

MARYBOROUGH SWIMMING CLUB

Welcome Pack



CLUB PRESIDENT - Duncan Bates

CONTACT: swim@maryboroughswimmingclub.org.au

Maryborough Swimming Club Inc (MSC)

Contact information

Committee

President – Duncan Bates

Vice President – Aleisha Shipp

Secretary – Rowena Butler

Vice Secretary –

Treasurer – Randall Edwards

General Committee Members – Darren Smith

Coaches

Randall Edwards – Competitive Coach

Assistant Coach

Joy Stephens-Jones

Staying Connected - Communication – Team App

All communication for the club is via MSN Messenger Maryborough Swimming Club – Members (Invite upon joining).

The Committee posts club announcements here, updating on general information re upcoming competitions, events, or any changes to training sessions.

MARYBOROUGH SWIMMING CLUB



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Maryborough Swimming Club

Training & Requirements

Training nights

Tuesday – All Squads (Competitive, Intermediate, Junior) – 6:00-7:30pm

Thursday – Stroke correction and Technical – 6:00-7:30pm

Please note.

- Junior squad finish earlier at 7:00pm
- Swimmers to be ready 15 mins before start times for stretching and warm up.
- Coaches will decide the level in which your child will swim.

Cost

Pool entry cost as dictated by training venue.

Code of Conduct

A Code of Conduct needs to be signed by all parents/guardians, swimmers, and coaches prior to the beginning of every swim season (1st July) and handed in to the Club Secretary

Requirements

Bathers as per Swimming Victoria Guidelines (SV)

Water bottle

Goggles

Caps – provided by club free of charge on joining

Team shirt – free of charge for competitive swimmers and available for purchase at cost for non-competitive swimmers.

Optional Extras – at own expense (e.g., deck coat, swim bag) can be ordered online via

Ashleegrace.com.au Using Code MARYBOROUGH, you receive a 20% discount

Engineswim.com

11 & UNDER TECHNICAL/PERFORMANCE SUIT POLICY



Swimming Victoria, alongside Swimming Australia, is committed to creating a welcoming and inclusive swimming environment for all competitive members. In 2021, Swimming Australia introduced an [Inclusive Swimming Policy](#) with the aim to ensure:

- All Australians feel welcome safe, valued, and celebrated in swimming.
- All Australians can participate in the role and at the level of their choice in swimming.
- Australia's diversity is reflected in swimming.

Swimming Victoria have adopted this framework for all competitions run under the Swimming Victoria rules.

In addition to this framework, the Swimming Victoria Competitions & Events By-Law states that:

'Competitors 11 years and under are not permitted (or allowed) to wear a technical/performance suit in SV hosted competitions'.

This also extends to all competitions run under the Swimming Victoria rules.

Swimming Victoria believe that in order to keep young swimmers in our sport, we need to be providing an environment that encourages them and keeps the level of competition and pressure appropriate for their age. Further rationale for this policy is outlined below.

What is a Technical/Performance Suit?

Technical/Performance racing suits are typically manufactured using scientifically advanced materials. Materials of this type are normally comprised of spandex and nylon composite fabrics with features to reduce 'drag' against the water, reduce absorption of water and are highly compressive to increase the athlete's glide through the water.

The design of these suits also typically includes features like special seams and tape to optimise performance. Traditional one-piece race suits for girls as well as briefs and trunks for boys are not technical/performance suits and are permitted under this policy. Knee length suits and 'jammers' (suits that end closer to the knee than the hip) will be permitted provided they do not feature the key components of a technical/performance swimsuit.

The key, easily- identifiable component/s of a technical/performance suit that should be used when differentiating what is, and is not, permitted are the following:

- Bonded/Sealed seams
- Meshed seams
- Kinetic tape.

The below photographs are examples of swimsuit seaming which is **not permitted** for swimmers aged 11 and under.



The below images are examples of swimwear which **are permitted** for athletes aged 11 and under, noting the stitching is raised on the outside of the fabric.



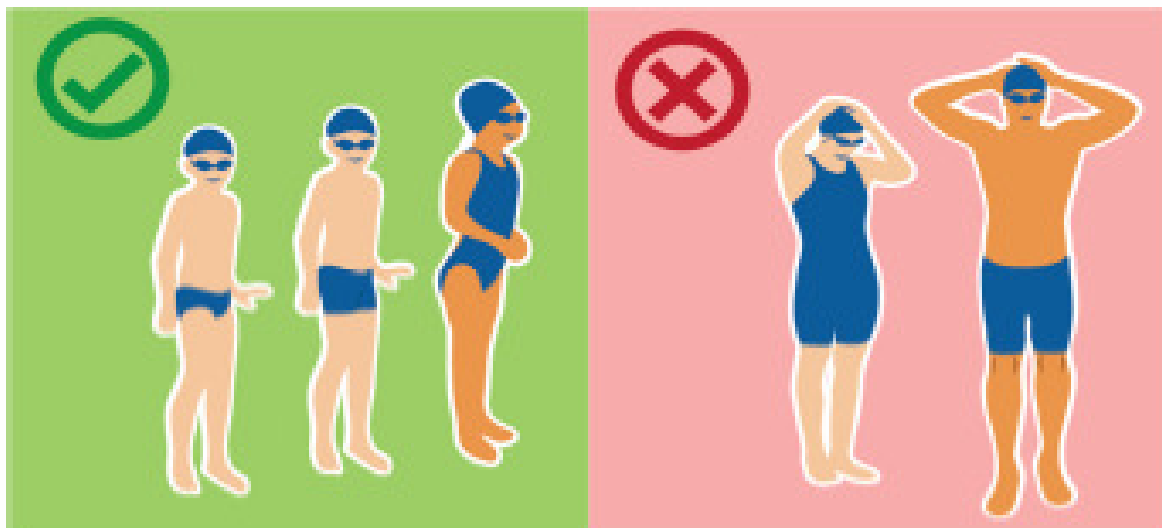
It should be noted that some permitted swimwear is FINA approved and will have a FINA barcode attached to the back of the suit. FINA approved swimwear can be worn permitted it is not classed as a technical/performance suit. The differentiation between these suits is the fabric and stitching, as described above.

The rationale behind this decision by Swimming Victoria is outlined below.

1. There is no documented evidence that supports any benefits of performance/technical suits for athletes 11 years and under.
2. Personal best times should not be the only evaluation or measure of success for younger swimmers. Technique and skill development is essential for long-term swimmer development. It is crucial that as swimmers progress through the sport, they have developed a strong foundation in technique and stroke development to enable them to achieve higher results in the latter years of their career.
3. The cost of technical suits makes them unattainable for many families. Swimming Victoria does not want to add any extra financial pressure on parents with unnecessary purchases. We understand that for various reasons, cost of suits may not be an issue for all swimmers however, in order to effectively police this change, we must restrict all suits of this style.
4. These suits aren't designed for young swimmers. The manufacturers design these suits for older athletes. One of the main benefits of wearing a technical suit is for muscle compression. Swimmers, who are not yet developed, are not impacted by this benefit. Swimmers cannot 'grow into' these suits.
5. A common misconception amongst younger swimmers is that without a technical suit, a swimmer cannot swim fast. An age group swimmer does not need a performance suit to swim fast. Swimmers will improve and attain personal bests regardless of the suit they are wearing due to gradual increases in training and skill development.
6. The aim should be to build mentally strong swimmers, confident in their own ability and training ethic rather than an athlete depending on a technical suit to get an improved result.

For more information on Swimming Australia's Inclusive Swimming Framework and the swimsuits permitted under the Inclusive Swimwear Policy, please [click here](#).

11/Under Swim Suit Images



Examples of Boys Acceptable Swimwear



Maryborough Swimming Club

Pool etiquette

Swim to the left

Always swim to the left of the black line. Swim as close as you can to the lane rope to avoid colliding into oncoming swimmers. Turn on the centre of the wall at each end and move to the left as soon as possible.

End of lane

During rest periods at the end of the lane, always stand in the left-hand corner to allow other swimmers to turn on the centre of the wall. Never stop in the middle of a length, or hang off the lane rope.

Merge like a zip

Familiarize yourself with the speed of other swimmers in your lane. Avoid pushing off the wall just in front of a faster swimmer.

Let faster swimmers through

If a faster swimmer catches you during a length they will tap your foot, in this case you should stop briefly at the next end and let them pass.

