Australia Development Coach Licence (Bronze) and has completed a Diploma in Health Science.

Anthony is the primary coach of Surrey Park's State Youth and State Junior Squads. He also assists with coaching of the Club's other squads.

## **Laura Seddon: Lead Junior Coach**

Laura holds a Swimming Australia Development Coach Licence (Bronze).

As the Lead Junior Coach, Laura oversees the whole junior squad program on behalf of the Head Coach, she also leads the co-ordination of the transition of swimmers from learn to swim into the Club's Junior Squad Program.

Laura is the primary coach of Surrey Park's State Development squad and takes a number of sessions for Surrey Park's Junior Squads. She also assists with coaching of the Club's other squads.

## **Hamish MacDougall: Assistant Coach**

Hamish holds a Swimming Australia Development Coach Licence (Bronze).

Hamish assists with coaching of the Club's Performance and National Squads. He also coaches the Fitness Performance Squad.

## **Chris Tang: Assistant Coach**

Chris holds a Swimming Australia Development Coach Licence (Bronze).

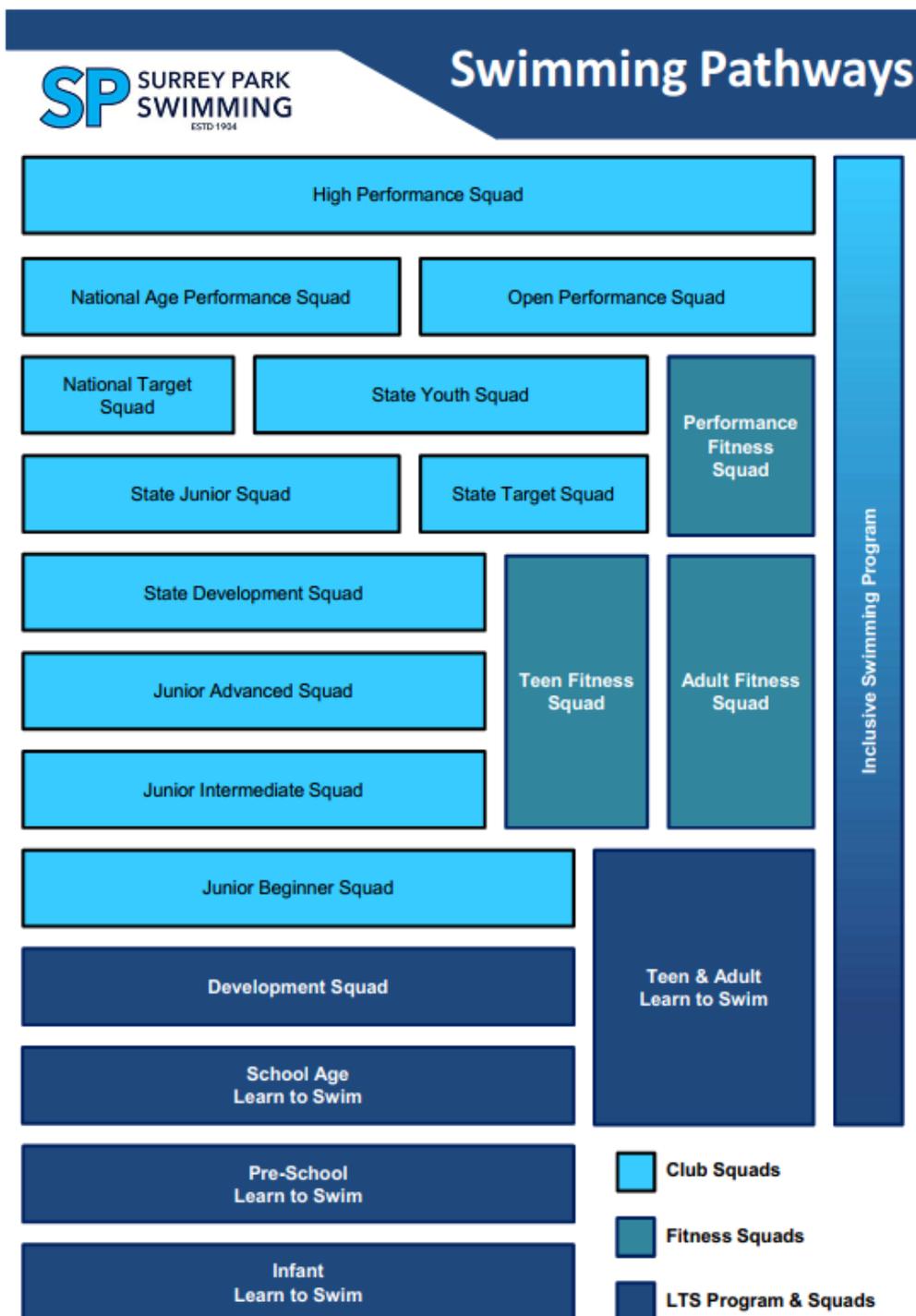
Chris assists with coaching of the Club's Junior Squads.

# Squad Pathways

Surrey Park provides a comprehensive program from learn to swim through to swimmers competing at National and International level. There is a pathway for swimmers when ready to progress to the next appropriate squad.

Progression within the Club squad program is at the discretion of the squad coach and will be discussed with both swimmers and parents.

The Head Coach, Justin Bell, retains overall discretion and may allocate swimmers to a squad when the criteria have not been met.



Updated June 2022

# Squads

Surrey Park's squads are structured to cater for swimmers of all levels and ability. Accordingly there are a number of squads available to members.

