

Boronia Swimming Club - Membership Handbook

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1. Introduction

Boronia Amateur Swimming and Life Saving Club Incorporated was founded in 1964, and over the years has enjoyed success both in and out of the water. Members come from throughout the City of Knox and surrounding Cities, and our membership is open to anyone who is involved in swimming as an amateur.

This members' handbook provides information about all aspects of the Club's activities and structure. It is designed to provide new members with information to help them maximise the benefits they obtain from the Club, and to provide a source of reference information for existing members.

I hope that this handbook will assist all members to make the most of their time with the Club.

*Ken Briscoe
November 1997*

2. Aims

The Club's charter is:

"To develop endurance, skills, sportsmanship and team camaraderie in all our swimmers and to encourage them in all levels of competition in a supportive environment. The Club believes that this is best achieved in a friendly, social atmosphere"

We pride ourselves on being a friendly, family club, and the Club aims:

- to encourage inexperienced swimmers to develop their swimming skills, in an enjoyable and competitive environment;
- to offer a full program of competitive swimming for the proficient swimmer, encompassing Club, District and State competitions;
- to provide social activities for swimmers and parents to build and maintain the Club's friendly culture;
- through fundraising activities, to minimise the cost to families of Club activities.

3. Outline of Activities

The Club provides or arranges a number of activities, all of which are optional for members. These are described in more detail in later sections, and include:

Squad Training: A comprehensive training program is conducted at Knox Leisure Works under the control of highly qualified coaches. Squads are graded according to their ability and experience

Aggregates: A weekly Club competition where members swim a set but varying program over a number of weeks during which their times are recorded and points earned. Swimmers are graded according to these times. Trophies are awarded in each grade at the end of Summer and Winter seasons

Club Championships: The Club holds two Championships each year - the Winter Sprint Championships, and the Summer Championships. These events are based on age, and medals and trophies are awarded.

District Competitions: Boronia Swimming Club is affiliated with Swimming Victoria, and as such is zoned in a District. We actively compete in District Competitions over two seasons in various pools, culminating in the District Championships.

SwimVic Interclub:	Boronia competes in the annual Spring Inter-Club competition organised by Swimming Victoria, conducted at the State Swim Centre
Other Meets:	The Club selects a number of swim meets run by other clubs to support, and encourages members to attend these. Members can also enter any open meets as individuals.
Proficiency Meet:	The Club supports SwimVic's Proficiency program, which assesses swimmers at various levels for each stroke, and awards proficiency certificates accordingly.
Newsletter:	"Penguin Chatter" is the Club's official newsletter, produced monthly. This provides members with the latest information on Club activities, swim meets, social news, meet reports etc.
Social Activities:	A range of social activities are organised for swimmers, families and friends throughout the year.

4. History

The Club was founded in 1964, based around the then outdoor Boronia Swimming Pool. Club members trained in the cold waters of this pool during summer, and at various other smaller indoor pools in the district in the other months. The Club actively campaigned for a heated indoor pool, as interest in swimming grew within the area, and after much work by members, Council approved a new facility at their November 1986 meeting. The complex now known as Knox Leisure Works was finally completed and opened in January 1989, and now forms the home of our training and competition activities.

Other club activities are centred around our clubrooms which, after much fundraising activity by members, were completed and officially opened in April 1972. The clubrooms are used for Social activities, Committee and Annual meetings and swimming functions.

Whilst not a large club, we have enjoyed success both in and out of the water, including numerous District and Spring Interclub premierships. See Appendix 4 for details.

5. Club Structure and Membership

5.1 *The Club Structure*

The Club is firmly focussed on swimming, and the Club Structure is designed to support this focus. Members and parents have vital roles to play, and these are supported by a volunteer administrative structure which also satisfies the requirements of Incorporation. The structure consists of:

- The Club Committee
- Sub- committees:
 - Squad Training Committee
 - Social Committee
- Financial members (swimmers and parents, Life members)
- Non-financial parties (parents and families)
- Coaches
- Club Captains and Vice-Captains
- Team Managers

This structure is governed by a Constitution and a set of By-Law, a copy of which may be requested by any member. Additional copies may be obtained from the Secretary. The Club is Incorporated under Australian Company Law, and financial controls and regulations are consistent with the legal requirements of Incorporation.

5.2 Club Members

The Club is open to anyone interested in swimming provided they are classed as “amateurs”. Whilst most members come from the City of Knox, a number live in surrounding areas, and there are no zoning restrictions on members. The Constitution provides more details covering membership, but the key points are:

- In general, members must be at least five years old, but younger children who can swim at least 50 metres with a correct stroke can also apply for membership.
- Membership fees are payable annually, with discounts provided where several members of a family, or the entire family, are members. Members must be financial before they can participate in Club activities.
- Members transferring from other clubs must (under Swimming Victoria regulations) provide a completed transfer form
- Life Members are those Members who have completed at least 10 years service, and are appointed by the Committee.

5.3 Club Captains and Vice-Captains

Each year the swimmers elect from their ranks a Boy’s and Girl’s Club Captain and Vice-Captain from a selection put forward by the Committee. Those elected to these positions have a responsibility to support and assist their fellow swimmers, and to provide a liaison between the Committee and swimmers. They assist new members to become more familiar with activities and rules, and also help with marshalling and other poolside activities. The two Captains also contribute a monthly column to the Club’s Newsletter.