Passing slower swimmers

If you catch a slower swimmer during a length, wait until the end of the length and turn ahead of the swimmer while they are at the wall.



Maryborough Swimming Club Code of Conduct		Approval Date:	4/05/2021
		Review Date:	18/03/2023
		Version No:	1.1
President	Sign:	Name:	
Vice-President	Sign:	Name:	

PURPOSE

To ensure that all athletes, members, spectators, officials, and volunteers have a clear understanding of the behaviour that is expected by MSC from everyone involved and that breaches of these codes may result in disciplinary action.

COACHES are required to:

- Respect the rights, dignity and worth of every person regardless of their gender, sexuality, ability, cultural background, or religion.
- Support, encourage and involve all athletes regardless of their talent level.
- Never ridicule or yell at athletes for errors or poor performance.
- Always prioritise the wellbeing and safety of participants over performance and results.
- Encourage participants to value their individual performances and not just results.
- Encourage and guide participants to take ownership of their own performance and behaviour, both in and out of the water.
- Maintain respectful and appropriate relationships with all participants.
- Ensure all activities are appropriate to the age, ability, and experience of participants.
- Promote the positive aspects of the sport (e.g. fair play).
- Always respect the official's decision and support them to carry out their role.
- Display consistently high standards of good sporting behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the Club.
- Hold appropriate valid qualifications before commencing to coach.
- Never condone rule violations, or the use of prohibited substances.
- Never smoke or drink alcohol whilst in an official capacity.
- Never use offensive language or behaviour.
- To act as a positive role model at all times.

ATHLETES are required to:

- Respect the rights, dignity and worth of every person regardless of their gender, sexuality, ability, cultural background, or religion.
- Play by the rules and respect the umpire's decisions.
- Always display good sporting behaviour.
- Never use offensive language or behaviour towards anyone or engage in sledging or bullying of any person.
- Co-operate with your coach.
- Adhere to club policies including smoke-free areas and liquor license requirements.
- Never behave in a manner that would damage the reputation of the club either on or off the field.

PARENTS/GUARDIANS, VOLUNTEERS and SPECTATORS are required to:

- Respect the rights, dignity and worth of every person regardless of their gender, sexuality, ability, cultural background, or religion.
- Act as positive role models and ambassadors for the club at all times.
- Always welcome opposition players, spectators, officials etc to the club.
- Never use offensive language or behaviour.
- Display consistently high standards of good sporting behaviour including respecting the officials', MSC Committee and Coaches decisions.
- Adhere to the smoke-free policies of the club.
- Not to consume alcohol in any place other than where the club's license allows.
- Adhere to and support the Club policies.
- Be trustworthy.

I have read, understood, and agree to abide by the Codes of Conduct. I understand that if I breach any of the Codes, disciplinary action may result.

Name		Position	
Date		Parent/Guardian Name	
Signature		Parent/Guardian Signature (for under 18s)	



COMMITMENT STATEMENT CODE OF CONDUCT



SWIMMING VICTORIA
COMMITMENT STATEMENT
CODE OF CONDUCT
NOVEMBER 2016



INTRODUCTION

A brief guide has been developed to provide an outline of your responsibilities to help keep our sport safe. This booklet summarises the expectations that Swimming Victoria has of all of its participants, be they athlete, coach, parent, spectator, official or administrator as well as the processes we will apply to any alleged failure to meet that responsibility.

To assist you we have used some general terms which are intended to paraphrase some of that document. Where there is any inconsistency with it the Safe Sport Framework will take precedence.

The guide also takes into account and makes reference to the Child Safe Standards that apply to all sporting organisations that operate and provide sporting services to children within Victoria from 1 January, 2017.

In particular this booklet is not intended to be nor should it be relied on as a complete statement of your responsibilities or a substitute for reading and understanding the Swimming Australia Safe Sport Framework, the Victorian Child Safe Standards or obtaining your own advice as to your responsibilities.

WHY DO WE DO THIS?

Swimming is part of Australia's DNA. Whether people swim for competitive, recreational, health and wellbeing or leisure purposes, swimming benefits many Australians. We want swimming to be fun, enjoyable and safe for all.

Unfortunately, like many other sports and activities in society, poor conduct by one person can negatively impact the health and safety of others potentially resulting in profound psychological and/or physical damage. This is particularly so in relation to young people. For that reason these risks must be minimised to every extent possible.

All of us in the Australian swimming community have a role to play in ensuring that we keep our proud sport as safe and enjoyable as possible. We must proudly stand behind high behavioural standards in our sport and hold others to these standards too.

OUR VALUES

Whilst the wording of stated values and behaviours may change depending on the team or organisation within Swimming with which you are associated, there are some key principles that drive our conduct and behaviour which are common across our sport:

Integrity and Respect

We recognise the contribution that people make to sport, treat them with dignity and consideration, as well as being fair in our decision making.

Teamwork

We collaborate and work together to achieve outcomes and resolve issues in and out of the pool.

Fun and Enjoyment

We recognise and reward the efforts of others and fuel the passion for everyone in our sport so they may have fun along the way.

Excellence

We strive to achieve the highest of standards in order to achieve the best possible outcomes for ourselves, our team and our sport.

OUR COMMITMENT

As part of our “Safe Sport Commitment” we strive to:

- provide a safe environment for everyone involved in our sport;
- take an inclusive approach in our activities;
- ensure the safety and wellbeing of young people in our sport in particular;
- develop and maintain an effective child safe culture across all of our activities, programs and services; and
- support all people in our sport protect young children who are involved in swimming
- promote and support the cultural safety of Aboriginal children, children from culturally and linguistically diverse backgrounds and children with a disability

That is why we take seriously our obligation to educate and inform everyone involved in our sport of their own responsibility to:

- protect and look after each other;
- protect and look after young people; and
- create and maintain a child-safe culture and also a culture of inclusion and safety that is understood, endorsed and put into action by all.

WHAT ARE THE CODES OF CONDUCT?

There are two key elements to the Codes of Conduct:

1. The *General Code of Conduct* which relates to all people involved in swimming; and
2. The *Code of Conduct for Young People* which is designed to keep safe all young people involved in our sport.

They should be read in conjunction with:

- Swimming Australia rules, regulations and policies;
- all relevant laws which apply in the place where you live and work;
- general community expectations of appropriate behaviour with both adults and young people alike.

GENERAL CODE OF CONDUCT

Everyone in swimming must, at all times:

- (a) Respect the rights, dignity and worth of others regardless of their gender, ability, ethnicity, cultural background or religion;
- (b) Be ethical, considerate, fair, courteous and honest in all your dealings with other people and organisations;
- (c) Be professional in, and accept responsibility for your actions;
- (d) Be aware of and follow Swimming Australia's and Swimming Victoria's standards, rules, policies and procedures and promote them to others;
- (e) Operate within the rules and spirit of the sport, be they state, national or international;
- (f) Understand the possible consequences of breaching the Safe Sport Framework;
- (g) Report any breaches of the Safe Sport Framework to the appropriate person;
- (h) Do not abuse, harass, discriminate against or victimise any other person;
- (i) Raise concerns regarding official decisions through the appropriate channels and in a timely manner;
- (j) Provide a safe environment for swimming activities;
- (k) Show concern, empathy and caution toward anyone who may be sick or injured;
- (l) Be a positive role model to all;
- (m) Respect and protect confidential and/or sensitive information obtained through your involvement in swimming;
- (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 and necessary for the person's skill development; and
- (p) Refrain from intimate relations with persons over whom you have a position of authority.

In addition to these requirements the following paragraphs set out our expectation of the conduct of people within specific groups involved in swimming.

COMPETITORS

Competitors must, at all times:

- a) Give your best at all times;
- b) Never argue with an official;
- c) Control your temper – physical or verbal abuse is never acceptable;
- d) Work equally hard for yourself and your team;
- e) Be a good sport; and
- f) Cooperate with your coaches, teammates, opponents, officials, management and event staff.



COACHES

Coaches must, at all times:

- a) Help everyone reach their potential;
- b) Compliment and encourage with positive support and feedback; and
- c) Be mindful of the potential damage caused by over training or too much competition.



OFFICIALS

Technical officials must, at all times:

- a) Be consistent, courteous and objective when making decisions;
- b) Emphasise the spirit of fair competition; and
- c) Prioritise the safety and welfare of all participants;



PARENTS/CARERS

Parents and carers must, at all times:

- a) Encourage participation by your child for their individual enjoyment;
- b) Focus on effort rather than the result;
- c) Encourage your child to abide by the rules and decisions of Technical and other officials;
- d) Never argue with an official;
- e) Control your temper – physical or verbal abuse is never acceptable; and
- f) Be an example for your child.