SQUAD	PRIMARY OBJECTIVE	SWIMMER AGES/SESSIONS
<b>High Performance</b>	Preparation for National level competitions	Aged 18 years and over By invitation only 9 sessions per week
<b>Open Performance</b>	Preparation for State and National level competitions	Aged 17/18 years and over 8 sessions per week
<b>National Age Performance</b>	Preparation for State, National Age and Open competitions	Aged 13 years and over 8 sessions per week
<b>National Target</b>	Preparation for State and National Age competitions	Aged 12 to 15 years 6 - 7 sessions per week
<b>State Youth</b>	Preparation for State level competition	Aged 13 to 17 years 7 sessions per week
<b>State Target</b>	Preparation for State level competition	Aged 13 years and over 4 - 6 sessions per week
<b>State Junior</b>	Preparation for State level competition	Aged 13 years and under 5 - 6 sessions per week
<b>State Development</b>	Preparation for State level competition	Aged 13 years and under 4 - 5 sessions per week
<b>Junior Advanced</b>	Preparation for relevant Club, District & State competitions	3 - 4 sessions per week
<b>Junior Intermediate</b>	Proficiency in all 4 strokes Enhance water competency	2 - 3 sessions per week
<b>Junior Beginner</b>	Refinement of stroke technique Develop water competency	2 - 3 sessions per week
<b>Teen and Adult Fitness</b>	Improve and maintain fitness Cross training for other sports Compete in Club/School events	Up to 3 sessions per week
<b>Performance Fitness</b>	Improve and maintain speed and endurance Compete in Triathlons and Surf Lifesaving events	Up to 3 sessions per week

At the end of each of the major competition cycles each season Victorian Short Course Championships (September), Victorian Long Course Championships (March) and National Age Championships (April), swimmers in all squads will be assessed by the coaching staff to identify which squad is appropriate for them for the next cycle.

## Training Schedules

The master training schedule can also be found on the member's portal [www.surreyparkswimclub.au](http://www.surreyparkswimclub.au) under the Coaching Program tab.

Any changes which have been made to the training schedule (e.g.s. during school holidays, on public holidays) are also posted there.

Note: Any queries regarding the Club's training schedules should be directed to the respective squad coach.

If you have any Junior squad timetable queries, please contact the Club's Lead Junior Coach Laura Seddon [laura@surreypark.org.au](mailto:laura@surreypark.org.au)

# Training Venues

Surrey Park Swimming Club's home pool is Aqualink Box Hill and a number of training sessions are held there.

In addition, the following aquatic facilities are used for squad training:

- Boroondara Sports Complex, (Balwyn), 271C Belmore Rd North Balwyn.
- Hawthorn Aquatic and Leisure Centre, 1 Grace St, Hawthorn.
- Blackburn, Surrey Park's purpose built Learn to Swim Centre, 313 Middleborough Rd, Box Hill South.
- Trinity Grammar School Pool, Surrey Park squad access is via Stanley St, Kew.
- Melbourne Sports and Aquatic Centre, Aughtie Drive, Albert Park.

Further information regarding the location of, access and entry to these training facilities is available at the end of this handbook.

It is important swimmers waiting to be collected after training remain in the Centre foyer at Hawthorn, Balwyn, Blackburn and Aqualink Box Hill until their parents arrive.

# Strength and Conditioning Program

Surrey Park's pool sessions are supplemented by a focused Strength and Conditioning program. This includes both Gym and Dryland components. The swimmers work towards building a physical resilience to the stresses of training. Injury prevention, movement patterns and mobility are at the forefront of program design, forming the building blocks to which a strength and power program can be sustained.

The program for more junior swimmers is designed for younger, developing bodies. Developing correct movement patterns, stimulating muscle growth and developing a body that is strong and resilient.

The senior program is targeted at developing mature bodies to high performance and developing the necessary areas to achieve success in their strokes and distances.

A high performance strength and conditioning program is provided for the swimmers in the High Performance, National Age and National Target squads. This program is targeted at preparing the athletes to perform at a National and International level and is paramount not only for improving swimming strength but also preventing injury and improving skills.

# Additional Swimmer Support Services

Surrey Park has developed partnerships with physiotherapists, nutritionists, a sports psychologist and other health professionals to assist each swimmer to perform at their best. These services include

- Physiotherapy screening and treatment
- Nutrition presentations and resources for members
- Sports psychology services

Personal development opportunities for swimmers including team building and leadership workshops are also offered.

# Club Membership

All swimmers who train with Surrey Park Swimming Club's Squads are required to join the Club as a 'Swimmer' member each swim season. The swimming membership year runs from 1st July to 30<sup>th</sup> June.

New swimmers join when they first start training with the Club's squads.

Joining or re-joining the Club involves completion or confirmation of membership details online through Swimming Australia's Swim Central system and payment of the required membership fee.

The majority of the membership fee goes to Swimming Victoria and Swimming Australia. This covers a swimmer's registration plus provides necessary insurance for training, competing and participating in Club activities.

It is necessary for a swimmer to be a current financial Swimmer member of Surrey Park before they can train or enter any external competitions. Swimming Victoria requires that all Swimmer members aged 17 years and under be linked to a financial parent/guardian (a "Dry" Member) in Swim Central.

Information about how to join or re-join Surrey Park can be accessed on the member's portal [www.surreyparkswimclub.au](http://www.surreyparkswimclub.au) under the Coaching Program tab.

Any membership-related queries should be directed to the Club Registrar ([membership@surreypark.org.au](mailto:membership@surreypark.org.au))

## Medical Information

It is important Surrey Park Swimming Club has up to date medical and other relevant information for each swimmer available for activities in which the Club participates, including but not limited to training, competition, team trips and camps, and breakfasts.