5.4 Team Managers

The Committee appoints two Team Managers (Boys and Girls) each year. The Team Managers organise teams for all inter-club competitions, allocating events to swimmers according to the objectives set for that competition. Whilst our aim is to give all swimmers who wish to compete the opportunity to do so, in some competitions only the top swimmers in each event are selected. The Team Manager has the final word on who is selected, and may change selections on the night to cover for last minute absences.

5.5 Coaches

The Club aims to appoint professional coaches who will work within the culture we desire - that is, strong challenging training for those who want this, and a less demanding alternative for those who wish a lower level of training. We encourage parents to talk with the coaches about any concerns they have with training. In particular, parents are strongly urged to keep coaches informed of any injuries or illnesses which may affect the ability of a swimmer to train effectively.

Our coaches will grade each swimmer and place them in an appropriate level of squad. They may also recommend specialised stroke correction in particular cases. Our coaching program will involve a mixture of endurance, competition skills and stroke correction training, and will be varied according to the competitive events on the horizon.

5.6 Parent Involvement

Parents are strongly encouraged to participate in all Club activities, to help promote the friendly, family - oriented culture which is our Club's aim. As all activities (apart from Squad Coaching) are carried out by unpaid volunteers, parent involvement is also essential to keep the Club running. Parents may participate by:

- timekeeping at Aggregates, Club and District meets
- helping poolside in other ways (marshalling, setting up, collating results, helping to organise inter-Club meets)
- joining the general Committee or Social Committee, or helping to organise Social and fund-raising events
- helping out with Hall maintenance
- contributing to the newsletter
- transport to and from meets

Parents are also encouraged to discuss any concerns or issue they may have, with the President, Secretary, Squad Coordinator or other committee members - only by knowing of concerns can the Committee address them.

For parents who develop a stronger interest in swimming organisation, various qualifications can be obtained at District, State or National level through Swimming Victoria. This can be as time-keeper, referee, judge, starter etc. The Club occasionally organises workshops run by qualified officials to improve proficiency in these areas.

5.7 Committees

The General Committee is the management body of the Club, and is elected by financial members at the Annual General Meeting held in May each year. The Constitution provides details of Committee structure and responsibilities - in summary, the committee consists of :

- President
- Secretary
- Senior Vice-President
- Junior Vice-President
- Treasurer
- Swimming Director
- up to 9 general committee members

The Executive consists of the President, Secretary, Treasurer, Swimming Director and Vice-Presidents. They, or any other committee member, may be approached should parents or swimmers have any concerns or issues.

Within the committee various responsibilities are allocated, including Hall Manager, Publicity Officer, Aggregates coordinator, Registrar, Team Managers, Property Officer etc. (Job Descriptions for each position are available from the Secretary.). The Club also appoints a representative to the Board of Management of Knox Leisure Works, which helps build the close relationship required between the Pool and the Club.

Committee meetings are held monthly and cover all aspects of the Club's operations and future directions. Whilst not usually open meetings, members may request the opportunity to present a particular issue to the committee.

There are two other committees which operate as permanent sub-committees:

- Squad Committee - oversees all aspects of Squad Training, including squad structure, training times, management of the Coaches, Squad fees, swimmer or parent concerns.
- Social Committee - plans and runs most social and fund-raising events

Major recommendations from these sub-committees are approved by the general Committee where required.

All parents or senior swimmers are encouraged to participate in the Committee or sub-committees, both to help share the workload (all committee members are volunteers) and to help set the direction and improve the operation of the Club. No experience is necessary! Anyone interested in joining should contact the President or Secretary - it's not necessary to wait for the AGM as members can be coopted at any time.

5.8 Annual General Meeting

The Club's Annual General Meeting is held in May each year, and all members and their families are invited to attend. The format is similar to most sporting club AGM's, and includes:

- presentation and acceptance of various reports
- election of office bearers for the coming year
- approval of fee recommendations
- any alterations to the Constitution or By-Laws
- any other business which has been notified in advance.

Notice of the AGM, nomination forms, and notices of any resolutions are advised to all members through Penguin Chatter well in advance of the meeting.

5.9 Registration

After the Annual General Meeting (which sets fees for the year), the Club organises a Registration Day at which members can join or rejoin the Club. All members must register before they can participate in Club activities, and in particular we must in turn register members with Swimming Victoria before they can compete in any inter-club competitions.

The Club sets the fee structure at the lowest possible level which still enables us to cover affiliation fees (to District and Swimming Victoria) and club running costs. Discount are available where more than one person from a family joins. Parents are welcome to become members also, but this is not required unless they are to join the General Committee.

Squad enrolments and Uniform orders are also taken on Registration Day.

New members are also welcome to join the Club at any time during the swimming season.

6. Training

6.1 *Training Aims*

The Club provides a full training program for members who meet the minimum entrance standards. This program is not a learn-to-swim program, but rather provides stroke improvement, endurance, competition skills (starts, turns, finishes, relay techniques). Learn-to swim training is provided by Knox Leisure Works and a number of other Swim schools within the City of Knox.

