



SOUTH GIPPSLAND BASS SWIMMING CLUB HANDBOOK FOR ALL MEMBERS



YOUR GUIDE TO OUR SAFE SWIMMING
PRACTICES AND CLUB INFORMATION

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Welcome

Dear Members,

Welcome to South Gippsland Bass Swimming Club. SGB has a proud history of providing a family friendly swimming club across the two council areas of South Gippsland and the Bass Coast. Our unique geographical footprint has provided access to many swimmers through the use of Leongatha Splash Aquatic Centre and the Wonthaggi Aquatic Centre.

The aim of the club is to provide an environment which enables each swimmer to develop to their maximum potential as a swimmer and to grow as a person.

We believe the club can achieve this by coaches, parents, committee members and swimmers working together with the shared objective of encouragement, support and team camaraderie.

As a club, we also understand the benefits of swimming beyond fitness and sportsmanship, including the many life skills learnt from participating in any highly competitive program, such as dedication, commitment, self-discipline, time management, support and respect.

The club is run by a committee comprised of dedicated parents who volunteer their time to ensure the club's future success. As a club, we pride ourselves on the way our parents come together and all help out to support our children and the sport of swimming.

Personally, I have seen the tremendous achievements of SGB from being Club of the Year in 2019 and building a reputation of skilled coaches, as well as swimmers that consistently rank well at all levels of competition.

I welcome you to our wonderful club and encourage you to jump on board and help us continue to grow and nurture the budding athletes from our juniors to our National team into the future.

Go SGB!

Your club President,
Janelle Croatto



CONTACTS

Coaches

Dylan Muir	0400 032 734	headcoach@sghswimclub.com.au
Caiden Gill	0499 926 320	assistantheadcoach@sghswimclub.com.au
Lorri McKenzie	0409 007 704	coachlorri@sghswimclub.com.au
Sarah Wickham	0457 292 403	sgb@sghswimclub.com.au
Sam O'Keefe	0427 422 987	coachsam@sghswimclub.com.au

Executive Committee

President: Janelle Croatto 0429 439 779 president@sghswimclub.com.au
GSI representative, Sponsorship

Vice President: Hanna Lofgren 0430 990 934 vicepresident@sghswimclub.com.au
Grants

Secretary: Penny Hunt 0408 558 594 secretary@sghswimclub.com.au
Uniform Coordinator, GSI Representative, Media Facebook

Treasurer: Leesa Pocklington 0439 325 596 treasurer@sghswimclub.com.au

Child Safe Officer and Grievance officer:

Kerryn Lynch 0408 290 879 childsaftyofficer@sghswimclub.com.au

Enrolment: Sarah Wickham 0457 292 403 sgb@sghswimclub.com.au

General Committee Members and Roles

Camps/rosters - Katherine Roberts
Fundraising Coordinator - Sarah Packer
SGSA rep - Bec Kranen
Media - Donna Lancaster (Newspapers)
Swimmer Rep - Skye Munro (Media Instagram)
Multiclass Rep - Gemma Cook
BBQ/food Coordinator - Natasha McRae
Graphic Design - Angela Cook



SGB
SOUTH GIPPSLAND BASS
SWIMMING CLUB

CHILD SAFE STANDARDS

At South Gippsland Bass Swimming Club, the safety and well-being of all our members, especially children and young people, is our highest priority. We are fully committed to upholding the principles outlined in the Child Safe Standards and Swimming Australia's National Integrity Framework (NIF), ensuring that children feel safe, supported and respected in all interactions and activities within our Club. We recognise that every child has the right to participate in swimming in an environment free from harm, abuse and neglect. As such, we have put in place robust policies, procedures and practices designed to protect children, promote their welfare and prevent any form of child abuse or misconduct.