ADMINISTRATOR

All Administrators must, at all times:

- a) Act in the best interests of the sport;
- b) Make decisions objectively unaffected by prejudice, conflict of interest or bias; and
- c) Resolve conflicts fairly and promptly in accordance with established procedures.



CODE OF CONDUCT FOR YOUNG PEOPLE

Everyone in swimming must:

- a) Use language around young people which is positive and affirming and not in any way:
 - discriminatory
 - racist
 - sexist
 - derogatory or negative
 - threatening or intimidating; and/or
 - profane or sexual in nature or content.
- b) Only use social media and electronic communications to communicate with a young person on issues directly related to swimming related activities and, wherever possible, copy such communication to the parent or carer. Further such communication should never be used to arrange unauthorised social contact or include anything of a sexual nature.
- c) Ensure that any physical contact with a young person is necessary and appropriate to the swimming related activity;
- d) Never engage in any sexual behaviour whether involving physical contact or not with or in the presence of a young person;
- e) Not provide transportation for or engage in any social contact with a young person unless specifically authorised by that person's parent or carer;
- f) Avoid unsupervised situations with young people;
- g) Not give gifts to a young person without approval from that person's parent or carer;
- h) Not take any images of a young person unless:
 - Prior permission has been obtained;
 - It is directly related to participation in swimming;
 - The young person is appropriately dressed and posed; and
 - It is taken in the presence of another person in authority.
- i) Never allow overnight stays by a young person unless
 - Prior permission has been obtained from the parent or carer and Swimming Victoria or the young person's swimming club; and
 - The practices and behaviour during any such stay are consistent with the Safe Sport Framework and generally accepted community standards.
- j) Avoid one on one situations with a young person in a change room whilst balancing any requirement for supervision of a young person in a change room with their right to privacy;
- k) Whilst carrying out any role in swimming, paid or otherwise:
 - Use, possess, supply or be under the influence of alcohol or any illegal, illicit or performance enhancing substance; or
 - Smoke any tobacco related product.

WHAT IF THERE HAS BEEN A BREACH OF THE SAFE SPORT FRAMEWORK?

In general terms anyone, whether involved in swimming or not, can raise a concern with us regarding any behaviour, omission, situation or decision which may be a breach of the Codes of Conduct or the Safe Sport framework.

We will always:

- a) Deal with it fairly, transparently and in a timely manner;
- b) Communicate on a regular basis with all parties concerned;
- c) Apply the principles of procedural fairness to a complaint; and
- d) Report any serious allegations involving a young person to relevant authorities.

Depending on the nature of the concern or complaint we will deal with it in the manner set out in the Safe Sport Framework.

WHAT ARE THE CONSEQUENCES OF A BREACH?

Again this will depend on the nature and seriousness of the breach. All alleged breaches will be investigated and may result in the imposition of disciplinary measures. Other than cases involving sexual matters, serious criminal conduct or child abuse (as defined in the Safe Sport Framework) Swimming Victoria may refer a complaint to mediation.

The types of disciplinary measures that may be imposed are wide and varied but may include such things as:

- An apology
- Attendance at counselling
- A warning
- Withdrawal of privileges of membership
- Suspension from certain activities
- Deregistration/suspension of membership
- Termination of employment
- A monetary fine
- Any other form of discipline considered appropriate.

In certain cases a right of appeal exists from certain disciplinary decisions.

LEGISLATIVE REQUIREMENTS

Swimming Victoria takes our legal responsibilities seriously, including:

Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.¹

Failure to protect: People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.²

Any personnel who are **mandatory reporters** must comply with their duties.³

¹ A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed.

Further information about the failure to disclose offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

² Further information about the failure to protect offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>.

³ Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

See the Department of Health and Human Services website for information about [how to make a report to child protection](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first) <www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first>.



For further information on Safe Sport, please visit our website: vic.swimming.org.au
The complete Safe Sport Framework is available on both Swimming Victoria and Swimming
Australia websites: www.swimming.org.au

Maryborough Swimming Club

Child Safe Policy

Date of Policy:	19/04/2018
Date Reviewed:	18/03/2023
Date for next Review:	30/06/2024
Written By:	Shandelle Wood and Janine Lean
Approved By:	
Endorsed By:	
Reviewed Last By :	Duncan Bates and Rowena Butler

Purpose

This policy was written to demonstrate the strong commitment of the management, staff, and volunteers of the Maryborough Swimming Club to protect child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

Commitment to Child Safety

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in our care will always be our priority and the Club has zero tolerance to child abuse. The Club aims to create a child-safe and child-friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

Related Documents

This policy must be read in conjunction with:

- Swimming Australia Safe Sport Framework
- Swimming Victoria Code of Conduct/Commitment Statement
- Swimming Australia/ Swimming Victoria Privacy Policy
- The Club's Constitution & By Laws
- The Club's Commitment & Code of Conduct
- The Club's Photography Policy

Application of this Policy

This policy was developed by the Club and in collaboration with the Committee, volunteers and the children who use our services and their parents.

This policy applies to all individuals involved in the Club (paid and volunteer) including, but not limited to:

- Administrators (Committee members)
- Coaches
- Officials
- Team Managers
- Participants
- Parents
- Spectators

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children in a timely manner; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child. The Club is committed to reducing the risk of any child abuse occurring.

Children's Rights to Safety and Participation

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, or anyone else who raises a concern with us.

We do this by:

- educating children that they have a voice and if they have any concerns, they can approach adults within the club including committee members and coaches.

Valuing Diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation; and
- seek appropriate staff from diverse cultural backgrounds.

Recruiting staff and volunteers

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Require Working with Children Checks for relevant positions or where required by the Working With Children Act 2005 (Vic).
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

Supporting staff and volunteers

The Club seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have adopted Swimming Australia Safe Sport Framework and Swimming Victoria Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

Reporting a child safety concern or complaint

The Club has appointed Child Safety Officers with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. Our complaints process is in accordance with Swimming Australia Safe Sport Framework Part 4 and summarised in Swimming Victoria Safe Sport Reporting Process.

Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, everyone 18 or over to whom this policy applies should avoid direct, unsupervised contact with children in accordance with codes of behaviour outlined in Part 3 of Swimming Australia Safe Sport Framework and outlined in the following specific examples.

- Change Room arrangements:
 - a) supervise children or young people in change rooms whilst balancing their need for privacy.
 - b) avoid one-to-one situations with children or young people in a change room area.
 - c) ensure that females not enter male change rooms and vice versa.
- Overnight Stays and Sleeping Arrangements:

Overnight stays are to only occur with the authorisation of parents/carers and appropriate Senior Persons in swimming and there are particular standards of behaviour that must be upheld outlined in section 3.6(l).
- Transporting children:

Persons in positions of authority can only transport children and young persons in circumstances that are directly related to the delivery of swimming programs, activities, services or events and only with express authorisation of a Senior Person and the parent(s)/carer(s).

- **Physical Contact:**
Physical contact must be appropriate to delivery of swimming programs, activities, services and events (e.g., fitting goggles) and based on the needs of the child or young person (i.e.. To comfort if distressed).

Legislative Requirements

Maryborough Swimming Club takes its legal responsibilities seriously, including:

Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.

Failure to protect: People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power of responsibility to reduce or remove the risk, but negligently fail to do so.

Any personnel who are mandatory reporters must comply with their duties.

Reviewing this policy

This policy will be reviewed annually, and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in the Club.

Fact Sheet

Child Safe Standards for Officials & Volunteers

From 1 January 2017, the Child Safe Standards will apply to sporting organisations that operate and provide sporting services to children within Victoria (including National Sporting Associations). The Standards apply to organisations as a whole, not only the areas that work with children.

The standards apply to all personnel in our organisation including all volunteers.

In order to assist with the implementation of the Child Safe Standards the following points are to be used as a guide to help you identify what is good practice to be reinforced and encouraged and poor practice that should be avoided by our volunteers. This fact sheet should not be relied on as comprehensive advice as to your obligations, nor is it a substitute for reading all other relevant documents.