Club members have a full choice about their training - they may elect to join the Club's squads, they may train with other groups or coaches, or they may not train at all. Regardless of the training option, all members are still eligible for competitions and other club activities. Nevertheless, to foster team spirit, the Club encourages members to join our squads. Some squad benefits(e.g. pool entry discounts) are only available to squad members.

Selection for official club teams is based on ability and performance, regardless of training option chosen.

6.2 *Club Squads and Coaching*

The Club runs a series of squads under an experienced and highly qualified Coaching team. Squad members are graded according to ability and experience, and invited to join the appropriate squad. Each swimmer will be given a recommended number of training sessions to attend, but may attend less than that number if desired.

Squad fees are payable monthly and set according to the number of sessions the swimmer has indicated will be attended. Pool entry is included in the squad fees and does not need to be separately paid. Refunds are not given for non-attendance unless a doctor's certificate is given, or prior arrangements are made with the Squad coordinator.

Squad members are expected to follow the coach's instructions and behave well during squad. They should arrive at least 15 minutes before squad commencement to allow time for stretching exercises. Parents are encouraged to discuss their children's progress with the Coaches, but are asked to arrange a time with the Coach to do so, rather than take up valuable squad time. Any concerns or issues should be raised as early as possible with the Coaches, the Squad Coordinator, or a member of the Club's Executive.

From time to time, activities outside swimming will be arranged, including land-training, aerobics, motivational talks by sports personalities, gym work etc.. Wherever possible these will be open to all club members, but those which occur during squad time will usually be limited to squad members.

6.3 *Other Training Options*

As mentioned above, members may train with anyone they wish, or not train at all. However, it is highly desirable that if they train with the Club squad they should only train with this squad. It can be very confusing for swimmers to be receiving instructions from several different and uncoordinated sources, and this can create difficulties for swimmers and coaches.

7. Club Competitions

7.1 Competition Aims

The Club aims to help all swimmers realise their potential in an enjoyable atmosphere, and to this end provides a variety of competitive activities. This section covers those activities which are run within the Club. Section 8 describes other competitive activities outside the Club.

The rules of Swimming Victoria in terms of stroke correctness, starting rules, and other regulations will be applied at most Club functions to ensure swimmers learn as early and as often as possible about competition rules. For these reasons, the Club's Referees will disqualify swimmers for incorrect strokes, turns, relay change-overs, or poor behaviour. However, the aim is to fully explain to a swimmer the reason for such disqualifications and to help them avoid repeats, particularly at external competitions. Disqualification details are also passed on to the swimmer's coaches to help correct any ongoing problems.

The Club's main internal competitions are:

- the Winter and Summer Aggregates
- the Winter Sprint Championships
- the Summer Club Championships

Swimmers are encouraged to wear club uniform to all competitions run within the Club, and required to wear the uniform when representing the Club at external competitions.

7.2 Aggregates

Aggregates are effectively time trials, where each swimmer is swimming primarily against their own times rather than in a normal age-based event. There are two series of aggregates - Winter and Summer. Each runs for about 10 weeks, and they are held at Knox Leisure Works on Sunday evenings. As with all Club events, participation is optional.

Aggregate events cover the full range of strokes and most distances, and are targeted at giving swimmers the opportunity to monitor their performance against their own times. Swimmers are placed into a grade (A through G) based on their times over their best three strokes (out of Free, Back, Breast, and Butterfly), with A grade being the fastest. They will move up or down a grade as their times improve or fall away. (It is not unusual for developing swimmers to have times fluctuate and to move up and down a grade several times before settling in to a higher grade). Aggregates are the only competitive events which are not age based, and give swimmers of all levels the opportunity to gain credit for improvements - regardless of their level for their age.

Beginning with the 1997 season, there are four events each week, one of which will be a relay or an individual medley. Points are awarded to a swimmer for each event in which they participate as set out in Appendix 3.

At the end of each series of aggregates, trophies are awarded for the winner and runner-up in each grade (male and female), provided that at least 5 swims have been undertaken. Weekly aggregate ribbons are awarded to the swimmers with the highest points for that week.

At the conclusion of both series of aggregates, a special trophy is awarded to the swimmer with the highest overall aggregate total score for the year.

Because aggregates are based around times, the role of the timekeepers is most important. All parents are asked to be prepared to act as timekeepers - two are required for each lane. The Chief timekeeper will provide any instruction required - but it's not hard! The Club provides electronic stopwatches for each timekeeper, or parents may use their own stopwatches.

Other rules and key points about aggregates are contained in Appendix 3.

7.3 Club Championships

The Club runs two Club Championships each year, allowing members to compete for medals and to pit themselves against club records. Gold, Silver and Bronze medals are awarded for the first three swimmers in each event, and there are a range of trophies awarded (see Appendix 3 for details). Events are run in various age groups, as well as an Open event, for each of male and female swimmers.

The Age Groups are:

8/U	10/U	12/U
14/U	16/U	18/U
19/O	25/O	35/O

The Winter Sprint Championships are run on one Sunday evening in August or September, and consist of 50 metre events in each age group, together with open events. The events consist of freestyle, backstroke, breaststroke and butterfly.