A copy of Surrey Park Swimming Club's online Medical and Indemnity Form is required to be completed for each Club Squad swimmer each season.

In addition, parents should include any relevant medical information under their swimmer's profile in Team Unify. It is requested that parents update the information provided in TU as and when required.

The personal information collected will only be used in the event of injury, illness or emergency, if required. The details will be disclosed to the appropriate officials and Surrey Park Swimming Club's personnel only.

## Coaching Fees

The squad coaching fee is based on squad coaching requirements over the whole year, taking into account a number of factors including squad breaks.

The annual squad coaching fee is due on the 1<sup>st</sup> July each year; alternatively the coaching fee can be split into equal monthly instalments payable via Direct Debit. The monthly instalment is based on 12 equal monthly payments of the annual fee and is not related to the swimmers attendance each month.

All accounts will be automatically placed on monthly payments, if you wish to make an upfront Annual payment please contact [accounts@surreypark.org.au](mailto:accounts@surreypark.org.au)

Invoices are generated at the start of each month with a 14 day payment term. Payment is via direct debit, this will be processed on the due date of each monthly invoice (including the payment of all fees and charges each month).

New swimmers are billed a pro-rata amount once they start training with the Club.

A discount of 15% applies for the 3<sup>rd</sup> family member in Surrey Park's learn to swim or Club squad program.

Details regarding how to sign up for Direct Debit (plus answers to some Frequently Asked Questions) can be found on the member's portal [www.surreyparkswimclub.au](http://www.surreyparkswimclub.au) under the Member Information tab.

**Training costs are based on the training requirements of each squad and planned several months in advance, accordingly, a minimum of one month written notice to [accounts@surreypark.org.au](mailto:accounts@surreypark.org.au) is required if a swimmer does not plan to continue training.**

A copy of Surrey Park Swimming Club's Coaching Fees Policy can be found on the member's portal [www.surreyparkswimclub.au](http://www.surreyparkswimclub.au) under the Member Information tab.

Credits are not applicable for Squad Breaks, but swimmers taking an extended break can apply for the consideration of a credit by emailing to [accounts@surreypark.org.au](mailto:accounts@surreypark.org.au), applications must be submitted well before any planned absences. Credits are not guaranteed and are approved at the sole discretion of the Club.

## Family Accounts

An account is maintained for each family in Team Unify and includes the following items:

- Club Squad Coaching Fees
- Equipment and Uniform Charges, when incurred
- Other charges e.g. Team Travel, Strength and Conditioning Program, Social Functions, Extra Activities

Further information about Surrey Park's Fees and Charges can be found on the member website [www.surreyparkswimclub.au](http://www.surreyparkswimclub.au) under the Member Information tab.

## Pool Entry Charges

### Aqualink Box Hill

As part of the Council requirement to use lane space at Aqualink Box Hill, Club squad members are required to pay a pool entry fee for training sessions held at this Centre. This fee is separate to the Club's monthly squad coaching fees.

All Club squad swimmers require an Aqualink entry pass (Aqualink membership or multi-visit pass) to access the Centre.

Squad swimmers are encouraged to take out a Swim Membership with Aqualink. There are discounted rates available for Club members (no further discounts apply). If the swimmer accesses the Centre two or more times a week, this works out cheaper than other options.

Please Note: Scanning an entry pass at the turnstile is the only way swimmers can access the pool for morning training sessions which start before the Centre opens to the public.

Aqualink multi-visit passes and memberships are organised directly through Aqualink Reception.

**Please Note: If you would like to join Aqualink or discuss membership options, it is necessary to make an appointment with an Aqualink membership consultant. Appointments can be made by calling Aqualink Customer Service on (03) 9843-2900 or by emailing the membership team directly on [aqualink.memberships@whitehorse.vic.gov.au](mailto:aqualink.memberships@whitehorse.vic.gov.au)**

### Other Training Venues

There is no pool entry fee payable for training sessions held at Boroondara Sports Complex, Hawthorn Aquatic and Leisure Centre, Melbourne Sports and Aquatic Centre, Blackburn or Trinity Grammar School.

When entering Boroondara, Hawthorn and MSAC, all swimmers are asked to politely inform the reception staff that they have come to train with Surrey Park.

## Training Breaks

Training breaks for each squad are scheduled around the competition calendar and holiday periods.

Details of the breaks planned in Season 2022/23 are provided in the table below \*.

Squad	Scheduled Breaks
High Performance	TBA; at the discretion of the Head Coach
Open Performance	TBA; at the discretion of the Head Coach
National Age/National Target	1 week over the Christmas/New Year period 2 weeks after National Age/Open Champs
State Youth/State Target/State Junior	2 weeks over the Christmas/New Year period 2 weeks during April (Easter school holidays)
Junior Squads and State Development	2 weeks over the Christmas/New Year period 2 weeks during April (Easter school holidays)

\* Please Note: The planned breaks may change due to unforeseen circumstances; the coaches will endeavour to provide families with as much notice as possible of any changes.

# Training Equipment

Details of training equipment requirements for each squad level are provided in the table below.

