



**2011 – 2012 SEASON
CLUB HANDBOOK**

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HEAD COACH

My name is Robert Van Der Zant. I have been involved in swimming for over 25 years. During this time, I have developed and maintained a strong passion, dedication and commitment to the sport of swimming.

As Head Coach of the Jamboree Heights Swimming Club, I work from the following beliefs:

- I use a developmental approach, which forms the foundation of all coaching decisions.
- I recognise and respect that individual swimmers have varying levels of ability and rates of progression.
- I respect that individual swimmers have different goals and ambitions. I will assist swimmers to articulate and identify their goals so that swimmers can strive to meet their own expectations.
- I acknowledge that swimmers are engaged in other scholastic and extra-curricular activities. I strongly support a child's involvement in a range of activities and interests.
- I strongly value the need to encourage a swimmers full potential in the pool, both on an individual level and as part of a team. The positive promotion of a child's self-esteem, confidence and enjoyment is of the utmost importance.
- I have an open, honest, accountable approach to coaching and encourage joint participation and the input of swimmers and parents in the continued development of Jamboree Heights Swimming Club.
- I strongly believe that a team approach, hard work, commitment and *having fun* can result in a highly effective swimming squad.

As I reflect on my time as Head Coach of Jamboree Heights Swimming Club, I am extremely proud of our club's achievements and have noticed that these improvements grow as every season passes. These improvements are not only results in the pool, but in swimmer's attitudes, swimming skills and team spirit. I take great pleasure in being a small part of these young swimmers lives, assisting to unleash their untapped potential both in and out of the water. My goal is to have these young people make swimming a part of their life and to be able to look back on their swimming adventures as great ones. I hope these beliefs combined with my theoretical knowledge and skill base is a strong contributing factor towards making Jamboree Heights the best (and happiest) swimming club in Brisbane.



CLUB VALUES

The Jamboree Heights Swimming Club is committed to encourage the children of the local community to further their enjoyment of swimming and develop a competitive spirit through the provision of professional coaching and participation in Club events and carnivals.

We recognise that children swim for a number of reasons ranging from the "simple enjoyment" through the "health benefits" to the "competitive element". We encourage and support all these elements within our programs.

The Club aims to be flexible enough to modify the focus from time to time, to cater for the changing needs of the membership at the time. The committee will continually review the programs to meet the needs of its members for the future sustainability of the Club.



www.jhswimclub.com

CLUB OFFICIALS

2011-2012 Management Committee

President	Kelvin Hirini	president@jhswimclub.com
Vice President	Karen Hook	recorder@jhswimclub.com
Secretary	Alison Hirini	secretary@jhswimclub.com
Treasurer	Kylie Whyte	treasurer@jhswimclub.com
Assistant Treasurer	Mick McIntyre	committee@jhswimclub.com
Squad Manager	Sally Wernham	squadmanager@jhswimclub.com
Committee Member	Biddy Paterson	biddy@promptpropertyprices.com

2011 - 21012 Club Officials

Head Coach	Rob Van Der Zant	
Assistant Coach	Josh Smith	
Mini Squad	Ellen Grant	minisquad@jhswimclub.com
Uniform Convenor	Vicki Pratt	uniform@jhswimclub.com
Canteen Convenor	Helen McIntyre	
Web Admin	Andrew Petrie	web@jhswimclub.com
Meet Director	Nick Borthwick	
Chief Timekeeper	Kenneth Hook Nick Borthwick	
Recorder	Karen Hook	recorder@jhswimclub.com
Race Secretary	Andrew Petrie	racing@jhswimclub.com
Carnival Convenor	Karen Hook	recorder@jhswimclub.com
Meet Director	Nick Borthwick	
Starter	Nick Borthwick Lee Canham	
Marshall	Angela Byrne Ellen Grant	
Public Relations	Ellen Grant	
Trophy Officer	Andrew Roberts	
Health and Safety	Terry McGowan	
Announcer	Kate Borthwick Alison Hirini	
Sponsorship/Fundraising	Nick Borthwick Vicki Pratt	
QSA / BSA Delegates	Biddy Paterson Kylie Whyte	

MEMBERSHIP

Membership is open to all persons of any age provided they can swim 25m of each stroke unaided, at the Coach's discretion.