OUR COMMITMENT TO CHILD SAFETY IS BUILT ON THE FOLLOWING PRINCIPLES:



- **Zero Tolerance of Child Abuse**
- **Creating a Safe and Supportive Environment:** We are committed to providing a positive, inclusive and welcoming environment where all children can participate in activities without fear or intimidation. This includes ensuring safe physical environments and fostering positive, respectful relationships among all members.
- **Educating Our Community:** All coaches, staff and volunteers must complete relevant training, including Play by the Rules and other child safety programs.
- **Working with Children Checks:** In compliance with Victorian law, all adults working or volunteering with children at the Club are required to hold a valid Working with Children Check (WWCC).
- **Supporting Children and Families:** We listen to children, value their input and encourage them to speak up about their concerns. We actively engage with families and ensure that parents and guardians are involved in creating a safe and nurturing environment for all children.
- **Responding to Concerns:** We have clear procedures for reporting, investigating and responding to concerns or allegations of child abuse or neglect. Any concerns will be treated with urgency, confidentiality and respect for the affected parties.

FOR OUR CLUB'S FULL POLICY, PLEASE CLICK THIS LINK

We are committed to providing children and young people with positive and nurturing experiences and will strive to ensure that children and young people are protected from harm.

-SWIMMING AUSTRALIA

*"Remember upon the conduct
of each depends the fate of all".*

ALEXANDER THE GREAT



COMPETITOR CODE OF CONDUCT

- Abide by the General Codes of Conduct.
- Follow the rules of Swimming Australia at all times.
- Give your best at all times.
- Never argue with an official. Use the appropriate rules and guidelines to resolve a dispute.
- Control your temper. Verbal or physical abuse is not acceptable.
- Work equally hard for yourself and/or your team.
- Be a good sport. Applaud performances, whether they are made by your team or the opposition.
- Treat all swimming participants as you would like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coaches, team mates, opponents, management, event staff and officials.
- Participate for your own enjoyment and benefit, not to satisfy the expectations of others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnicity, cultural background or religion.

SPECTATOR CODE OF CONDUCT

- Abide by the General Codes of Conduct.
- Remember that people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams.
- Congratulate all participants on their performance regardless of the outcome.
- Respect the decisions of officials, and teach others to do the same.
- Never ridicule or scold an athlete for making a mistake. Positive comments are motivational.
- Reject the use of violence in any form, whether it be by spectators, coaches, officials or competitors.
- Show respect for all athletes; without them there would be no competition.
- Encourage competitors to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass other competitors, coaches or officials.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

stack team app



STACK TEAM APP

The club's main source of communication: club correspondence, meet info regarding arrival and warm up times, timekeeping rosters, training timetable, as well as qualifying times for major championships. You will find further in-depth information and policies in the documents tab.



ICLASS PRO

All swimmers or families are required to enrol/sign up to an iClass Pro account and accept the club policies. iClass Pro is used for billing club fees via direct debit, purchasing club uniforms etc.

<https://app.iclasspro.com/portal/sghswimmingclub>



SOCIAL MEDIA

<https://www.facebook.com/groups/sghmembersonly>

'Members only' Facebook page for advertising events, buying & selling second-hand equipment, bathers & uniform and asking questions.

<https://www.facebook.com/southgippslandbassswimmingclub>

<https://www.instagram.com/southgippslandbassswimmingclub>



MEET MOBILE

Meet Mobile App - for accessing results at events - it shows placings and times achieved as well as comparing entry times to results on the day. It also provides event information such as lane and heat numbers.



SWIM CENTRAL

Swim Central is where you pay your Swimming Vic Membership/Insurance yearly. This is also where you book & pay for your entry fees for swimming meets/races and championship events.

<https://swimcentral.swimming.org.au/>

TWO-DEEP COMMUNICATION POLICY - TEXT, EMAIL, PHONE

If a parent or swimmer has questions for their coach off pool deck they should email the swimmer's coach.

If the swimmer is emailing their coach, a parent's email **MUST** be cc'd in the email communication.

If a coach needs to contact an individual swimmer they **MUST** include a parent/guardian in the communication.

For example, using both the parent's and swimmer's email addresses or both the parent's and swimmer's phone/Whatsapp numbers.



CLUB FEES

Swimming with South Gippsland Bass Swimming Club (SGB)
involves three separate sets of fees:

1

CLUB FEES

At **South Gippsland Bass Swimming Club**, coaching fees for each squad are set based on the specific training requirements of each group, including factors such as training frequency, pool hire and coaching salaries. While the club strives to keep fees affordable for all members, coaching fees will be regularly reviewed to ensure they reflect the costs of running the squad program, as well as other relevant market factors. This ensures the sustainability of the program and the continued quality of coaching and training resources available to our swimmers. Fees are direct debited monthly.