SQUAD	TRAINING EQUIPMENT
<b>National and High Performance Squads</b>	Snorkel, Pull Buoy, Kick Board, Fins (DMC), Small Paddles, Drink Bottle (600ml minimum), NAVY Surrey Park Swim Cap, Mesh Gear Bag <i>Plus</i> any additional equipment specified by the squad coach
<b>State Junior, State Youth and Open Performance Squads</b>	Snorkel, Pull Buoy, Kick Board (standard size), Fins (DMC), Drink Bottle (600ml minimum), NAVY Surrey Park Swim Cap, Mesh Gear Bag <i>Plus</i> any additional equipment specified by the squad coach
<b>State Target</b>	Snorkel, Pull Buoy, Kick Board (standard size), Fins (DMC) in Mesh Gear Bag, Drink Bottle (600ml minimum), NAVY Surrey Park Swim Cap
<b>State Development</b>	Snorkel, Pull Buoy, Kick Board (standard size), Fins (DMC) in Mesh Gear Bag, Drink Bottle (600ml minimum), NAVY Surrey Park Swim Cap
<b>Junior Advanced</b>	Snorkel, Pull Buoy, Kick Board (standard size), Fins (DMC Brand) in Mesh Gear Bag, Drink Bottle (600ml minimum), NAVY Surrey Park Swim Cap
<b>Junior Intermediate</b>	Pull Buoy, Kick Board (standard size), Fins (DMC Brand) in Mesh Gear Bag, Drink Bottle (600ml minimum), NAVY Surrey Park logo Swim Cap
<b>Junior Beginner</b>	Kick Board (standard size), Short Fins (DMC Brand) in Mesh Gear Bag, Drink Bottle (600ml minimum), NAVY Surrey Park logo Swim Cap
<b>Development Squad Level 8</b>	Short Fins (DMC Brand) in Mesh Gear Bag, Drink Bottle (600ml minimum), NAVY Surrey Park logo Swim Cap
<b>Teen Fitness Squad</b>	Short Fins (DMC Brand) in Mesh Gear Bag, Drink Bottle (600ml minimum), NAVY Surrey Park logo Swim Cap

The Club recommend DMC fins because these are lighter and more flexible. These are sold at Surrey Park's Blackburn Aquatic Centre (313 Middleborough Rd, Box Hill South).

Surrey Park logo swim caps and mesh bags are sold at Surrey Park Reception at Aqualink Box Hill and Blackburn.

Other places where training equipment can be purchased include:

- **Aqua Shop** (250 Park Street South Melbourne VIC 3205) <http://www.aquashop.com.au/>
- **Swimmer.com.au** <https://www.swimmer.com.au/>
- **Large sporting goods stores** e.g. Speedo, Rebel Sport

## Communication

Surrey Park Swimming Club is conscious of the need to ensure there are strong communication channels with families and up to date accurate information is available.

The main sources of information are:

- The weekly Friday Wrap sent to each squad by their coach and other squad specific emails
- The Surrey Park member's portal [www.surreyparkswimclub.au](http://www.surreyparkswimclub.au)
- General emails from the Club sent through the member's portal
- Notifications received through the OnDeck App
- The Surrey Park Swimming newsletter which is published regularly throughout the year
- The Surrey Park Swimming website [www.surreypark.org.au](http://www.surreypark.org.au). Here you can access all information about Surrey Park's learn to swim and Club squad programs, news, and also links to the member's portal [www.surreyparkswimclub.au](http://www.surreyparkswimclub.au).
- Facebook - Please follow us on Facebook at [www.facebook.com/SurreyParkSwimming/](http://www.facebook.com/SurreyParkSwimming/), for all the latest news and member updates
- Instagram - [www.instagram.com/surreyparkswimming/](http://www.instagram.com/surreyparkswimming/)

# Member's Portal

[www.surreyparkswimclub.au](http://www.surreyparkswimclub.au)

The member's portal is hosted by Team Unify/Sports Engine (TU). TU is the platform Surrey Park uses to centralise and manage many of its administrative functions; also to communicate to its members.

When a family first joins the Club their details are added to TU and they receive an email advising of their Surrey Park member's portal "Sign In" details; namely their nominated email address together with a unique password generated by the system.

"Signing In" to the TU website enables families to view details of invoices issued and payments made. Swimmers can also view their times swum and sign up to attend Club activities via TU.

Further member specific information is available under the Coaching Program tab on the member's portal ([www.surreyparkswimclub.au](http://www.surreyparkswimclub.au)).

**Please note: you may need to be signed in to view some of the information available through the member's portal.**

OnDeck, available in the App Store and on Google Play is a free and simple mobile App Surrey Park families can use to access the member's portal and their TU account through their phone. All families are encouraged to download and install this app.

Since the primary method of contact with families is via email, please ensure your preferred family email address is provided in your contact details in TU. Emails sent via the member's portal are occasionally incorrectly marked as SPAM and may be automatically moved into your Junk Mail, this can be prevented by marking the sender as "Safe" or "Not SPAM", or by adding the email domain into your safe sender list.

Finance-related emails sent through TU only go to a family's primary/sign in email address.

To assist with general communication about squad coaching and competition related matters, families are encouraged to add secondary/alternate email addresses including those of their swimmers to their TU account.

If you have any queries regarding signing into TU or viewing your account information please contact Surrey Park's Accounts Department for assistance ([accounts@surreypark.org.au](mailto:accounts@surreypark.org.au)).

## Contact with Coaches

The coaches are only too happy to speak with parents regarding a swimmer's progress, however during a training session or a competition the coaches must be free to concentrate on the swimmers.

Parents are asked to remain off pool deck during training sessions. It is disconcerting for both the coach and swimmers if a parent approaches the coach during the session. Instead, if parents have a query or concern, they are requested to initially email the squad coach. If necessary, a mutually convenient time can be arranged to meet and discuss any matters.

If a parent has a concern regarding the squad coach and would like to discuss this further with the Head Coach, please email Justin Bell ([justin@surreypark.org.au](mailto:justin@surreypark.org.au)) to organise a time to meet.