Applications for membership must be made on Membership Form (copies of which are available on the website - www.jhswimclub.com) forwarded to the Treasurer with the correct membership fee or handed in at Sign On.

Membership fees are payable at Sign-On and are set on a family basis and depend on the number of swimmers in each family:

1 swimmer	\$168	3 swimmers	\$409
2 swimmers	\$311	4 swimmers	\$482

Membership fees are used for the basic operation of the club. They pay for registration fees with BSA/QSA affiliation, registration, insurance, trophies, pool lease, stationery etc.

Please note we have a 'no cash no splash' policy and therefore only financial members will be allowed to swim at Squad Training and Club Meets. To avoid embarrassment, please ensure fees are paid on time. Any concerns, contact treasurer@jhswimclub.com.

A club t-shirt will be included with membership this season.

A \$30 Family Participation Levy is payable at Sign-On with membership. Family Participation Levy will rolled over if a commitment is made to volunteer a minimum of 5 times throughout the season

Free membership is offered to parents of registered swimmers. This ensures you are covered by insurance when volunteering.

PAYMENT OPTIONS

Payments can be made either online or at any **Bank of Queensland** branch. The Middle Park branch is located at the Middle Park Shopping Centre. Opening hours are as follows:

Mon, Tue, Wed: 9:30am - 4:00pm Thursday: 9:30am - 7:30pm Friday: 9:30am - 5:00pm Saturday: 9:00am - 12:00pm Sunday & Public Holidays: CLOSED

Bank: Bank of Queensland

Account name: Jamboree Heights Swimming Club Inc

BSB: 124-001

Account No: 20940607

Description: child's surname & m/ship eg: "SMITH M/SHIP"

PLEASE NOTE: A copy of the direct deposit receipt along with full details of payment* **MUST** be emailed to treasurer@jhswimclub.com or placed in the post box located at the pool as proof of payment. We will **not** honour Direct Deposit until we receive a copy of receipt.

**especially if a combination payment of m/ship, fees and for more than one child.*

SQUAD TRAINING

A **Squad Policy** has been established to enable swimmers to gain the best value from each of their sessions by providing a comfortable training environment and enabling coaches to complete the planned programme for each session. The policy is intended to regulate the number of swimmers attending sessions in order to minimise pool overcrowding.

- a. All swimmers **MUST** be Club members and must be financial.
- b. Admission to each level of the squad program will be at the discretion of the Club's Head Coach.
- c. The **Squad Manager** will be responsible for the administration of the squad programme. This will enable coaches to spend more of their time coaching.
- d. All swimmers **MUST** book training sessions with the **Squad Manager**.
- e. Swimmers will only be booked in sessions that have vacancies.
- f. No swimmer can train without prior booking with Squad Manager.
- g. All Squad Fees are payable in advance and failure to do so may result in losing your place.
- h. Make-up sessions can be arranged with the Squad Manager if a swimmer is unable to attend a booked session provided the squad manager is given at least 24 hours notice, there is a suitable session with a vacancy and the make-up session is completed within three weeks of the original booked session.
- i. All swimmers shall be ready to start their training sessions at the appointed times.
- j. All swimmers shall follow the appropriate stretching and warm up exercise routine for 15 minutes prior to beginning their squad swim session.
- k. Swimmers are to supply their own equipment eg flippers.
- l. Non swimming children **MUST** be supervised by an adult.

The effect of this policy will favour those who are able to plan ahead and by doing so enable the coaches to best plan long term programmes for those swimmers. However it may also result in coaching staff not allowing swimmers into the pool if they turn up to sessions for which they are not booked. Coaches have been instructed to implement the squad policy so if this does occur and the swimmer or their parents have any concerns these should be directed to the Squad Manager and not the coaching staff.