PROMOTING GOOD PRACTICE

DO:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- make the experience of swimming fun and enjoyable
- treat all swimmers with respect and dignity, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds and children with a disability equally.
- avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child.
- always give enthusiastic and constructive feedback rather than negative criticism – use positive and affirming language
- be an excellent role model; this includes not smoking or drinking alcohol in the company of children
- comply with the guidelines with respect to child protection (this includes Swimming Victoria and other organisations you are working with e.g. schools/clubs)

DO NOT:

- use prejudice, oppressive behaviour or inappropriate language with children
- unnecessarily spend excessive amounts of time alone with children away from others
- engage in inappropriate meetings with a student that is not your own child
- engaging in rough, physical or sexually provocative games, including horseplay
- allow or engaging in inappropriate touching of any form
- engage in inappropriate personal communications with a child that is not your own through any medium, including any online contact or interactions
- take or publish (including online) photos, movies or recordings of a student without parental/carer consent
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- develop 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- ignore or disregard any suspected or disclosed child abuse

If during your care you accidentally hurt a child, the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

National Integrity Framework and the Victorian Child Safe Legislation

22 June 2022



Written by: Swimming Victoria

Swimming Australia has officially adopted Sport Integrity Australia's National Integrity Framework from June 15, 2022.

This development means that we will be replacing some existing policies with new ones that have been developed for our community, as well as the implementation of a new complaints handling process for serious or complex matters via an independent resource in Sport Integrity Australia.

An overview of the new National Integrity Framework can be found [here](#). The Swimming Australia website will also host access to the new policies, information and tools about the National Integrity Framework, which include:

- Child Safeguarding Policy
- Member Protection Policy
- Competition Manipulation and Sport Wagering Policy
- Improper Use of Drugs and Medicine Policy
- Complaints, Disputes & Discipline Policy





- Email: reporting@sportintegrity.gov.au

For further information please contact Swimming Australia's National Integrity Manager on integrity@swimming.org.au

In addition to the National Integrity Framework, new child safe legislation, from the Victorian Government comes into effect in Victoria on the 1st July 2022.

The eleven new Standards will replace Victoria's current seven standards and principles.

Key changes include new requirements:

- To involve families and communities in organisations' efforts to keep children and young people safe.
- For a greater focus on safety for Aboriginal children and young people.
- To manage the risk of child abuse in online environments.
- For greater clarity on the governance, systems and processes to keep children and young people safe.

Changes have been made to support greater national consistency, reflecting the National Principles for a Child Safe Organisation, developed following the Royal Commission into Institutional Responses to Child Sexual Abuse. Please note, the Victorian standards have some differences to the national standards. The overview below and the resources on the Vicsport website focus on the Victorian standards.

An overview of the new Standards is provided below:

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
4. Families and communities are informed and involved in promoting child safety and wellbeing.
5. Equity is upheld and diverse needs respected in policy and practice.





8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
10. Implementation of the Child Safe Standards is regularly reviewed and improved
11. Policies and procedures document how the organisation is safe for children and young people.

The following resources from the Commission for Children and Young People (CCYP) provide further information and details about the incoming changes:

- Victoria's new [Child Safe Standards](#)
- What's New? – [An overview of the Child Safe Standards](#)
- What's Changing? – [A comparison of current and new Child Safe Standards](#)
- [Further information from CCYP](#)

Vicsport has also compiled a [Change Management Guidance](#) resource to assist organisations implementing a change process, utilising a combination of elements from various theoretical change models.

Swimming Victoria is continuing to work with Swimming Australia and VicSport to provide education and training where we can.

Was this page helpful?

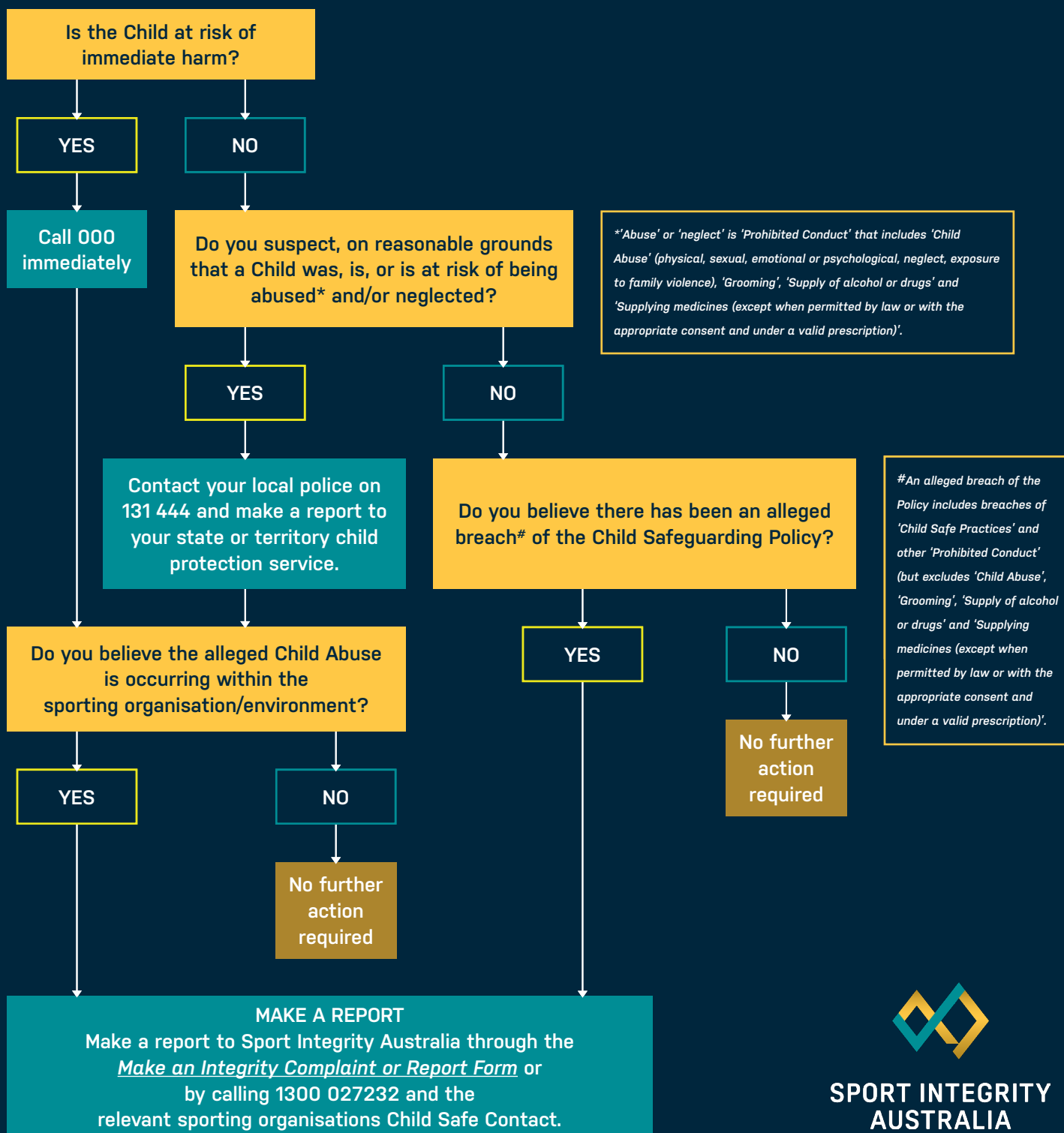
YES

NO



RESPONDING AND REPORTING TO A BREACH OF THE CHILD SAFEGUARDING POLICY

As a person involved in sport, you play a crucial role in protecting children. You must follow the actions below if you suspect there has been an alleged breach of the Child Safeguarding Policy.



WHO NEEDS A WORKING WITH CHILDREN CHECK?

Many of you will be aware that some people in our sport are required to have a Working with Children Check (WWCC). However, there are some important changes being made to the *Working With Children Act (Vic) 2005*, which have come into effect from **1 August 2017**.

We thought it was the right time to not only explain these changes, but remind everyone just who needs to have a WWCC.

Under the previous legislation anyone 18 years or over who is engaged in *child related work* needs a WWCC unless they are *exempt*. So what does this mean in practice?

WHAT IS CHILD RELATED WORK?

It doesn't matter whether you are a paid employee, a contractor or simply a volunteer, if you do any activity in swimming where you have **direct contact** with a person under 18 as **a usual part of your involvement** you need a WWCC.

WHAT IS DIRECT CONTACT?