## Swim Central

Swim Central is a national database developed for Swimming Australia and used by the State Swimming Associations to manage membership, meet entries, results and other membership related functions.

In Swim Central every member aged 17 years and under is linked to a parent/guardian member through a family group.

Resources have been developed to assist new and existing families to register for the first time, add a new member to their family group, renew their Club membership, enter competitions and view their results through Swim Central.

Swim Central-related resources can be accessed under the Swim Central tab on the member portal ([www.surreyparkswimclub.au](http://www.surreyparkswimclub.au)) and also on the Swimming Victoria website ([www.vic.swimming.org.au](http://www.vic.swimming.org.au)).

# Competitions

## Swimming Season

The Victorian swimming season has two components:

- a short course one (meets held in 25m pools) generally runs from the start of May to end September
- a long course one (meets held in 50m pools) generally runs from the start of October to end of April

Each of these incorporates a series of non-championship and championship competitions.

## Competition Calendar

The Coaching team together develop a calendar of appropriate competitions for each squad to enter. This calendar of events can be accessed via the Events tab on the Surrey Park member's portal ([www.surreyparkswimclub.au](http://www.surreyparkswimclub.au)).

Swimmers are expected to participate in those meets on their squad's calendar. Additional meets may be added after consultation with the squad coach.

For each meet, prior to entering, swimmers should discuss with their coaches which events they should swim.

## Meet Entries

Surrey Park members are responsible for lodging their own entries (nominations) for swim meets (competitions). Entry and payment for these is done online through Swim Central.

Details about each meet including the venue, start time, program of events and other information is included on the meet flyer. This can generally be accessed via the Calendar of Events on Swimming Victoria's website ([www.vic.swimming.org.au](http://www.vic.swimming.org.au)) or via the Events tab on the member's portal ([www.surreyparkswimclub.au](http://www.surreyparkswimclub.au)).

A number of meets will fill to capacity well before their publicised closing date. It is very important for swimmers to register for swim meets as early as possible to avoid potentially missing out.

## Qualifying Times

Swimmers need to have achieved certain qualifying times to be eligible to enter State and National Championships and certain other Swimming Victoria hosted meets.

The qualifying times for Swimming Victoria hosted meets can be accessed through the Calendar of Events on Swimming Victoria's website ([www.vic.swimming.org.au](http://www.vic.swimming.org.au)).

Qualifying times are sometimes imposed for specific events at Club and District hosted meets.

## Competition Guidelines

The following general guidelines apply at competitions:

- Swimmers should aim to arrive at the venue 90 minutes before their first event or at the start of warm up if competing early in the session.
- It is important they check in with their coach on arrival.
- Warm up should commence one hour before their first race or as instructed by their coach.
- It is important all swimmers are familiar with the published marshalling procedure for the meet. At some meets, swimmers are required to marshal (check in ahead of time with an official for each of their races and have their name marked off). At others "self-marshalling" is in place and they assemble near the start end and proceed to the lane they have been allocated together with others in their heat.
- It is suggested they have their race details event/heat/lane number, in that order, written on their arm.
- Swimmers should talk to their coach before and again after each of their races.
- They should cool down as instructed by their coach.
- If any swimmer is uncertain about what to do at a swim meet, they should ask their squad coach.

It is recommended that swimmers take the following to competitions:

- Two pair of goggles (racing ones plus a spare)
- Navy Surrey park logo cap and a spare one just in case it tears
- At least two towels
- Light snacks for between events and plenty of fluids

- Warm clothing if the meet is outdoors

## Timekeeping

Surrey Park is required to provide timekeepers for Swimming Victoria and Metro East hosted Meets at which Club members participate. Other Clubs may request that Surrey Park provides assistance with timekeeping at the meets they host.

Families of swimmers competing at these meets will be rostered to assist. All families are asked to help when rostered and help spread the workload.

## Team Managers

Surrey Park typically appoints Team Managers for State and National Championship meets and for Regional and Interstate trips. The role of the Team Manager is to assist and support the coaching staff.

The Team Manager will be the liaison point between coaches and all other persons other than the swimmer. During competitions, parents are asked to refer any queries they may have to the Team Manager so the coaches are left free to focus on the swimmers.

## Competition Venues

Swim meets are held at various pools around the metropolitan area. A number of the meets Surrey Park attends are held at MSAC (Melbourne Sports and Aquatic Centre) which is located in Aughtie Drive adjacent to Albert Park Lake.

MSAC has both indoor and outdoor pools which are used for Club, District, State, National and International level competitions. There is paid parking available adjacent to the Centre.

Further information regarding the location of, access and entry to MSAC is available at the end of this handbook.

At all competitions Surrey Park swimmers and supporters should sit together as a group. This helps create a good team atmosphere. Supporters are encouraged to cheer on and celebrate the achievements of all the Club's swimmers.

For meets held in the MSAC indoor pool, Surrey Park generally sits towards the turn end of the pool. In the outdoor pool, Surrey Park sits towards the city end in the second last bank of seats. When swimmers are seated in the stands, the swimmers should sit in the front three rows with parents behind them.

## Surrey Park Meets

Surrey Park typically runs two or three full day swim meets at MSAC each swim season.

These meets are open to registered swimmers from all Victorian Clubs and provide opportunities to gain valuable experience racing at MSAC and also to achieve necessary qualifying times.

Surrey Park Swimming Club has developed a reputation for well-run meets. This is good publicity for the Club and means the meets are typically well supported. These meets also raise valuable funds which are used to support the programs Surrey Park Swimming Club offers.