CLUB POLICIES

Pool Rules

- No DOGS or any animals allowed!
- Bikes, scooters, skate-boards, roller blades, skates etc are NOT to be used around the pool.
- NO running around the pool.
- Children not swimming are not allowed on pool deck unless accompanied by an adult and are being supervised.
- Dressing sheds must be kept neat and tidy at all times. Place all litter in bins provided.
- No-one should loiter in the dressing sheds.
- No eating or drinking in the dressing sheds (Workplace Health & Safety Regulations).
- Any child suffering from a contagious condition must NOT swim.
- All swimmers MUST shower before entering the water. This applies to all training sessions and Club meets.
- Swimmers MUST wear bathing caps when in the pool. This is a requirement of the Queensland Education Department and applies to all training sessions and Club meets.

Code of Conduct

- All members of the Club and their families should make themselves aware of the Club's Code of Conduct printed below:
- All swimmers shall exhibit acceptable behaviour at all times.
- All swimmers shall show respect to club officials, the coaching staff and other swimmers, and follow directions given by coaching staff at all times.
- Offensive language or behaviour will not be tolerated at any time.
- Behaviour during squad sessions, or on the pool deck or surrounds (including running), which may be disruptive to other swimmers, will not be tolerated.
- Club officials and coaching staff reserve the right to discuss with club and squad members any behaviour that may be deemed to be disruptive to the harmonious running of club activities, or harmful to the high standing reputation of the club.
- Club or squad members who breach any requirements will be asked to vacate the pool and club officials or coaching staff will contact the swimmers parents to collect the child forthwith.
- **Continued breaches of this code shall be referred to the Management Committee for further action.**

CLUB POLICIES

Club Meets

- During the season, club meets will be held each Saturday morning, starting at 8.00am or Friday evenings commencing at 6.00pm. Nominations for these meets will be taken from 7.30am on Saturday or 5.30pm on Friday. No nominations will be accepted after 7.55am or 5.55pm. Swimmers arriving to club late will only be allowed to swim if there is a vacant lane in their event and will only be eligible for 1 point per swim.
- The pool is available for warm-up 30 minutes prior to start. Please refer to the Calendar on the website for the schedule of club meets.
- Events will be conducted for the four individual strokes over distances of 15 metres (Mini Squad), 100m, 25m and 50m in that order. 100m and 200m Individual medleys will be held at the end of each meet, but swimmers may only enter one IM event.
- In order to qualify for the 100m Individual Medley a swimmer must have qualified to swim 50m in three of the four form strokes. In order to qualify for the 200m Individual Medley a swimmer must have qualified to swim 100m in three of the four form strokes.
- The order of strokes will vary each week and will be placed on the notice board on the day. Freestyle will be swum second on the program. The others will be rotated in order, beginning on the first day of club.
- Results will be posted on the notice board at the pool and on the JHSC website during the following week.
- Only paid members are allowed to swim at Club Meets.
- Children **MUST** be accompanied by a responsible adult.

Rules for Club Meets

- All swimmers at Marshalling must respect and obey ALL directions given by Marshals at ALL times.
- When the Referee's whistle is blown there should be ABSOLUTE SILENCE for the start.
- No event will be delayed for any swimmer who does not report when called.
- The Referee's decision is final. Any swimmer who is disqualified will not receive any points in that event.
- Swimmers must remain in the water, with caps on, in the lane in which they swam until ordered out by the Referee and then they must leave by the nearest side of the pool.
- Weather conditions may cause cancellation of club swims either in total or during the course of the program. At the discretion of the Management Committee any such cancelled days and/or events may be taken into consideration regarding the number of swims necessary for championship qualification.
- Swimmers who fail to compete in a nominated event will be deducted one improvement point per event not swum.