The Summer Club Championships are run over several weeks in February and March, and cover a wider range of events in each stroke, over several distances, the longest being the 1500 M Freestyle. An Individual Medley (IM) is also swum. Apart from the long distance races, most events are run over each of the Age groups and at Open level.

Eligibility: Championship events are open to all registered, financial members of the club who meet the qualification requirements.

To qualify, swimmers must have swum on at least 5 occasions with the Club during the current season in either Aggregates, District competitions, or other Club competitions, **or** have acted as officials poolside at competitions (e.g. timekeeping). (The latter qualifications are aimed primarily at 35/over entrants).

Swimmers who do not qualify may still enter the championships as invitation swimmers, but are not eligible for medals. However, if they set a new club record (provided three times are recorded), that record will be recognised.

All club members are strongly encouraged to participate in the Championships, whatever their age and level. Whilst competition amongst swimmers is strong, it is friendly and enjoyable, and there are often surprise results. In the excitement of a Championship, many swimmers have produced personal best times, gained medals, or even set new Club Records when they did not expect to do so. There is also enormous satisfaction to be gained from just completing events such as the 800m or 1500m Freestyle.

7.4 Club Champions

A major achievement for any Club member is to be named the Club Champion. There is only one male and one female Club Champion named each year. They are the swimmers who have the best combined performance in Open events over both the Winter and Summer Championships

The names of the Club Champions are recorded on Honour Boards in the Clubrooms.

7.5 Trophies

The Club has a wide range of trophies which are awarded for the champions (boy and girl) in each age group, for particular events, for service, and for aggregate winners. These are listed in Appendix 3.

7.6 Club Records

Club records exist for various strokes and distances in each group, and may be contested by any club member in the appropriate age group. Records may be set at Club Championships and other official meets provided three official times are recorded. Whilst many of our records have been set for some time and are very hard to beat, it is rare that at least one record is not set in a Championship, and all members are encouraged to aim to set new records. Further information may be obtained from the Swimming Director.

8. Other Competitions

8.1 Introduction

The Club competes in a number of inter-club competitions. The aim is to provide the maximum opportunity for members to swim competitively and hence to improve their performance - both times and competitive techniques. Participation is encouraged, but is not compulsory. However, once a swimmer agrees to participate in a multi-meet series, they are expected to be available for all meets in that series unless otherwise arranged.

Whilst every attempt will be made to give all swimmers who wish to compete the opportunity to do so in these inter-club events, in some competitions the club will enter their top team only. Where possible, several graded teams may be entered at different levels in a competition to increase the opportunity for our members to participate.

The range of competitions which members may be able to participate in with the Club are summarised below. Note that since Boronia is affiliated with Swimming Victoria, members may enter any Australian swim meet as individuals provided they meet the qualifying conditions. Details of some open meets are published in the Penguin Chatter. Complete listings are available in Swimming Victoria's Swim News, which members may subscribe to through Swimming Victoria. Further information may be obtained from the Swimming Director or one of the Team Managers.

Swimmers are required to wear club uniform to all Inter-Club meets, and in particular must swim in club bathers and cap. (See Section 10 for information on Club Uniform)

8.2 District Competitions

Boronia belongs to District East, one of a number of Districts which operate under Swimming Victoria. Other clubs in District East include Nunawading, Ringwood, Monbulk, Surrey Park, Healesville, Lilydale, Croydon, Kew, and Maroondah.

District organise two series of competitions each year - Winter and Summer. Meets are held at various pools on Friday nights, and each Club enters teams in the various age groups, with points being awarded according to the place each team finishes.

Boronia's Team Managers organise the various teams based on swimmers' current times for each stroke, and their availability. If for any reason a swimmer cannot swim, they must advise the Team Manager as early as possible. Organising the teams on each night is a difficult task, and last minute cancellations by swimmers, or worse, simply not appearing on the night, make the Team Managers job extremely difficult.

Aggregate events for 8/u, 9/u and 10/u swimmers are also run by District, at the beginning of each Friday night competition. These lead to individual rather than Club prizes, and are excellent competitive training for young swimmers.

8.3 District Championships

As well as the series of Friday night competitions, District organise the District Championships in March each year. This meet is open to any individual who is a member of a club in the District, and who has swum in at least three District meets in the current season.

Boronia strongly supports this day and encourages swimmers to enter. The Club also organises relay teams on the day. Events are run on times only - that is the fastest three swimmers over all heats for an event are the placegetters. There are no finals swum. Medals are awarded for placegetters in each event. Where appropriate, the District Competition Committee will divide the swimmers in an event into 'A' and 'B' Grades, and will award medals to the placegetters in each Grade.

At the end of meet, the top swimmers in various events are invited to join the Inter-District Team (also known as the District Development Squad) for the year. This team competes in several meets against other Victorian Districts, and also usually involves a trip away.. These trips, typically interstate, are run by District and wherever possible include a competitive meet. Boronia, through its Scholarship Trust (see Section 11), is usually able to provide funds to subsidise the cost of these trips in the form of Scholarships to selected Boronia members.