Parental assistance is required to organise and run these meets. The families of all those swimmers who enter these meets are asked to sign up to assist as required.

## Club Records

Surrey Park Swimming Club maintains records for both men and women, across a range of age groups, in the following categories:

- Club Long Course Records & Club Short Course Records

A list of records kept and current record holders can be found on the member's portal [www.surreyparkswimclub.au](http://www.surreyparkswimclub.au) under the Records tab.

It is necessary to apply for a Club record to be recognised. To do this, please email the following details to [records@surreypark.org.au](mailto:records@surreypark.org.au):

- Swimmer's name, date of birth, record claimed (age group, stroke, distance), date, meet and venue.

# Club Uniform

**All Surrey Park swimmers are required to wear the NAVY Surrey Park logo swimming cap for training sessions.**

It is expected that all Surrey Park swimmers will wear Club uniform when attending external swim meets.

The following uniform items are designated as compulsory for ALL swimmers.

- Surrey Park Navy Polo Shirt
- Surrey Park Navy Blue Shorts or Surrey Park Navy Track Pants
- Surrey Park Navy Swimming Cap

Surrey Park swimmers competing at State and National Championships are required to wear the Surrey Park Track Jacket and Surrey Park Track Pants.

**Club uniform is ordered and paid for online; [CLICK HERE](#) to access the online uniform store at [www.surreypark.org.au/shop](http://www.surreypark.org.au/shop)**

**Please direct any queries regarding the purchase of Club uniform to Surrey Park's Uniform Coordinator via [uniforms@surreypark.org.au](mailto:uniforms@surreypark.org.au)**

Once your order has been processed, you will receive an email advising it is ready to collect from the Surrey Park reception desk at Aqualink Box Hill during their opening hours. Alternatively it can be arranged for the order to be posted to you.

# Swimmer Welfare

If a parent or swimmer has any concerns regarding a coaching, squad or competition related matter they should first discuss the situation with their Squad Coach.

If the matter is not able to be readily resolved, or they would like further support or advice, the next step is to contact Surrey Park's Head Coach, Justin Bell ([justin@surreypark.org.au](mailto:justin@surreypark.org.au)).

# Safe Sport

Surrey Park Swimming Club is committed to providing a safe, positive and enjoyable environment for all.

The [Victorian Child Safe Standards](#) and Swimming Australia's [Child Safeguarding Policy](#) confirm the shared responsibility everybody in the swimming community has to ensure there is an overarching culture of child safety.

The Club has adopted Swimming Australia's National Integrity Framework. This includes the following two documents:

- Swimming Australia's Child Safeguarding Policy
- Swimming Australia's Member Protection Policy

Copies of these policies can be accessed through the National Integrity Framework page on Swimming Australia's website [www.swimming.org.au](http://www.swimming.org.au)

Surrey Park members are required, at all times, to comply with any Child Safe Codes of Conduct which the Club may adopt. Specific additional Codes of Conduct apply for Club members participating in team camps and trips.

In accordance with Swimming Australia's Child Safeguarding Policy, all applicants for employment at Surrey Park are required to undergo extensive screening and background checks.

All paid staff, committee members, officials and other volunteers who could potentially have unsupervised contact with children are required to have a valid Working With Children Check.

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All paid staff, committee members, officials and other volunteers who could potentially have unsupervised contact with children are required to have a valid Working With Children Check.

All paid staff and committee members are also required to complete Child Protection Training and a Harassment and Discrimination Course.

## Codes of Conduct

All members of Surrey Park Swimming Club are expected at all times to behave in a manner which reflects positively on both themselves and the Club.

All those who join Surrey Park Swimming Club are required to agree to and abide by the following Code of Conduct which states:

- (a) Respect the rights, dignity and worth of others – treat others as you would like to be treated yourself.
- (b) Be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations.
- (c) Be professional in, and accept responsibility, for your actions.
- (d) Be aware of and follow - at all times - Swimming Australia's standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others. This includes Swimming Australia's Child Safeguarding and Member Protection Policies.
- (e) Operate within the rules and spirit of the Sport, including the national and international guidelines that govern Swimming Australia.
- (f) Understand the possible consequences of breaching Swimming Australia's National Integrity Framework.
- (g) Report any breaches of the policies in Swimming Australia's National Integrity Framework to the appropriate Person(s) in a Position of Authority, as appropriate.
- (h) Refrain from any form of Abuse, Harassment, Discrimination and Victimisation towards others.
- (i) Raise concerns regarding decisions or conduct of Persons in Positions of Authority through the appropriate channels and in a timely manner.
- (j) Provide a safe environment for the conduct of activities in accordance with any relevant Swimming Australia policy.
- (k) Show concern, empathy and caution toward others that may be sick or injured.
- (l) Be a positive role model to all – particularly to your team.
- (m) Respect and protect confidential information obtained through Swimming Australia activities or services – whether regarding individuals or organisational information.
- (n) Maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to your role(s).
- (o) Ensure that any physical contact with others is appropriate to the situation, such as being necessary for the person's skill development.
- (p) Subject to lawful exceptions, refrain from intimate relations with persons over whom you have authority.

Members who participate in any Surrey Park camp or trip are required to agree to and sign an additional Code of Conduct specific to that activity.

Breaches of applicable Codes of Conduct are considered serious by the Club and appropriate penalties will be applied.

## Social Media

Surrey Park Swimming Club acknowledges social media as a broad and instant form of communication and encourages the appropriate use of social media by all members of the Surrey Park community.

All written social media postings, photographs, videos and audio material posted to social media are treated as public comment. All posts must be respectful and in line with Club's values. Comments should not be made in a way that may be construed as negative, derogatory or harmful to the reputation of any person or third party.