Before 1 August 2017 this simply meant face to face or physical contact with children that is not directly supervised by someone else.

However now, **after 1 August 2017**, it includes contact with children, whether directly supervised or not, that is;

- physical;
- by phone or other oral communication;
- by post or other written communication (e.g. newsletters);
- by email or other electronic communication (e.g. social media)

It is likely that a lot more people at your club will now need a WWCC.

PERSONS OF AUTHORITY (PPA's)

In addition under the *Swimming Australia Safe Sport Framework* all Persons of Authority **must have a WWCC**.

A Person in a Position of Authority includes everyone who holds a **position of authority** in our sport, whether paid or unpaid, and includes, but is not limited to all Swimming Australia, State, District & Club:

- Staff
- Administrators
- Committee Members
- Coaches
- Technical Officials
- Team Managers
- Overnight Supervisors at camps/clinics/functions and
- Volunteers

To avoid doubt, a Person of Authority *also includes Children or Young People* who may hold a position of authority in our Sport over other Children or Young People (e.g. Club Captains).

ARE PARENTS EXEMPT?

Only if they are volunteering in an activity in which their child normally participates or have a close family relationship with **each child** with whom they have direct contact.

Example: Sarah has volunteered to be a timekeeper at her son's swimming club meet (she is not an accredited Technical Official). Although she will be timekeeping races other than just her son's, Sarah is exempt from the WWCC as her son's event is part of the larger meet.

Whilst this is correct under the legislation, SV encourages any parent volunteer who has direct contact with children as part of their voluntary involvement in swimming to obtain a WWCC so you can meet the requirements of the Safe Sport Framework. This helps to maximise the protection we offer to children in our sport and is a step towards your club's requirements under the Victorian Child Safety Standards which came into effect from 1 January 2017.

WHO ELSE IS EXEMPT?

- Anyone under 18 unless they are supervising a child under 15 in employment
- Teachers with a current Victorian Institute of Teaching registration
- Current Victorian or Federal Police officers
- Interstate visitors (who are doing child related work in Victoria up to a maximum of 30 days in the same calendar year).
-

HOW MUCH DOES IT COST?


A volunteer WWCC is free. Current pricing for paid workers can be found on the website below.

www.workingwithchildren.vic.gov.au/home/applications/fees/

15 August 2017

**FOR MORE INFORMATION:
WORKINGWITHCHILDREN.VIC.GOV.AU**

Swim Central Support Centre

[Swimming Australia Online Support Portal](#) > [Getting started](#) > [How to Register](#)

Getting started	▶
Parent/Member	
Club Admin	▶

How To Register With Swim Central



BAC_ADMIN
10 months ago · Updated

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To join Swim Central as a brand-new member, please follow the following steps to register and login.

Please note, if you are registering an account for your child who is under 18, you must first register yourself and then create a family group.

You will then be able to add your child into your family group.

- 1) Navigate to Swim Central
<https://swimcentral.swimming.org.au/home> and at the bottom

Articles in this section

[How To Register With Swim Central](#)

of the screen Select 'Register for an account'.

2) Enter your preferred e-mail, personal details and create a password that contains at least 8 characters, with at least 1 uppercase letter and 1 number and select Register.

Alternatively you can register using your Google, Facebook or Apple account but only if you **do not** already have an existing account.

The image displays two side-by-side screenshots of a web application's user interface. The left screenshot is titled 'Login to your account' and features a dark blue header. Below the header, there are three social login buttons for Google, Facebook, and Apple. A link 'OR CONTINUE WITH' is positioned below these buttons. The form includes fields for 'Email' and 'Password', a 'Remember password' checkbox, and a 'Forgot password?' link. A green 'Login' button is at the bottom, with a red box highlighting the text 'Don't have a login? Register for an account' below it. The right screenshot is titled 'Sign Up for an account' and also has a dark blue header. It features the same three social login buttons and 'OR CONTINUE WITH' link. The form includes fields for 'Your email' (with a note 'Must be parent or primary account holder'), 'First name', 'Last name', 'Date of birth', 'Postcode', and 'Gender' (with 'Female' selected). A 'Create Password' field is also present. A green 'Register' button is at the bottom, highlighted with a red box. Below it is a link 'Already have an account? Log In'. A disclaimer at the bottom of the form states: 'By registering, I confirm that I am over the age of 18, and accept the Terms & Conditions associated with using Swim ID services.'

3) A confirmation email will be sent to the registered email address from **noreply@swimming.org.au**.

4) You will need to access your inbox and click the confirmation link in the email before proceeding.

Please check your spam/junk folders if you do not see an e-mail in your inbox within a few minutes.

5) Select 'Return to Swim Central' from the e-mail to confirm your e-mail address.

Hi Parent/Adult Swimmer,

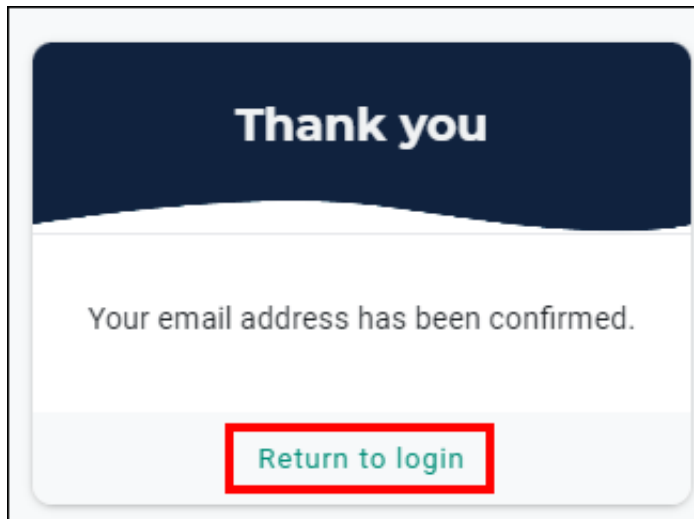
Thanks for signing up to Swim Central!

For security reasons we'd like you to take a moment to confirm your email address.

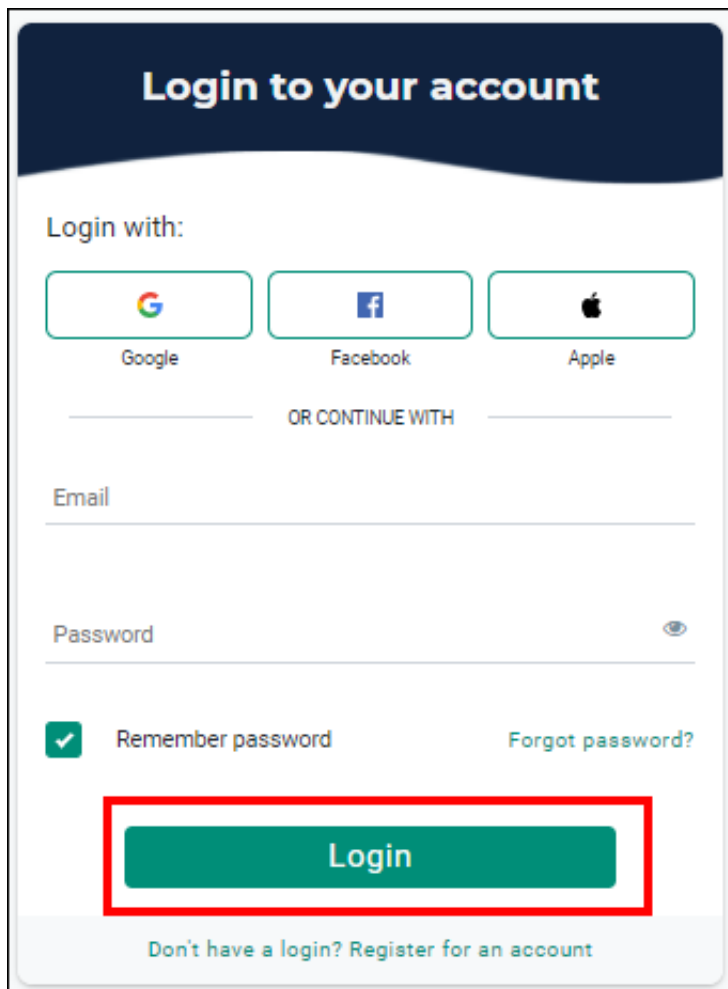
[Return to Swim Central](#)

6) A new window will pop up to show you that your email address has been confirmed.