8.4 Spring Interclub

"Spring Interclub" is a series of competitions, similar to the District Competition, run by Swimming Victoria at the State Swim Centre. The competition is open to all Clubs in Victoria, and typically runs for about 5 weeks from late September. The Junior section takes place on Saturday afternoons, and the Senior/Open Section on Friday nights. Teams are graded (based on swimmers' entry times) with 6 teams in each Grade. Teams gain points by competing in a round robin against the other teams in their grade, and pennants for Grade winners and runners-up are awarded at the end of the competition.

The Club enters several teams in the competition, with the aim being to field sufficient teams to give all swimmers who wish to compete the opportunity to do so. Selection into the Club's top senior and junior teams is based on performance and is determined by the Team Managers.

Spring Interclub is always thoroughly enjoyed by participants, and the competition is keen. These competitions also provide the opportunity for club members to strike up friendships (or rivalries!) with members of other clubs, as over the period of the competition a particular participant will usually swim several times against the same swimmers.

Apart from providing transport and a vocal support base, parents are asked to act as officials (usually timekeepers) at one or two meets. Each club participating must provide 2 or 3 officials at each meet as a condition of entry to the competition. The Team Managers will prepare a roster of parents for these duties and it is important that parents who cannot attend on their rostered days advise the Team Manager in advance or arrange a substitute themselves.

8.5 Proficiency Meets

SwimVic and District will occasionally organise a Proficiency meet - it is hoped to make this an annual event to encourage swimmers to monitor their progress. In this meet, swimmers are timed over various strokes and distances, and awarded Proficiency ribbons and badges if they match or beat set times and complete the stroke correctly, for each of the four strokes. This meet is aimed at junior to intermediate swimmers. Awards are given at various levels, from Bronze through to Gold Bar.

For example, to obtain a Bronze award, a male swimmer must complete a 50 m Freestyle in under 47.0 seconds, a 50 m Breaststroke in 55.0s, a 50 m Butterfly in 55.0s and a 50 m Backstroke in 50.0s. (Minimum times for females slightly slower). Many of our junior swimmers are already achieving these times, so these awards are well within their grasp.

Proficiency meets are a great way for swimmers to receive recognition for their improving stroke ability and times. The top award of Gold Bar is quite a challenge, but again many of our swimmers are already achieving the required times.

Note that to gain the award at a particular level, a swimmer must either have passed all the lower levels at previous meets, or apply for all the required levels at this meet. (Several levels can be achieved in the one swim).

The table of times and awards will be published in advance of each Proficiency Meet in Penguin Chatter.

8.6 Metro All Junior

Also run by Swimming Victoria in conjunction with each District, this competition is open to all junior swimmers. The competition runs at two levels - District Qualifying and State Finals.

District organise the Qualifying meet, which is open to all Club members who wish to enter. There are typically a number of heats in each event, and the three fastest swimmers over all heats in an event receive a qualifiers ribbon, and are invited to participate in the State wide semi-finals.

The semi-finals, swum at the State Swim Centre, are also run on a heat basis, and involve all eligible event placegetters from each District competition. The fastest 8 swimmers across all heats for an event are then invited to swim in the finals for that event, and medals awarded to the first three placegetters in each final.

The All-Junior is an excellent introduction to competitive swimming for young swimmers, and members are strongly encouraged to participate.

8.7 Other Competitions

There are numerous other competitions organised by club throughout Victoria and Australia, and a number of meets organised by Swimming Victoria itself.

As Boronia Swimming Club is affiliated with Swimming Victoria, all registered members of the Club are eligible to enter any of these competitions provided they satisfy any qualifying times specified. From time to time, the Club will decide to support a particular event and encourage members to enter, and will also organise relay teams on the day. Note that all meets have a deadline for entries - late entries are usually not accepted.

Information received on these events is published in Penguin Chatter (if received in time). Members may also subscribe directly to SwimVic News which has a greater range of details.

Official SwimVic Entry forms may be obtained from the Club's Swimming Director, the Registrar, or direct from SwimVic. Entries should be sent directly to the organisers of each event, unless you are advised to send them to the Club's Swimming Director in Penguin Chatter.

9. Social Activities

9.1 Introduction

The Club has an active Social Committee, which organises a range of social events for swimmers, families, and parents. These include:

- swimmers breakfasts
- Trivia nights
- Progressive Dinners
- Children's Xmas Party
- Parents' Xmas dinner

Other social events for swimmers have included Pizza nights, sleep-overs in the Hall, discos etc.

Some events have fund-raising as a significant aim, however many are subsidised or provided free of charge by the Club.

Swimmers and parents are encouraged to contribute ideas for these activities to the Social Committee or the Club's President.

9.2 Presentation Night

The Club's Annual Presentation Night is designed to be both a social occasion and the major forum for recognition of swimmers' achievements throughout the season.

Of course, the key focus of the night is presentation of awards - trophies, medals and service awards. The club Captain's and Vice-Captains for the coming season are also elected at Presentation Night. An interesting, sports-oriented speaker is organised wherever possible, and members are encouraged to bring along their friends and families. A small charge may be levied to assist with catering costs.

10. Further Information

10.1 Club Uniform

The Club has designed a number of items of uniform in the Club colours of white and blue, incorporating wherever possible the Club's Penguin logo.