2

SWIMMING VIC MEMBERSHIP

All swimmers with **South Gippsland Bass Swimming Club** must hold a **Swimming Victoria membership**, which provides several important benefits:

- Insurance coverage at all swim meets and during scheduled club training sessions
- Eligibility to compete at swim meets
- Registration with Swimming Victoria, our governing state body

The **Swimming Victoria membership** fees are determined annually by Swimming Victoria, typically in June for the upcoming season. Dry Member Membership must be held by Parents or guardians.

3

POOL ENTRY FEES

In addition to Squad and Membership fees, all swimmers are required to pay an entry fee to **Bass Coast Aquatic and Leisure Centre** (Wonthaggi) and/or **South Gippsland Splash** (Leongatha). Please contact the Centre to discuss which swim pass option will best suit your requirements. The facilities are run separately to the swimming club and we have no control over their fee structures.

CLUB UNIFORM

Club Uniform

Swimmers are required to wear club uniform to all competitions and compete in an SGB club cap.

Minimum uniform requirements:

- SGB Rubber Swim Cap
- SGB Purple Polo Shirt
- SGB Grey Jacket or Hoodie

We also highly recommend swimmers wear either SGB Club black shorts and/or track pants to competitions.

New uniform items can be purchased through the shop on the iClasspro customer webpage.

Orders will be sent to the swimmer's main training pool to be collected from their coaches, and either a text or email will be sent when ready for collection.

Club Bathers

Club bathers are ordered annually. The club will send out a message about ordering them around August each year. Limited sizes kept in stock.

Gippsland Championship Shirt

Each year a Gippsland Championship shirt is designed and available for purchase to wear at the championships. These are an optional purchase and make good shirts to wear to training.

What to bring to training

- Bathers
- Towel/s
- Club Swimming Cap
- Goggles
- Wet Bag
- Drink Bottle
- Fins (flippers)
- Kickboard
- Pull Buoy
- Hand Paddles (Country squad & higher)
- Front Snorkel (State Dev squad & higher)



Squad training schedule and equipment can be found on Team App.

If you are unable to attend due to illness or holidays, please notify your coach.



CLUB SWIMMER RECOGNITION

South Gippsland Bass Swimming Club aims to provide support for all swimmers to compete at novice, local, regional, state and national level competitions.

In order to compete at the higher levels, swimmers will have shown commitment and dedication which is highly valued by the Club. We understand that there may be costs associated with travel and participating in these events and the club aims to provide support from within its limited resource levels.

The club's committee of management have developed the following recognition structure for those swimmers who achieve and compete at the following levels:

Level	How to Qualify	Recognition Provided
National	Obtain National Qualifying times and participate at National Championships	<ul style="list-style-type: none">• SGB Cap printed with "National Team" and Surname• Club National jacket and shirt printed with "National Team"• Assistance to obtain grants to assist with the costs of travel and accommodation
State	Obtain State Qualifying times and participate at State Championships	<ul style="list-style-type: none">• SGB Cap printed with "State Team"• SGB Club towel
Country	Obtain Country Qualifying times and participate at Country Championships	<ul style="list-style-type: none">• SGB Cap printed with "Country Team"
Gippsland	Participation at 3 GSI Meets and Gippsland Championships	<ul style="list-style-type: none">• Swimmers will be supported for the Gippsland Championship weekend and team shirts will be available for purchase.



** Recognition levels apply to long course and short course racing and apply for one qualification only. For example, if a swimmer qualifies and swims at country championships this season and is recognised they are ineligible for the same recognition during subsequent seasons. If they progress to a higher level, recognition will be given accordingly.



CLUB INFORMATION



CLUB MEETS

Clubs across the region host their own meets at various locations, with technical support provided by Gippsland Swimming. The South Gippsland Bass Swimming Club meets take place at the Leongatha South Gippsland Splash swimming pool. Hosting a meet requires numerous volunteers to assist with tasks such as catering, set-up, clean-up and general support for a few hours on the day. The committee provides clear explanations of these roles and seeks volunteer participation. These events are not only vital for raising funds but also offer a fun and engaging way to connect with other parents.