7) Click 'Return to Login' and the system login screen will appear.



8) Enter your newly registered e-mail and password then select **Login**.



Login to your account

Login with:

[Google](#) [Facebook](#) [Apple](#)

OR CONTINUE WITH

Email

Password

Remember password [Forgot password?](#)

Login

[Don't have a login? Register for an account](#)

9) Agree to the Terms and Conditions.

You will now be logged in to Swim Central.

10) From your personal dashboard you will see a Get Started with Swim Central Checklist.

Item 1 on the checklist is mandatory, however please step through and complete any of the other applicable items on the checklist.

Hi Parent/Adult Swimmer,

Complete these short steps to get started with Swim Central

- 1 Complete your profile and add emergency contacts >
This is our legal obligation
- 2 Create profiles for dependants (optional)
- 3 Buy a membership with a Club or Association
- 4 Browse upcoming events and start participating

[Complete your profile and add emergency contacts](#)

[Create profiles for dependants \(optional\)](#)

[Buy a membership with a Club or Association](#)

[Browse upcoming events and start participating](#)



Was this article helpful?

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No

3 out of 9 found this helpful

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Swim Central Support Centre

How can we help you?



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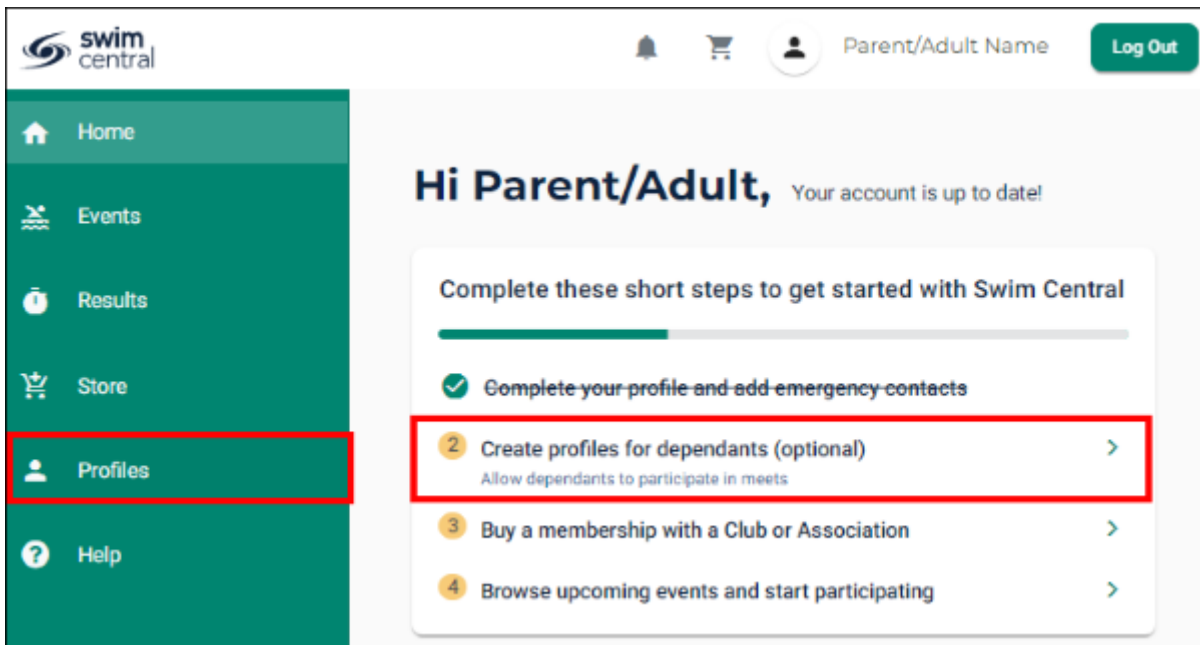
BAC_ADMIN

1 year ago · Updated

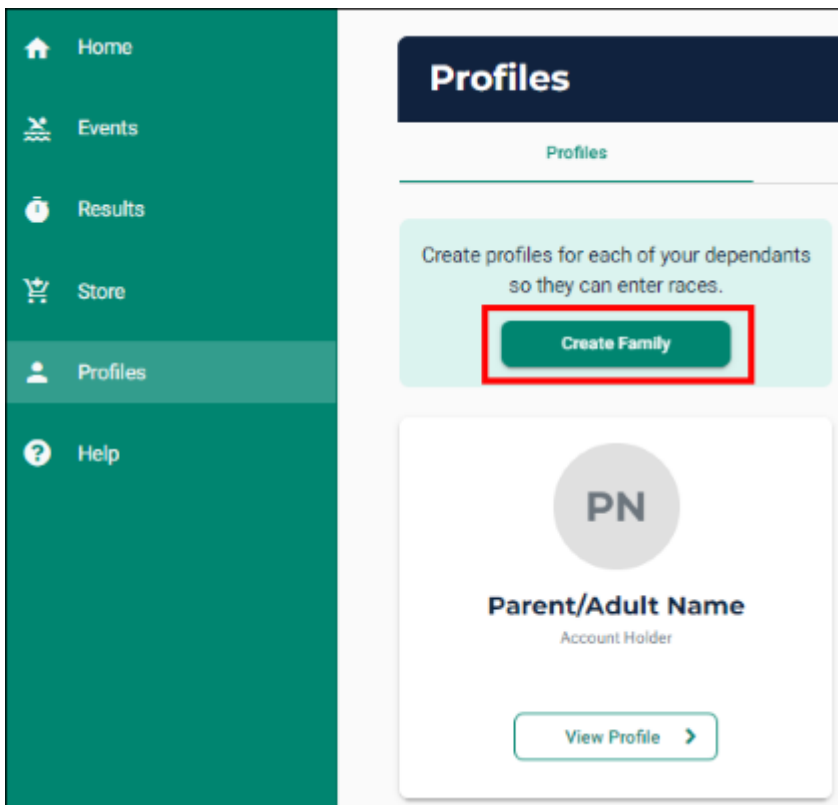
Follow

Once you have registered and created your own profile in Swim Central, you have the option to create a family group to add and track all child/dependant profiles, join an existing family group, or maintain an independent profile that is not attached to a family group.

1) Login to Swim Central and select 'Create a Family' from your Get Started checklist or alternatively click on 'Profiles' from the menu



2) Select 'Create Family'



3) Input a name for your family group.

4) Add a Parental PIN that will control the authority features within the family group

5) Confirm your eligibility as a guardian

6) Select 'Create'.

Create a Family ✕

Provide a Surname or Alias

The Family

Add a Parental PIN

Confirm Your Eligibility

I am 18 or over and eligible to be a guardian of minors


Create

You can now [add a dependant](#) or an account holder.

To Edit the family name, from the Profiles page select the pen icon and update the name then select 'Update'.

Profiles

[Profiles](#) [Order History](#)

My Family ▾ 

PN

Parent/Adult Name
Primary Account Holder

[View Profile >](#)



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Swim Central Support Centre

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How To Add A Dependant



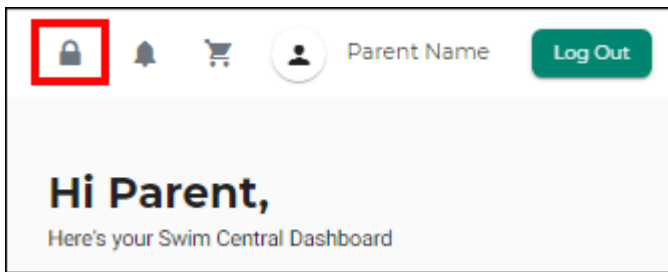
BAC_ADMIN

1 year ago · Updated

Follow

This help guide is for adding a new child/dependant profile (under 18 years of age) to an existing family group. If you have not set up your family group please see [HERE](#) for instructions

- 1) Login to Swim Central and select the padlock at the top right corner and enter your pin.