A copy of Surrey Park Swimming Club's Social Media Policy can be accessed on the member's portal [www.surreyparkswimclub.au](http://www.surreyparkswimclub.au) under the About Surrey Park tab. All SPSC staff, members and their families are bound by this policy.

## Drugs and Supplements

[Sports Integrity Australia](http://www.sportsintegrity.com.au) is a government statutory authority. Its focus is policy development, intelligence, investigations (primarily of doping cases), and education, outreach and capability building. The agency is also Australia's National Anti-Doping Organisation.

All Surrey Park Members are required to comply with the Improper Use of Drugs and Medicine Policy in [Swimming Australia's National Integrity Policy](http://www.swimmingaustralia.com.au) which is posted on the [Swimming Australia website](http://www.swimmingaustralia.com.au).

The Prohibited List is managed and updated annually by the World Anti-Doping Agency (WADA), coming into effect on 1 January of each year. It is the athlete's responsibility to check the status of any medication or substance prior to use. This can be done through the Global DRO website [www.globaldro.com](http://www.globaldro.com), alternatively there is a free Sport Integrity App which can be downloaded to your phone.

Sports Integrity Australia cautions athletes about the use of sports supplements as the contents can vary from batch to batch and may include (or be contaminated with) prohibited substances. Athletes who take supplements are at risk of committing an inadvertent anti-doping violation.

It is the athlete's responsibility to know the rules and to know what is going in their body at all times. This is called the Strict Liability Principle: athletes are held responsible for anything found in their bodies, regardless of how it got there. You can't blame someone else, even your Doctor.

## Volunteering

Surrey Park's coaching program is an athlete focussed, coach driven and parent supported one.

Clubs like Surrey Park rely heavily on the commitment and input from volunteers in a variety of roles. There are opportunities for parents to assist at all levels.

All members are expected to make themselves available to volunteer where required, and participate in volunteering activities throughout the year.

The Committee of Management of Surrey Park Swimming Club (SPSC) is elected by the members at the Annual General Meeting. The Committee is entrusted to oversee the business and affairs of SPSC which encompass both the Club squad and learn to swim programs.

The Club's Swimming Subcommittee is a busy group which is involved in the co-ordination of a number of activities including the several full day external swim meets the Club runs, Club Championships, Club records, and timekeepers at meets run by other Clubs.

Parental assistance is also needed to coordinate Club functions including team breakfasts and barbeques, Presentation Night and to assist with fundraising activities.

Surrey Park Swimming Club is dependent on the continued involvement of parents of swimmers and offers of support from parents of swimmers in the Club's squads are always welcomed and appreciated. Please feel free to contact one of the members of the Club's Committee of Management and express your interest. Committee member names and contact details are included at the front of this handbook.

## Fundraising/Swimmer Support Program

Surrey Park provides opportunities for swimmers at all levels to participate in team camps and trips. In addition, recognition is awarded to those swimmers who qualify for State and National level competitions. The Club is conscious of the need to ensure the cost of participating in such events remains affordable for all families.

Each season 'Swimmer Support Funding' is allocated from the annual budget of the Club as recommended by the Senior Management Team and endorsed by the Committee of Management.

In addition, monies raised through the Club's fundraising events go towards swimmer support. It is therefore an expectation that families of all Surrey Park swimmers will provide assistance with and support the Club's fundraising activities.

A copy of Surrey Park Swimming Club's Swimmer Support Policy can be found on the member's portal [www.surreyparkswimclub.au](http://www.surreyparkswimclub.au) under the Member Information tab.

## Affiliations



### Swimming Australia

Swimming Australia Limited (SA) is the national sporting organisation which is responsible for the promotion and development of swimming in Australia at all levels. Home of the Australian Dolphins Swim Team, Swimming Australia is recognised as one of the leaders in Australian sport.

Further information is available on the Swimming Australia website [www.swimming.org.au](http://www.swimming.org.au)



### Swimming Victoria

Swimming Victoria Inc (SV) is the peak body for swimming in the State. SV is affiliated with Swimming Australia Limited (SA) and also enjoys a close working relationship with the other peak swimming bodies across the country.

SV represents the interests of swimming clubs and members throughout the State of Victoria.

SV promotes swimming as a healthy lifestyle choice and encourages swimming at all levels by supporting and guiding members to enjoy their sport and maximise their potential. Through participation in quality swimming programs within supportive and friendly club environments, healthy lifestyle choices for our members are reinforced, further serving to strengthen both individual and community health.

As a not-for-profit organisation, SV generates its revenue through sponsorships, government grants, membership and events. Income and funding is re-invested back into the sport for special projects, development squads, activities and education, with direct benefits to members enhancing swimming experiences and opportunities.

At grass-roots and club level, the sport is largely delivered by active volunteers who give their time to assist the day-to-day running of clubs. An equally active and dedicated number of volunteers act as Technical Officials, without whom, swimming events could not run smoothly.

Further information is available on the Swimming Victoria website [www.vic.swimming.org.au](http://www.vic.swimming.org.au)



### Metro District East

Surrey Park Swimming Club belongs to Metro District East. A number of events and competitions are convened by Metro East throughout the season including:

- Metro East's Junior District Competition Trials
- Metro East's All Junior Trials
- Metro East Qualifying Distance Meet
- Metro East Qualifying Meet
- Metro East District Championships

Further information about these meets is available on the Metro District East website <https://metroeast.swimmingclub.org.au>

Following District Championships each year, a District Team is selected to travel to compete in a swim meet in Canberra at the Australian Institute of Sport. To be eligible for selection for the District Team, swimmers are required to participate in Metro East run competitions each swim season as well as swim at District Championships.