CLUB NIGHTS

Club Nights are regularly scheduled on Friday evenings during the winter season and Saturday mornings in the summer. Event dates are shared via Team App, Facebook and the club's website. Swimmers from all squads participate in a variety of events, providing them with an excellent opportunity to develop race skills in a relaxed and fun environment. Club Nights are informal and enjoyable, offering parents a chance to learn and practice timekeeping skills.

JUNIOR RACE NIGHTS

Junior Race Nights are held once per term at each pool. These are a great opportunity for junior swimmers (7+) to have a go at competition. These nights are also open to other swim schools in the region.

ANNUAL PRESENTATION DAY

The Annual Presentation Day is typically held in April or May each year. This special event celebrates the season's achievements, with presentation of major trophies, awards and certificates. It is a fun and social occasion for the entire club.

The annual swimmer review with their coach is a crucial opportunity for personalised feedback, goal setting and planning for the swimmer's growth and success. These one-on-one sessions allow swimmers to reflect on their progress, celebrate achievements and discuss areas for improvement in a supportive environment. Together with the coach, swimmers set clear, achievable goals and create tailored plans to guide their training and development. This focused approach ensures alignment, motivation and a clear path to realising their full potential in the pool and beyond. This review will be set by appointment by the head coach and each swimmer is to be accompanied by a parent/guardian.

CAMPS AND INCURSIONS

Camps and incursions are run throughout the year, they are integral experiences that foster learning, teamwork and personal growth in a fun and engaging environment. Camps provide opportunities for participants to build resilience, develop independence and strengthen bonds. Incursions, on the other hand, bring unique educational and interactive experiences directly to our swimmers, enriching their understanding of various topics without leaving their familiar surroundings. Together, camps and incursions create lasting memories, promote skill development and inspire growth, making them invaluable components of our program.

FUNDRAISING EVENTS

Fundraising events, held several times throughout the year, are vital to supporting the ongoing success of our organisation. These events provide essential funds for programs, equipment and opportunities that benefit all members. Attending and participating in these fundraisers helps strengthen our community and ensures we can continue to deliver high-quality experiences. Keep an eye on our social media channels for updates and details about upcoming events, and join us in making a positive impact!

COMPETITION INFORMATION

South Gippsland Bass Swimming Club is a proud member of the Gippsland District D21, which includes clubs from Sale, Moe, Morwell, Traralgon, East Gippsland Water Dragons, and Warragul swimming clubs. All swimmers are encouraged to participate in Gippsland Swimming Inc. (GSI) meets, which begin in late October and run until March, concluding with the prestigious Gippsland Championships held over the long weekend in March.

Swimmers also have the opportunity to compete at meets outside the Gippsland area, in qualifying events held in Melbourne, such as the Vic Age Championships.

Gippsland Swimming Fixture

The annual fixture for GSI-hosted meets within Gippsland is typically made available around July and can be accessed on the Gippsland Swimming website: www.gippslandswimming.org.au

Swimming Victoria Fixture

A comprehensive schedule of swim meets across Victoria can be found on the Swimming Victoria website: www.swimmingvictoria.org.au. Some Swimming Victoria meets require swimmers to meet specific qualifying times, which are also detailed on their website.

HOW TO ENTER EVENTS

To enter events, including home meets, GSI and championship events, bookings are done through the [Swim Central](#) website.





VOLUNTEERING AT SGB

The Vital Role of Volunteering in Our Not-for-Profit Organisation

Volunteering is the lifeblood of our not-for-profit organisation, ensuring we can continue to fulfil our mission and serve our community effectively. As a not-for-profit, we rely on the dedication, passion and generosity of volunteers to support our programs, events and day-to-day operations.

Without the selfless contributions of our volunteers, many of the opportunities we provide would simply not be possible. From organising events and administrative tasks to fundraising and offering hands-on assistance at events, each volunteer plays a critical role in our success.