CLUB ADVANCEMENT

Advancement to Longer Distance Events

- Children may advance from 15 to 25 metre events only at the discretion Coach Rob.
- **Members ONLY may advance to 25m.**
- Qualifying times for advancement to 50 metre and 100 metre events are as follows:

Swimmers must equal or better the times listed below:

	<u>From 25 - 50m</u>	<u>From 50m - 100m</u>
Freestyle	22:00 secs	36:00 secs
Breast Stroke	27:00 secs	45:00 secs
Backstroke	25:00 secs	42:00 secs
Butterfly	23:00 secs	40:00 secs

- Swimmers will graduate from one distance to another upon reaching the qualifying time in a particular stroke. Certificates will be awarded for graduation to 50m strokes only. Once qualified for 50 metres in a particular stroke a swimmer cannot return to 25 metres for Club meets except at the referee's discretion. However, swimmers can choose to do 50m or 100m when nominating.
- Any swimmer graduating from one distance to another will take with them any "most improved" points that they have gained in the season.

Records

- Records must be established under QSA rules, at Club Championships, or at specific Club Meets and Carnivals as determined by the Management Committee in consultation with the Head Coach.
- To attempt to break a record, a swimmer **must** have recorded a time within 0.5s of the record time to be eligible.

Before the beginning of the meet, the swimmer **must** inform the coach of their desire to attempt to set a record and approval **must** be sought from the President or Vice President.

Approval may not be granted for various reasons including:

- Proximity to an official meet where the swimmer will have the opportunity to break the record.
- Deferment to a more convenient meet for the club.
- No swimmer can attempt more than one record at a single meet.
- No swimmer may reattempt the same event for a period of 4 weeks.
- Attempts will be conducted in accordance with QSA rules.
- Attempts will be marshalled as per a normal club swim.

CLUB ADVANCEMENT

Selection Criteria

- Selections are based on the personal best times obtained through club swims no more than **four** weeks prior to team selection. In the case of carnivals, which occur early in a season, personal best times from the last four weeks of the previous season or winter training may be used.
- The Carnival Convenor shall obtain that list of club swimmers' personal best times in each age group and for each stroke.
- The team will comprise the required number of swimmers chosen from those available, commencing with the fastest times in each age group and for each stroke.
- Each swimmer, unless circumstances prevent otherwise, shall swim a maximum of three individual swims in any carnival.
- Swimmers from a particular age group must be considered for that age group in the first instance.
- The selected team shall be discussed with the Head Coach who may adjust the team based on the following criteria:
 - A swimmer's non-attendance at training sessions.
 - A swimmer not having enough recent club swims to gauge their competitiveness and consistency.
 - A swimmer's training program has in the Head Coach's opinion, adversely affected that swimmer's club times.
 - A swimmer is not competent in a stroke.
 - A swimmer's recent illness or injury.
 - A swimmer's suspension due to behaviour.
- The team will be posted on the Club notice board no later than the Saturday one week prior to the carnival. It is the swimmers' responsibility to notify the Carnival Convenor if they are **not** available to swim in a carnival.
- **Any swimmer selected who fails to notify and does not compete in the nominated events may be excluded from selection in the next carnival.**
- If any swimmer posted as being selected is not available, the Carnival Convenor shall choose a replacement in accordance with these procedures and notify that swimmer of selection.

INTER-CLUB CARNIVALS / SELECTION EVENTS

- All swimmers registered with JHSC are Competitive Swimmers and are eligible for Inter Club Carnival selection.
- **Non-financial members are ineligible for carnival selection.**

Rules at carnivals

- Swimmers representing Jamboree Heights Swimming Club Inc. in carnivals including QSA/BSA meets must wear official club costumes and caps.
- JHSC is not responsible for any fines incurred by individual swimmers.
- All swimmers must remain in the marshalling area once called for an event.
- Any swimmer who leaves the marshalling area and misses an event will not be considered for selection in the next carnival.
- All swimmers must obey instructions from the Carnival Marshals and the Coaching staff.
- Swimmers are representing the Club and the Code of Conduct applies irrespective of the venue.
- Any breaches will not be tolerated.
- Swimmers who do so may be suspended from the carnival and may not be considered for selection in the next carnival.