Items of uniform which are available include:

- Tracksuits
- T-shirts
- Bathers
- Caps

The Club is proud of the image presented by members when in uniform and encourages both swimmers and parents to wear the uniform whenever appropriate - particularly at swimming functions, including Club Aggregates and Championships.

Note that it is mandatory for swimmers to wear club bathers and cap for all inter-club competitions. It is highly desirable that club tracksuits and T-shirts are also worn at these events.

Items of uniform may be purchased from the Club's Property Officer, but please note that there may be a lead time for ordering as only limited stocks are held. Parents may also buy and sell second-hand uniform items through Penguin Chatter or through the Property Officer

10.2 Scholarship Fund

The Club is Trustee of a sum of money which was raised to build a pool in Ferntree Gully by residents of Knox. This pool did not eventuate, and the funds were passed to Boronia to administer with the aim of providing scholarships to members to encourage swimming development.

The Club has access to a portion of the interest from these funds, the balance being reinvested to allow the fund to grow, and this interest is allocated to swimmers according to the provisions of the Trust Deed.

This allows the Club to provide a number of scholarships each year which may be used to offset squad training costs, uniform costs or any other swimming related expense.

Scholarships are awarded on the recommendation of the Club Executive in conjunction with the Squad Committee and coaches.

10.3 The Club Rooms - Hall for Hire

The Club rooms are used by the Club for a number of functions, and the hall itself is an excellent facility for up to 70 people. The hall is available for hire to the public for meetings, parties or other functions and has kitchen equipped with oven, pie warmer, refrigerator and boiling water.

Discounted rates are available for Club members.

Income from the Hall is used to subsidise other club activities, including the cost of medals and trophies, and all members are encouraged to promote hire of the Hall to increase this income.

Please contact the Hall Manager for inquiries.

10.4 Insurance

All financial members of the Club are covered by insurance through our affiliation with Swimming Victoria.

The coverage includes:

- public liability
- personal accident insurance
- professional indemnity
- directors and officers

All incidents which have any possibility of leading to a claim must be reported as soon as possible - see the Secretary for Incident Report Forms. The Insurance company advises members to report all incidents to ensure protection - *"IF IN DOUBT - REPORT IT"*. This is particularly the case where medical attention is sought.

Note that insurance for accidents extends to members, officials and all volunteers - whether members or not - while performing swimming or involved in an official Club related activity (including travel to and from these activities).

Full details of cover, benefits and rules are contained in the Insurance Manual held by the Secretary.

10.5 The Club Newsletter - "Penguin Chatter"

The main means of communication is the Club's Newsletter - the Penguin Chatter. This is distributed every month, and includes the President's report, Club Captains' columns, trip or competition reports, articles from our coaches and notices of upcoming competitions and social events. All members of all ages are encouraged to contribute to Penguin Chatter, either by writing articles, or by passing on to the editor news of interest to members.

It is important that all members read the Penguin Chatter carefully to remain aware of future activities. In particular, all competitions have closing dates for entries which must be observed.

Penguin Chatter will also include detailed programmes for a number of Victorian open meets, and in some cases the Club will organise a team to enter these meets. Penguin Chatter will advise when this is the case, and will indicate when entries are to be made via our Swimming Director rather than directly to the meet organisers.

11. Appendix 1 - Trophies and Awards

The Club awards a number of perpetual trophies each year, based on various criteria. These are detailed below.

The Baxter Trophy (Male and Female - shared)

This is the Club's most prestigious award. It is shared by the male and female who, in the opinion of the Committee, are the most helpful to the Club in and out of the water, and at the same time do an outstanding job of swimming, over the period of the current season. This is often described as the best Clubman and Clubwoman.

The winners of this trophy are the male and female who receive the most votes (in total) from four secret ballots, conducted at four Committee meetings each year, with 1 vote for a male and one vote for a female being given by each Committee member present. Votes are not viewed or counted until the end of the season.

The award commemorates the bravery of Mr Baxter, who gave his life in an attempt to save the lives of two children at Caribbean Gardens lake in 1966.

The Max White Trophy (Female)

This trophy is awarded to the girl who, in the opinion of the Committee, has achieved the highest or best individual award throughout the season. The trophy was donated by Councillor Max White in 1971.

The City of Knox Trophy (Male)

This trophy is awarded to the boy who, in the opinion of the Committee, has achieved the highest or best individual award throughout the season. The trophy was donated by the City of Knox in 1970 to commemorate the proclamation of Knox as a City.

South Melbourne Life Saving Club Trophies (Male and Female Club Champions)

These trophies are awarded to the Boy's and Girls' Club Champions - that is the boy and girl who won the most gold medals in Open Championship events over the full season - that is the total of both Summer and Winter Championships. (Note that prior to 1997/8 this award was based only on the Summer Club Championships and did not include Winter Championship results).

The Graham Hull Trophy (Female - 4 x 50m Open Medley)

This award is given to the girl who wins the Open 4 x 50 metres Medley event in the Club Championships (Summer).

Initially given as an annual award in 1966, it was converted to a Perpetual trophy in 1967. The trophy was donated by our Life member, Mr Graham Hull specifically to recognise the ability of our female swimmers in the challenging Medley event.