Volunteering at the South Gippsland Bass Swimming Club is an enriching experience that supports the development of young athletes and not only strengthens our organisation but also helps create a stronger, more connected community. It allows individuals to contribute their unique skills and talents while making a meaningful difference in the lives of others.



We deeply value the time and effort of every volunteer, as their support enables us to maximise our impact and continue to thrive as a not-for-profit club. Together, we can achieve incredible things and ensure our club endures for years to come.

If you are interested in helping out by volunteering in any capacity, please reach out.

with love,
Our SGB Family

Whether you're a parent, former swimmer or community member, volunteering at South Gippsland Bass Swimming Club is a wonderful way to give back, make lasting memories and inspire the next generation of swimmers. Together, we can make a difference!

GRIEVANCE POLICY

PURPOSE

The purpose of this Grievance and Complaint Policy is to provide a clear, fair and transparent procedure for managing grievances and complaints within the South Gippsland Bass Swimming Club (the Club). This policy aims to ensure that all members, coaches, officials and parents have access to a process for resolving issues in a manner that is consistent with the principles of fairness, respect and accountability. The policy is designed to align with the Swimming Australia National Integrity Framework (NIF) and the Child Safe Standards, ensuring the safety and well-being of all members, particularly children and young people, within the Club.

SCOPE

This policy applies to all individuals affiliated with the South Gippsland Bass Swimming Club, including:

- Athletes (swimmers)
- Coaches and support staff
- Club administrators and officials
- Volunteers
- Parents and guardians
- Spectators and supporters

The policy covers grievances and complaints related to:

- Behavioural misconduct
- Breaches of the Club's Code of Conduct
- Breaches of the National Integrity Framework (NIF)
- Breaches of the Child Safe Policy

DEFINITIONS

Complaint: an expression of dissatisfaction regarding any aspect of the Club's operations, including its policies, procedures, practices, or the behaviour of its members. A complaint may relate to incidents such as bullying, harassment, discrimination, safety concerns, or breaches of the Club's Code of Conduct.

Alleged Breach: a claim or accusation that a person or group has violated any aspect of the Club's policies, including the Code of Conduct, the National Integrity Framework (NIF) or the Child Safe Policy. This may involve allegations of misconduct, abuse, discrimination, harassment or other breaches of ethical or legal standards.

What is NOT an Alleged Breach: not all complaints fall under the category of an alleged breach. Minor issues such as misunderstandings, general disagreements over training schedules or minor infractions unrelated to welfare or safety are not considered breaches. Examples of issues that are not classified as alleged breaches include:

- Disputes over training times or event participation.
- Minor conflicts between swimmers or parents that do not involve misconduct.
- Complaints related to facilities or equipment, provided they do not relate to safety concerns.
- Personal or interpersonal conflicts that do not involve ethical violations.

Who Can Make a Complaint: any individual involved with the South Gippsland Bass Swimming Club can make a complaint, including:

- Athletes (swimmers)
- Parents or guardians
- Coaches and club officials
- Volunteers
- Club administrators
- Spectators or other members of the swimming community





01

Informal Resolution

In many cases, complaints can be resolved informally by addressing the issue directly with the person involved. If you feel comfortable doing so, discuss the matter with the person concerned in a respectful and constructive manner. Many conflicts can be resolved through open and honest communication.



02

Formal Complaint

- If the matter is not resolved informally, or if it involves serious allegations or misconduct, a formal written complaint should be submitted. The complaint should be directed to the Club President. The written complaint should include:
- A clear description of the issue or incident
- Relevant dates, times and locations
- Individuals or parties involved
- Any supporting evidence (e.g. witness statements, emails, screenshots)
- The complaint can be forwarded to the relevant email address

03

Investigation

- Once a formal complaint is received, an impartial investigation will be conducted.
- A review of the details of the complaint will be done and a decision made of whether a breach of conduct or policy has occurred.

The investigation will include:

- Interviewing the complainant, the person accused of misconduct and any witnesses
- Reviewing any relevant evidence such as documents, photos or video recordings
- Ensuring fairness and natural justice for all parties involved



JANELLE CROATTO

Club President



KERRYLYN LYNCH

*Integrity & Child Safe
Officer*

04

Response to Alleged Breach

- The individual or group alleged to have committed the breach will be given an opportunity to respond to the allegations. They may provide an explanation or any evidence to support their position.
- The Club will take care to respect privacy and confidentiality throughout this process.