JHSC ANNUAL CARNIVAL

JHSC Annual Carnival will be held on Sunday 27 November 2012 and will commence at 8.00am. **Non-financial members are ineligible to nominate for the carnival. All Membership and Squad Fees must be paid up to and including the week of nomination.**

Distances to be swum are as follows:

All strokes	25 metres	8 yrs and under
	50 metres	9 yrs and over
Individual Medley	100 metres	9, 10 and 11 yrs

Swimmers in the Club Carnival will be awarded Gold, Silver and Bronze medals for placing in the final of each event.

A trophy will be awarded to the Overall Champion boy and girl in each age group.

NOMINATION PROCEDURES FOR SWIM MEETS

Upcoming swim meets will be displayed on our web site and details will also be forwarded via email. **ALL** entries **MUST** be forwarded by the closing date nominated by our club in order to allow time for the administration process.

Nomination procedures will be displayed with the meet details on the web site, and are usually limited to these options:

- For BSA and SQ Meets (typically held at Chandler)

These meets require individual swimmers to nominate and pay online through a dedicated event portal;

- For other external club meets

Download and complete the *External meet nomination form* from the web site. Once this has been done you should decide on your payment option:

(a) Electronic Funds Transfer: when using this option, the nomination form **MUST** include **a copy of payment receipt** (see bank details on nomination form). Please be sure to use your surname and initial as reference. The completed form can then be emailed to the Race Secretary (racing@jhsclub.com) or placed in the post box located at the pool.

(b) Cheque Payment: when using this option, both the completed nomination form and the cheque should be placed in the post box located at the pool.

Nominations will **NOT** be accepted if payment or payment receipt is not included with the submitted nomination form.

PLEASE NOTE: Nomination cash fees **WILL NOT** be accepted in the post box located at the pool. Payment is **PREFERRED** by **CHEQUE** or **ELECTRONIC FUNDS TRANSFER** online.

When nominating for an event that requires a qualifying time, it is up to the individual swimmer to provide qualifying times. If a qualifying time was achieved at a school meet or any other meet where times were not recorded via our club, you **MUST** provide the date and name of the meet and the time swum at that meet. This meet must also be a recognised meet for qualifying times.

IMPORTANT: We are required to provide time keepers at many of the meets we attend. If you nominate your child to swim, you will be required to do some timekeeping. Please make yourself available as requested. Nominations will not be accepted for swimmers whose parents continually say no to timekeeping. If everyone pitches in and helps only a short period of time will be required by each parent on the day. Volunteering at these carnivals is not considered part of the parent participation levy. However, as outlined above, it is an expectation that all parents will assist.

CLUB CAPTAINS

At the beginning of every new swim season, expressions of interest are called for the swimmers of the club to consider applying for one of our two Club Captain positions. Being a Club Captain is a good opportunity to learn some new skills, contribute to the club and it also looks great on your resume.

In order to be eligible, you must meet the following criteria:

- 13 years or above and at high school
- Willing to attend carnivals (whether swimming or not) in order to support your fellow swimmers (both at home and away)
- Are a happy, positive and confident person willing to speak at events and club meets
- Are prepared to help out at club events, working bees etc
- Willing to encourage our junior swimmers

Those interested should place letters of interest addressed to the Committee in the post box located at the pool. Committee Members will vote to determine the outcome. The cut-off date for the 2012-2013 season will be 17 August 2012.

TRAINER OF THE MONTH

During the Spring and Summer terms of the swim season, Coach Rob will choose a Junior, Intermediate and Senior 'Trainer of the Month' who will each receive a towel.

The criteria for becoming a Trainer of the Month is:

- attitude at training,
- behaviour,
- effort,
- achievement,
- and consistency at all of the above

Each Trainer of the Month will have their names and photo on the website. A photo will also be placed on the notice board.

CLUB AWARDS

Most Improved Awards

- The major awards for the Club season will include a "Most Improved" award for each age group. The incentive will be for swimmers to swim all strokes as often as possible and to maintain or improve their own standard. This is measured by aggregating points allocated for each swim in relation to the previous best time for each stroke/distance as per the following table.