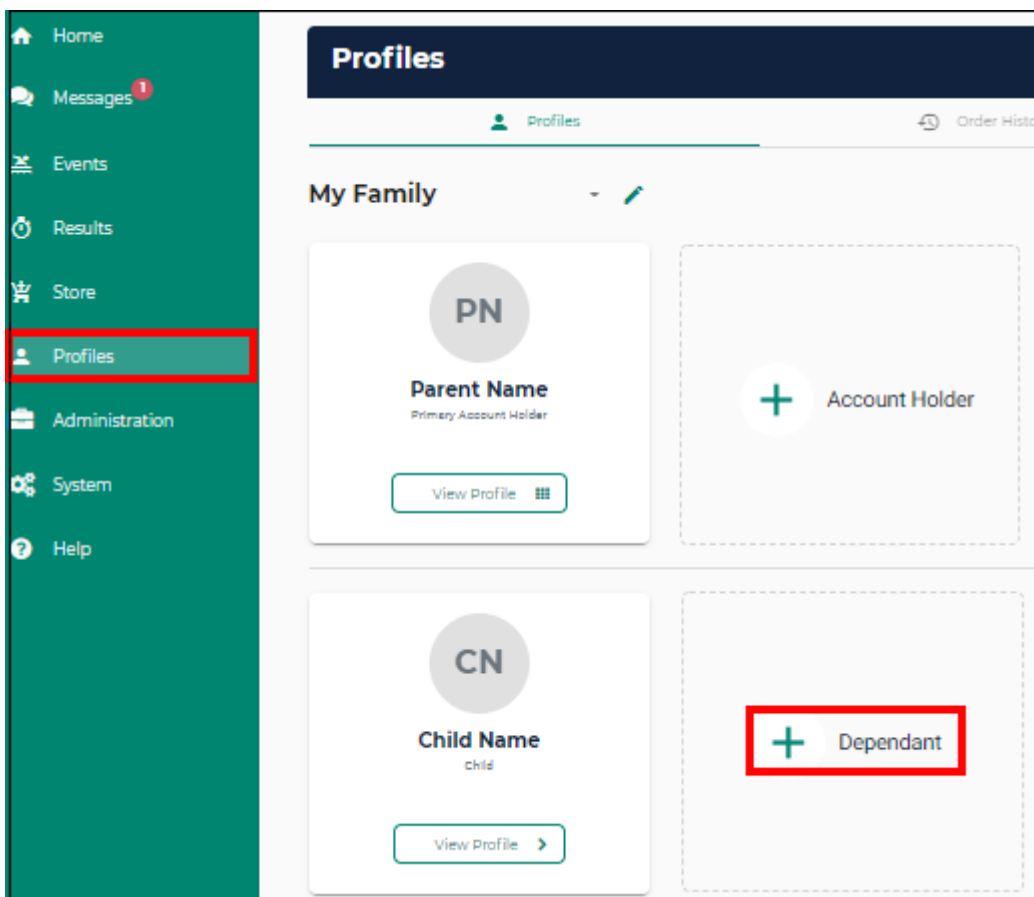


2) Select Profiles from the menu and you will be taken to the Family screen where you will see your existing families profiles.

3) Select + Dependant and a pop-up screen will appear.

If you do not see the '+ Dependant' tile then you will need to create your family for this to display.

See instructions [HERE](#) for setting up your family group



4) Fill in all profile information as you toggle through the navigation icons 'Personal Details, Contact, Address' at the top of the page.

Items highlighted in red are mandatory fields

Personal Details ! Contact Address X

First Name * ! 4 of 50
First Name is required

Last Name * ! 4 of 50

Preferred Name 0 of 100

Gender * ! Gender is required

Date of Birth * ! Do you have a disability?

Aboriginal Or Torres Strait Islander Country of Birth 0 of 100

USI Number (ASCTA Members Only) 0 of 100 Hide Results in Public Portal

Update Details

5) Once you have filled in all required fields, select 'Update Details'. A pop-up screen will appear displaying, 'Dependant Created' You will then be taken back to the Profiles screen.

Personal Details Contact Address X

First Name * ! 5 of 50

Last Name * ! 4 of 50

Preferred Name 0 of 100

Gender * ! Gender is required

Date of Birth * ! Do you have a disability?

Aboriginal Or Torres Strait Islander Country of Birth 0 of 100

USI Number (ASCTA Members Only) 0 of 100 Hide Results in Public Portal

Update Details

NB: You can hide a dependant/child's results from the portal by ticking the box 'Hide Results in Public Portal' under the Personal Details tab and selecting 'Update Details'.

To create more child/dependant profiles, select '+ Dependant' and step through the process as many times as required



Was this article helpful?

Yes

No

0 out of 4 found this helpful

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Swim Central Support Centre

How can we help you?



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How to Enter a Meet



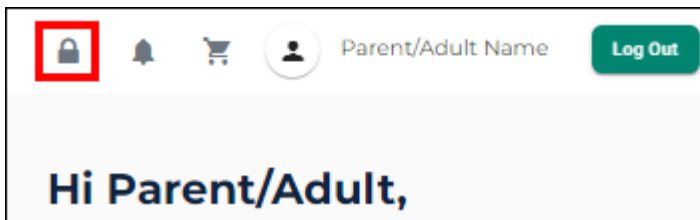
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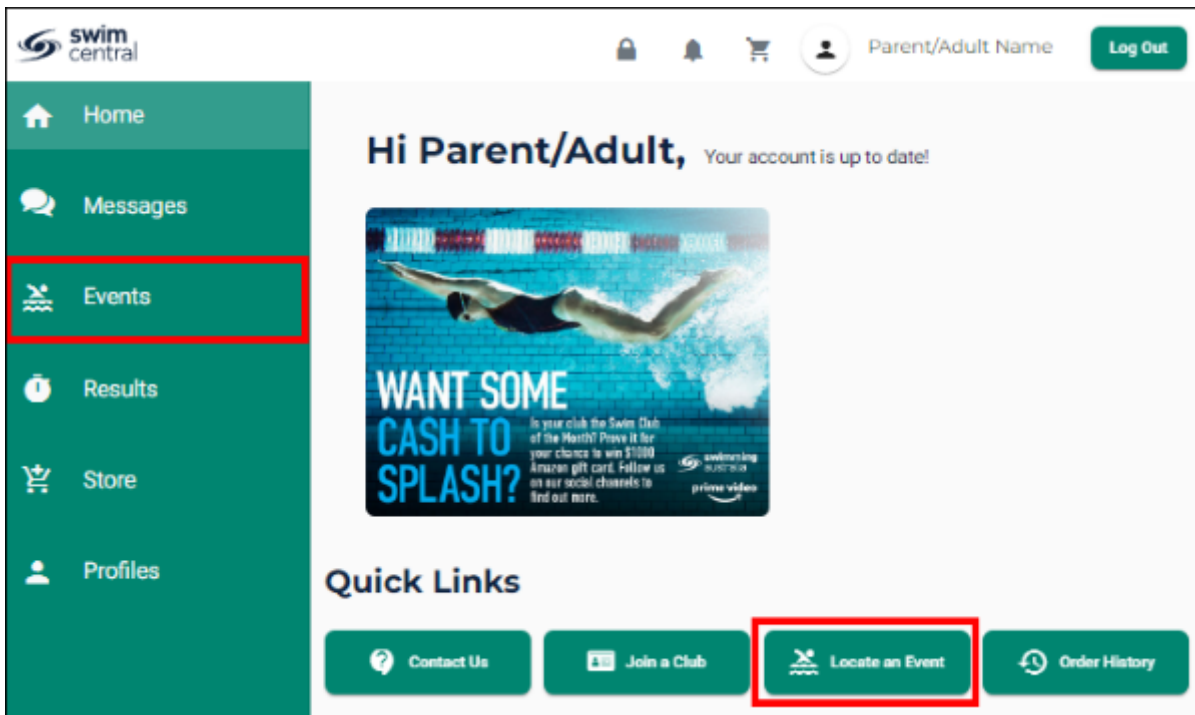
To participate in races at upcoming swim meets, participants will need to enter the meet via Swim Central.

- 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 the of the meet from the calendar
A 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.

Events Calendar

← **December 2021** →

MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Tuesday 14th December

- **Swim Meet Name**

Meet Location
Entries close 8:30am - 10.12.2021

[View Event](#)

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

Swim Meet Name

Meet Type | Course Type

Meet Location

Meet Date

ENTRIES ←

DETAILS ←

Nominee: Swimmer

Sessions: All Eligible Sessions

You are currently representing: Club Name

[Change Primary Membership](#)

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.