05

Outcome

- After the investigation, the Club will decide on an appropriate course of action, which may include:
- No further action if the complaint is not substantiated
- Mediation or a formal warning if the complaint is upheld
- Disciplinary actions such as suspension, expulsion or reporting to external authorities for serious breaches (e.g. abuse, harassment or child protection violations)

06

Appeal Process

- If an individual is dissatisfied with the outcome of the grievance process, they have the right to appeal the decision.
- The appeal must be submitted in writing to the Club President within 14 days of receiving the outcome.
- The appeal will be reviewed by the committee and may include independent members of the Club committee or external experts, and a final decision will be made.

For a full copy of our Club's Grievance Policy, please follow this link

CLUB CHANT



***Everyday - Everyday
In Every Way - In Every Way
I Promise - I Promise
To Do My Best - To Do My Best
We Are The Team - We Are The Team
That Can't Be Beat - That Can't Be Beat
Who Are We? - SGB * Cheer ****

***SGB are dynamite and
if you mess with dynamite, it goes
tick, tick, tick, tick, tick, tick, tick, tick BOOM!
Dynamite *clap,clap* BOOM!
Dynamite *clap,clap*
Who Are We? -SGB***

GLOSSARY

ALL JUNIORS - Age Championships. Held in February. Top 8 swimmers in each stroke, in each age group from each region get to compete about a month later at Melbourne Sports and Aquatic Centre (MSAC) They race on Saturday and if they finish in the top 10 they come back for finals on the Sunday.

AGGREGATE – A points-based system where swimmers compete against their own personal best times rather than against other swimmers.

AUSTRALIAN AGE CHAMPIONSHIPS - National Championships. Swimmers must meet qualifying times and be 13-17 years of age for girls and 14-18 years of age for boys to be eligible to swim. Held in a different state each year.

BILATERAL BREATHING - This involves alternating the side that a swimmer turns their head to breathe, mostly in freestyle.

BLOCKS - The starting platforms located behind each lane. Some pools have blocks at the deeper end of the pool, and some pools have blocks at both ends. Blocks have a variety of designs and can be permanent or removable. Blocks usually include a bar for swimmers to hold onto when starting in the water to perform backstroke.

COOL-DOWN -The recovery swimming a swimmer does after a race (when pool space is available). This helps the swimmer to clear waste products from their muscles.

COUNTRIES - The Victorian Country Championships (Short Course & Long Course) is the main championship event for country clubs. Short Course is held in August and Long Course is held in January. Qualifying Times apply.

COUNTRY DISTRICT JUNIOR CHAMPIONSHIPS

For swimmers 8-11 on meet day. Eight fastest swimmers in each stroke, from Gippsland, represent the region at MSAC as part of the District 21 team.

DECK - The area immediately surrounding the pool. During most meets, only 'authorised' people (swimmers, officials/timekeepers, coaches) are allowed on pool deck.

DNF (DID NOT FINISH) - When a swimmer starts an event, but does not complete it for some reason.

DQ (DISQUALIFICATION) - When a swimmer in a race is disqualified by a technical judge. It happens to most swimmers at some stage, usually for starting a little before the gun, an incorrect turn or not getting something right with a stroke (e.g. doing the incorrect kick for breaststroke or not keeping your feet together for butterfly kick). The DQ code will appear in the results sheet next to the swimmers name at the base of the results for that event/heat.

FALSE START - When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances.

FLAGS - Pennants that are suspended over the width of each end of the pool approximately 5 metres from the wall. The flags are especially helpful to swimmers doing backstroke so they know when they are approaching the wall.



GLOSSARY

GIPPIES (The Gippsland Championships) - An event held in Gippsland over 3 days. Swimmers must have swum at 3 GSI events to compete. There are no qualifying times needed for age group events. Usually, families stay over for the weekend as it is a very busy weekend with individual events and relays.

GSI – Gippsland Swimming Inc which is the governing body of swimming in the Gippsland area. They hold races from October-Feb. Single day events.