The Boronia Amateur Swimming Club Trophy (Male - 4 x 50m Open Medley)

This is the boy's counterpart of the Graham Hull trophy, being awarded to the boy who wins the Open 4 x 50 metres Medley in the Summer Club Championships.

The Mossfield Trophies (Male and Female - Open 200m Freestyle)

These awards are given to the winners of the Open 200 metres Freestyle events in the Summer Club Championships.

The trophies were donated by Mr Charlie Moss, a well-known businessman in Ferntree Gully, in 1967. It is sad to note that Mr Moss passed away in 1971, so these trophies will perpetuate his name.

The J J Wheeler and AKT Trophies

These two trophies are awarded by the Committee to the two club swimmers who, in their opinion, have worked hard all season, always swum for the Club when asked, entered and attended most Club competitions, and generally have been excellent members of the Club.

They are encouragement awards and are often awarded to swimmers who try hard but do not necessarily win a lot of medals or trophies.

[There are further trophies awarded at presentation night that are not listed here.](#)

12. Appendix 2 - Aggregate Rules

The club runs a Winter and Summer Aggregate series commencing at 6.15pm on Sunday evenings. As the name suggests, points are awarded and totalled over the swim meet and then progressively accumulated over the series (usually 10 weeks).

This competition is open to ALL swimmers and all swimmers are actively encouraged to compete.

A minimum of **5 weeks** must be completed to be eligible for a trophy at the end of the series.

To qualify for Club Championships, swimmers must have swum on **at least 5 occasions** with the Club during the current season in either Aggregates, District competitions, or other Club competitions, **or** have acted as officials poolside at competitions (e.g. timekeeping). (The latter qualifications are aimed primarily at 35/over entrants).

Aggregate Points:

A swimmers best **seven** weekly scores over a ten week period will be counted toward his/her overall total.

In each event a maximum of 6 points is achievable:

- **1 point** for correct entry into water, swimming at least 25m
- **2 points** for finishing required distance
- **3 points** for bettering own personal time (set at the start of the aggregate season)
- **4 points** for getting within 1 second of the grade time
- **5 points** for equalling/bettering grade time *but not reaching PB time*
- **6 points** for bettering *both* personal and grade time.

A disqualification in an event (for example for an incorrect stroke) will allow only 1 point to accrue regardless of the time swum, provided the swimmer attempts the stroke for the full required distance.

Swimmers receive 6 points for participating in a relay team.

An additional 6 bonus points is awarded to each swimmer who takes part in each of the scheduled events for the week, whether disqualified or not.

The maximum points achievable per week is thirty (30) points, including the bonus points for entering all events in a Grade.

Aggregate Rules:

The main rules covering Aggregates are as follows:

- starting time is 6.30 pm sharp for swimming - swimmers are asked to arrive 15 minutes earlier for marshalling and announcements, and to allow organisation of timekeepers.
- each swimmer must report to the marshals (usually the Club Captains), situated near the recording table, before the commencement time of aggregate. The marshals swim also, so latecomers make life very difficult and may be denied swims.
- Swimmers must report to the marshalling area 3 events before their race. Marshals will call your name once. It is the responsibility of swimmers to marshal and to know which events they are in. If you miss your event, you lose your points.
- Swimmers and spectators are not allowed in the small pool at any time during aggregates, and should only be in the main pool when racing - this includes sitting on the steps and ramp area.

- The current aggregate points lists will be displayed on the recording table each week so that swimmers (and parents!) can monitor progress. However, to add an element of surprise to the presentation night, the lists are not displayed for the last three weeks of each season.
- Senior swimmers will be rostered as lifeguards each week , and are expected to watch carefully the junior swimmers in case any difficulties are experienced
- parents will be rostered to supervise swimmers in conjunction with the marshals when required. They and/or the marshals have the authority to prevent a swimmer who is misbehaving or has not marshalled correctly, from competing in a race.
- a condition of swimmers participation is that their parents must be available to timekeep or assist with other duties poolside several times throughout the series.
- Medley and 200m swims - the first medley or 200m for each individual swimmer will become the grade time for the purpose of awarding points
- Changing grades: Swimmers grades are automatically changed as follows:
 - Moving up a grade: a swimmer will be promoted to a higher grade on equalling or bettering that grade's times in at least three strokes
 - Moving down a grade: a swimmer will be relegated to a lower grade if after three nights he/she is unable to maintain the higher grade times
 - All points accumulated at the time of a grade change are carried across to the new grade

Aggregate Awards:

There are three sets of awards for Aggregates:

- Weekly: The swimmer achieving the highest point tally each week in a grade will be awarded a satin ribbon.
- Each Season: Trophies are awarded to the highest and second highest point scores in each male and grade and each female grade
- Annually: The swimmer whose total aggregate points over the whole year (i.e. from both Winter and Summer aggregates) is awarded the Pips Perfect Paradise Trophy in recognition of that achievement.