# Training Venue Information

## Aqualink Box Hill

Surrey Drive, Box Hill

- Public transport is available to Aqualink Box Hill via Train to Box Hill Central or Bus 768,732,735,903,281,767
- A swimmer entry fee is payable upon entry to the pool. There is no fee for spectators.
- **During normal operating hours:**  
Enter the pool via the Aqualink Reception or turnstiles.
- **Outside of normal operating hours (eg: early morning training):**  
Pool access is only via the Canterbury Rd side entrance to Aqualink. Swimmers should meet at the time designated by their coach outside the Aqualink café, then, all go in together.  
It is important to arrive on time as late arrivals will not be able to gain access to the Centre.
- All swimmers require an Aqualink pass (membership or multi-visit) to access the Centre for training sessions starting before the pool opens to the public.
- Swimmers waiting to be collected after PM training should remain in the Centre's foyer.



Outside of normal opening hours meeting point

## Blackburn Aquatic Centre

313 Middleborough Rd, Box Hill South (between Spotlight and Anaconda)

- Parking is available onsite.
- Outside of normal operating hours: (eg: early morning training) swimmers should meet at the entrance at the time designated by their squad coach and then all go in together.
- No swimmer entry fee charged.
- Swimmers waiting to be collected should remain in the Centre's foyer.
- Parents waiting in their cars near the front entrance to collect swimmers are asked to turn off the engine.



## Boroondara Sports Complex

271C Belmore Rd, North Balwyn

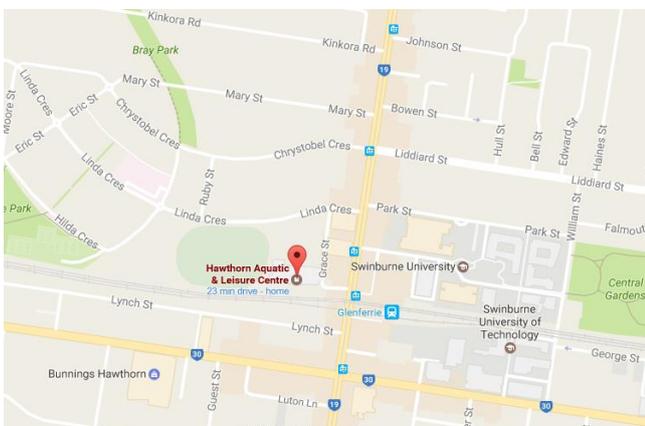
- Onsite parking is available at Boroondara Sports Complex.
- Public transport is also available via Bus 302 or 304.
- Entry is through main door.
- No swimmer entry fee charged.
- Swimmers should politely notify reception staff they are training with Surrey Park when entering.
- For early morning training, swimmers need to be there ready to be let in by 5.20am.
- For afternoon training, swimmers should assemble on pool deck.
- Important: Swimmers waiting to be collected after PM training should remain in the Centre's foyer.



## Hawthorn Aquatic and Leisure Centre

1 Grace St, Hawthorn.

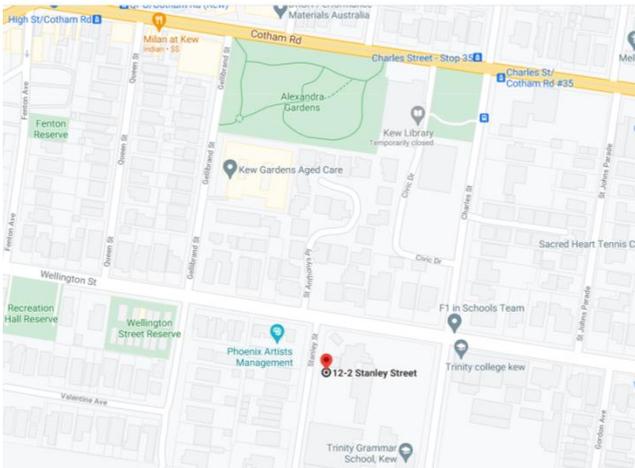
- Onsite parking is available at Hawthorn Aquatic Centre.
- Travel is also available via Train to Glenferrie Station on the Alamein, Belgrave, Lilydale Line or Tram 16.
- Please enter through main door.
- No swimmer entry charged.
- Swimmers should politely notify reception staff they are training with Surrey Park when entering.
- Assemble for training on pool deck.
- Important: Swimmers waiting to be collected after PM training should remain in the Centre's foyer.



# Trinity Grammar School

Access to pool is via Stanley St, Kew.

- Surrey Park squad access is through the Stanley St side gate (only). Parents should park in Stanley St.
- Travel is also available via Train to Glenferrie Station on the Alamein, Belgrave, Lilydale Line or Tram 16
- No swimmer entry charged.
- Change rooms are not available on-site.
- Assemble for training on pool deck.
- Important: Swimmers waiting to be collected after PM training should remain inside the school gate.
- Parents waiting in their cars near the back gate to collect swimmers are asked to turn off the engine.



# Melbourne Sports and Aquatic Centre (MSAC)

Aughtie Drive, Albert Park

- No swimmer entry fee charged for training.
- Swimmers should politely notify reception staff they have come to train with Surrey Park when entering.
- The location, layout and parking areas ("P") are indicated in the image below.
- On-site parking is often limited when large events are held in the MSAC precinct, it is important to allow enough time to find somewhere to park.
- MSAC access for competitions may vary depending on the level of meet and whether it is being held in the outdoor or indoor pool; check the event information for further details.