HEATS - A division of an event when there are too many swimmers to compete at the same time. The results are ordered by the swimmers' times swum, after all heats of the event are completed. At some meets (such as at State Championships) there may be a final for the top-ranked swimmers after all heats have been swum.

IM (INDIVIDUAL MEDLEY) - A swimming event using all four of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swum of each stroke over a total distance of either 200M or 400M.

INTRACLUB- only SGB swimmers attend the racing, usually held at Leongatha.

LANE ROPES - Dividers that mark the width of lanes in a pool. There are individual disks placed on a cable that turn on the cable when a swimmer's wave hits - this helps to dissipate the wave.

LAP COUNTER - Numbered flip cards placed at the non-starting end of the pool for freestyle events of 800 metres or longer - an official turns the cards for each lap.

LONG COURSE (LC) - Events swum in a 50 metre-length pool.

MARSHALLING - The area where each swimmer waits before their upcoming race. At each meet there is a marshalling board which shows the number of the event that the meet is marshalling for. It is important to know your event number (e.g. you might be in heat 4 of 8 heats for 50M freestyle) and to keep an eye on what event is being marshalled so that you do not miss your race.

MEDLEY- A swim event where all strokes are used. This may be an individual event (see 'individual medley'), or a team event with four people with each swimmer swimming a different stroke. For relay events, the order is backstroke, breaststroke, butterfly and freestyle.

MSAC- Melbourne Sports and Aquatic Centre in Albert Park.

OPEN WATER - Swimming in water other than in a pool, such as a lake or the ocean.

OFFICIAL – The volunteers you will see on pool deck usually dressed in a blue or white top. In order for an event to be classified as an official meet and swimmers to gain official times the meet must have the allocated number of registered officials within allocated roles.



GLOSSARY

PACE CLOCK - Most pools have two pace clocks, one at each end of the pool. The pace clock is like a big stopwatch, except that it runs continuously. It's used to time your swims, to time your rest intervals and to keep you separated from the other swimmers in your lane.

PB (PERSONAL BEST) - When a swimmer goes faster than their previous fastest performance in a particular stroke over a particular distance. Each swimmer can set a PB for freestyle, backstroke, breaststroke, butterfly and individual medley (IM) over each available distance, such as 25M, 50M, 100M, 200M, 400M and even 1500M.

PULL - Using your arms in a swimming practice drill. Swimmers usually place a 'pull buoy' between their legs to keep their legs together while they pull.

REFEREE - The head official at a swim meet.

SCR (SCRATCHED) - This code may appear against a swimmers name on the results sheet when they have registered to enter a particular event but do not start for some reason.

SHORT COURSE (SC) - Events swum in a 25 metre-length pool. The times for short course events are often quicker than long course events due to swimmers getting to push off the wall more often.

SPRINT CHAMPIONSHIPS - Held in mid January. Only 50m races. Swimmers must meet qualifying times.

STREAMLINE - This is a term used to describe the best technique for swimmers to move through the water through the dive, stroke, turn and finish sections of their swims, with minimum water resistance and the best chance for speed.

TIMEKEEPER - The volunteers sitting behind the starting blocks/finish end of the pool who are responsible for setting stopwatch times on events and/or activating the backup buttons for the timing system. If there is an automatic timing system with touchpads, the timekeepers are the backup for the automatic system.

TOUCHPAD - Removable plate on the end of the pools that is connected to an automatic timing system. A swimmer must properly touch this automatic timing pad at the end of a race to register an official time in a race.

TUMBLE TURN - A turn at the ends of the pool used in freestyle swimming which is similar to a somersault under the water. Once the technique is mastered, this is quicker than a 'touch and go' turn.

VICTORIAN AGE CHAMPIONSHIP - Swimmers must meet qualifying times to compete.

- Long Course, 50m pool: held over 5 days
- Short Course, 25m pool: held over a weekend in September

VICTORIAN OPEN CHAMPIONSHIP - Swimmers must qualify for events. All events are open events - no age requirement, only qualifying times.

WARM-UP - The practice and "loosening up" session a swimmer does before the meet or before their event is swum. This helps the swimmer to get their body ready to perform at their best on the day, and helps to prevent injury.