More than 2.50 secs slower than previous PB	1 point
From 2.49 secs to 1.50 secs slower than previous PB	2 points
From 1.49 secs to 0.50 secs slower than previous PB	3 points
From 0.49 secs to 0.02 secs slower than previous PB	4 points
From 0.01 secs slower to 0.49 secs faster than previous PB	5 points
From 0.50 secs to 1.49 secs faster than previous PB	6 points
From 1.50 secs to 2.49 secs faster than previous PB	7 points
More than 2.50 secs faster than previous PB	8 points

- On a day on which a swimmer is competing for the Club in a BSA carnival a swimmer will be credited with 3 points for each event up to a maximum of 4 events. However, swimmers will not receive points for both club meets and BSA carnivals on the same weekend.
- Points will accumulate separately for boys and girls in each group. A Most Improved Trophy will be awarded to the boy and girl in each age group who accumulates the most points in all strokes throughout the season and has participated in a minimum of 8 club events.
- Points will be allocated for the four 4 individual strokes over 25, 50 and 100 metre distances. No points will be allocated for the individual medley or events swum at the Coach's instructions.

Attendance Award Certificate

To gain an Attendance Award Certificate, swimmers must have competed in the majority of Club Meets or Carnivals. On a day on which a swimmer is competing for the Club in an Inter-Club Carnival or other BSA/QSA affiliated event, a swimmer will be credited as attending Club irrespective of whether he or she actually competes at the regular Club Meet.

CLUB CHAMPIONSHIPS

- Club Championships will be held on Sunday 25 March 2012 commencing at 8.00am for a 8.30am start and in order to qualify a swimmer must have swum at least three [3] times at club meets.
- All events will be swum as finals. In the event there are more than 6 swimmers for an event the fastest times will determine the placing's.
- The Management Committee holds the overriding discretion as to whether a swimmer may swim in the Club Championships.
- Swimmers must be registered, or be eligible to be registered with QSA/BSA as Jamboree Heights Club Swimmers, in order to be eligible to swim.
- Nomination fee will be advised prior to the event.

Non-financial members are ineligible to nominate for Club Championships. All Membership and Squad Fees must be paid up to and including the week of nomination.

Distances to be swum at Club Championships are as follows:

All strokes	25 metres	8 yrs and under
	50 metres	9 yrs and over
Individual Medley	100 metres	9, 10 and 11 yrs
	200 metres	12 yrs and over

Swimmers in Club Championships will be awarded Gold, Silver and Bronze medals for placing in the final of each event.

A trophy will be awarded to the Overall Champion boy and girl in each age group.

The Overall Champion will be determined by the accumulation of points in each event as follows:

1 st Place	7 points
2 nd Place	5 points
3 rd Place	4 points
4 th Place	3 points
5 th Place	2 points
6 th Place	1 point

CLUB MEETINGS

GENERAL CLUB MEETINGS are held directly following the first Saturday club meet of each month during the Spring & Summer Terms. All parents and senior swimmers are welcome to attend to discuss Club business and relevant issues.

MANAGEMENT COMMITTEE MEETINGS are held each month, generally on the first Monday of the month.

ANNUAL GENERAL MEETING will be held on Tuesday 15th May commencing at 7.30pm at JHSC Pool.

PARENT PARTICIPATION LEVY

As a community club we rely on the parents of swimmers to assist with a range of jobs in the club. These include setting up and packing away on Saturday mornings, Friday evenings and at carnivals, helping in the canteen, BBQ, timekeeping and marshalling, as well as tasks required away from the pool from time to time.

In order that the swimmers enjoy the full benefits of an active and well run club, ALL parents should make themselves available to assist wherever possible. A levy of \$30 is required from all families. This levy will be rolled over to the next season if the family assist at club meets and working bees a minimum of 5 instances throughout the season

PLEASE DON'T WAIT TO BE ASKED, WE APPRECIATE ANY & ALL HELP!

WEBSITE

The website should be your first port of call for all information regarding JHSC. Please be sure to stay updated with the latest news, results, and all things JAMBOREE HEIGHTS SWIMMING CLUB by regularly checking the site. Our fabulous Webbie is making sure it is updated regularly!