13. Appendix 3 - Club Achievements

Our club was founded in 1964 and has enjoyed moderate success both in and out of the water since then. Some achievements over recent years have been:

1987/88	S.V. Spring Interclub Senior B Grade	-	Runners Up
1987/88	Summer District Interclub B Grade Boys & Girls	-	Premiers
1988/89	S.V. Spring Interclub Junior C Grade	-	Premiers
1989/90	Winter District Interclub B Grade Girls	-	Premiers
1989/90	S.V. Spring Interclub Senior E Grade	-	Premiers
1989/90	Summer District Interclub B Grade Boys	-	Premiers
1990/91	Winter District Interclub B Grade Girls	-	Premiers
1990/91	S.V. Spring Interclub Junior C Grade	-	Premiers
1990/91	S.V. Spring Interclub Senior E Grade	-	Runners Up
1990/91	Summer District Interclub B Grade Boys	-	Runners Up
1991/92	Winter District Interclub B Grade Boys	-	Runners Up
1991/92	Winter District Interclub A Grade Girls	-	Runners Up
1991/92	S.V. Spring Interclub Senior B Grade	-	Premiers
1991/92	S.V. Spring Interclub Junior C Grade	-	Premiers
1991/92	Summer District Interclub B Grade Boys	-	Premiers
1991/92	Summer District Interclub A Grade Girls	-	Runners Up
1992/93	Winter District Interclub B Grade Boys	-	Premiers
1992/93	Winter District Interclub B Grade Girls	-	Premiers

14. Appendix 4 - Rules of Swimming

The following rules were written by our Life member, Roger Lockwood, as a quick summary of the key rules of swimming.

STARTING.

On the prolonged whistle call, competitors shall step to the rear of the starting blocks, except that in Backstroke they shall enter the water and after a second whistle call, take up a position facing the wall.

On the starter's instruction "Take your marks", they shall step to the front of the blocks, except that in Backstroke they shall grip the handles or wall top with the hands while keeping the toes below the water. In either case they shall IMMEDIATELY take up a position of readiness to start the race, and remain stationary.

On the start signal, (pistol, hooter, whistle, or other), they shall start the race.

If one or more competitors leave the block or wall before such signal is given, a second such signal will be given to indicate that this false start has been recalled. Competitors shall return, as soon as practicable, to a position behind the starting block, or in Backstroke, facing the wall, and prepare for a second start.

One false start only shall be recalled. Any competitor(s) breaking the second start will be disqualified and the race will not be recalled.

Any competitor not in the starter's hands at the call to the marks, or who does not become stationary before starting, or who, in the opinion of the starter or referee deliberately entered the water after another broke the start, shall be liable to disqualification.

BACKSTROKE.

Swum on the back, i.e., with the shoulders beyond a vertical line. After the start and each turn competitors may submerge, but some part of the body must emerge within 15 metres of the start or turn.

Turns may, but need not be, executed using a forward somersault. This must immediately follow a half twist. No prolonged glide or forward propulsion may take place while the body is face-down. The competitor must be on the back when the feet leave the wall.

At the finish, competitors must remain on the back until the touch is made. The touch may be with any part of the body.

BREASTSTROKE.

After the start, and after each turn, one complete cycle of stroke and kick may be swum with the body submerged. Thereafter, some part of the head must emerge during each cycle. During this first cycle the hands may reach the thighs during the power phase of the stroke. Thereafter, they may not reach beyond the hips. The body must be level at all times except during turns. The arms must move forward from the breast simultaneously and level, on, over, or under the water.

The feet must be on a level and move simultaneously throughout the kick. During the power phase of the kick the toes must be turned outward.

The touch at the end of each length of the pool must be made with both hands simultaneously. After a turn, the body must be level when the feet leave the wall.

BUTTERFLY.

The body must be level at all times except during turns. The arms must be on a level and move simultaneously throughout the stroke, and their recovery must be made above the water.

Either Dolphin kick or Whip kick may be used. In dolphin kick the feet must move vertically simultaneously and maintain their relative vertical positions. If whip kick is used

the rules for Breaststroke apply. The kick may change between the two styles, at will, during a race provided that the rules for each style of kick are obeyed.

The touch at the end of each length of the pool must be made with both hands simultaneously. After each turn, the body must be level when the feet leave the wall.

FREESTYLE (FRONT CRAWL).

Any stroke may be used (the literal meaning of " Free style"). Some part of the body must touch the end wall of the pool at each turn and at the finish.

MEDLEYS.

Individual medley races are swum in the order :

Butterfly; Backstroke; Breaststroke; Freestyle.

Team medley relay races are swum in the order :

Backstroke, Breaststroke. Butterfly, Freestyle.

The freestyle leg must employ a stroke other than any of the form strokes which preceded it. (The literal meaning of "free" does not apply).

Each leg must be completed according to the rules of the stroke being swum, as if it were a complete race in that stroke.

RELAYS.

The ingoing swimmer may not leave the block or wall until the previous swimmer in the team has touched the wall; must take over within 10 seconds of such touch, and must have become stationary at the starting point, (that is, a running or 'flying' start is not permitted).

GENERAL.

Competitors must start and finish a race in their allotted lanes. A competitor who inadvertently crosses to an adjacent lane may return to the correct lane prior to completing the length of the pool provided that no interference is caused to any other competitor, nor any assistance gained from any solid part of the pool, including lane ropes.

During a race, no solid part of the pool may be used for assistance except the end wall during turning.

On finishing a race, competitors shall remain in their lanes until signalled to leave by a short whistle call.

R. Lockwood.
August 1997.