Swim Meet Name

Meet Type | Course Type

Meet Location

Meet Date

ENTRIES PRODUCTS DETAILS

Nominee: Swimmer Sessions: All Eligible Sessions

You are currently representing: Club Name [Change Primary Membership](#)

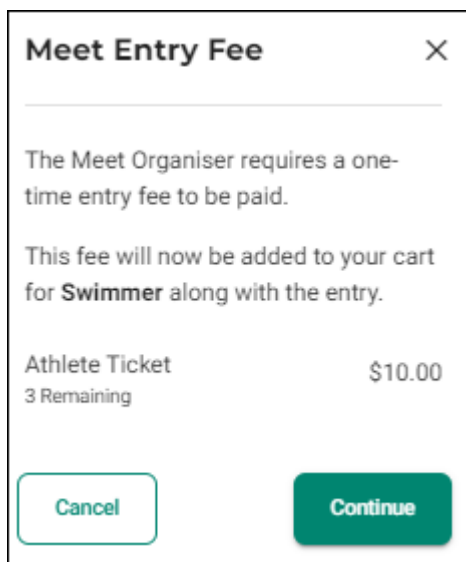
Day 1 - Session 1 - 10:00am

1% [Make Payment](#)

Event 6A	Entered ✖	Open Womens 50M Backstroke Fnl	QT 1:00.00	Entry Time 32.90 L	\$5.00	✓
Event 5A		Open Womens 50M Freestyle Fnl	QT 50.00	Entry Time 29.28 L	\$5.00	+
Event 7A	Max	Open Womens 50M Breaststroke Fnl	QT 1:05.00	Entry Time 41.63 L	\$5.00	+
Event 8A	Ineligible	Open Womens 50M Butterfly Fnl	QT 27.00	Ineligible?	\$5.00	+

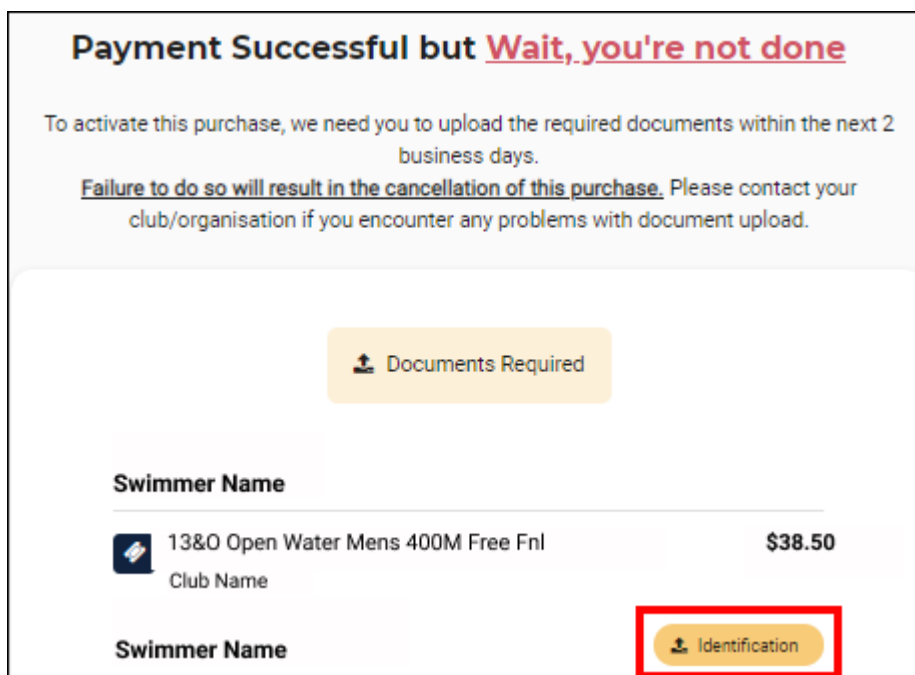
15) If the meet requires a **Meet Entry Fee** then the below screen will display

16) Select 'Continue' if this is applicable



17) If the meet requires a **document** eg. Passport Photo for identification, the below screen will display after payment has been completed.

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

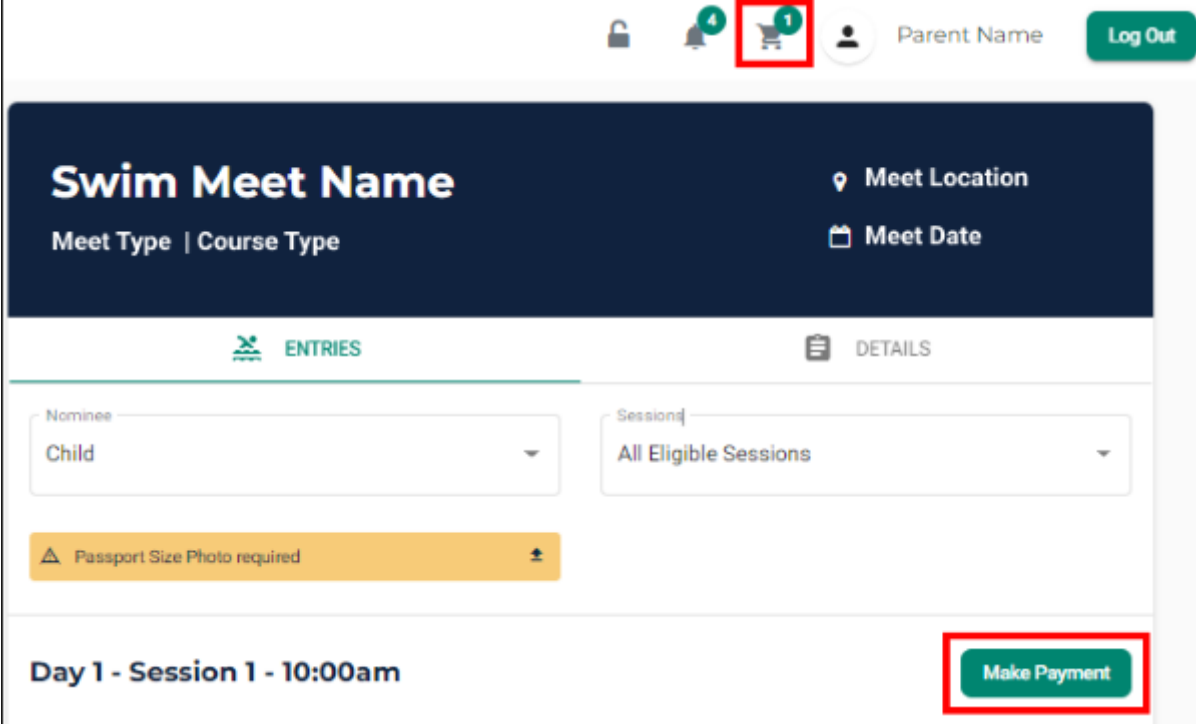
19) To complete entries for another swimmer for the same meet select the next swimmer from the Nominee box

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'



The screenshot displays the user interface for checking a shopping cart. At the top, there is a navigation bar with a lock icon, a notification bell with a '4' badge, a shopping cart icon with a '1' badge (highlighted with a red box), a user profile icon, the text 'Parent Name', and a 'Log Out' button. Below this is a dark blue header section with 'Swim Meet Name' and 'Meet Type | Course Type' on the left, and 'Meet Location' and 'Meet Date' on the right. A white bar below the header contains 'ENTRIES' (with a swimmer icon) and 'DETAILS' (with a list icon). The main content area features two dropdown menus: 'Nominee' set to 'Child' and 'Sessions' set to 'All Eligible Sessions'. A yellow banner below the dropdowns reads 'Passport Size Photo required' with a warning icon and a plus-minus icon. At the bottom, the text 'Day 1 - Session 1 - 10:00am' is displayed on the left, and a green 'Make Payment' button (highlighted with a red box) is on the right.

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.

Checkout

[Continue Shopping](#)

Child [Delete All](#)

Mens 50M Freestyle Fnl 1-5B **\$2.27** ✕

Swim Meet Name
Brisbane Swimming Association

GST \$0.21

Fees \$0.06

BALANCE OWING **\$2.27***

Inc GST & Fees
*Inc Components

Payment Method

Credit

Name on Card
Parent Name

Visa 4242 exp. 4/24

[Use a different Credit Card](#)

Agree with Terms & Conditions

Remember card details

Buy Now

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.

Thank you for your purchase

Child Name

Swim Meet Name: Mens 50M Freestyle Fnl 1-5B **\$2.27**

Swim Meet Name
Brisbane Swimming Association

GST \$0.21

Fees \$0.06

TOTAL PAID **\$2.27***

Inc GST & Fees
*Inc Components

Go to Purchases

Continue Shopping



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