



**SURREYPARK  
SWIMMING**

**ESTD 1904**

**SURREY PARK SWIMMING  
CLUB HANDBOOK**

**2019/20**

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# Welcome to our Club



*We warmly welcome you and your family to Surrey Park Swimming Club's squad program.*

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

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

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

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

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

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

## Vision

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

# Coaching Team

Surrey Park's Director of Coaching Ian Pope is responsible for the leadership, management and delivery of the Club's Squad coaching program. In addition, Ian coaches the Club's Open High Performance Squad.

## Ian Pope: Director of Coaching and Open Performance Coach

Ian Pope is a very experienced and highly regarded Platinum level coach.

Prior to starting in this role at Surrey Park, Ian was Head Coach of Melbourne Vicentre for 16 years. Over this time he developed Vicentre to best placed Club at Australian Age and Open Championships.

Ian has been selected as Victorian Coach of the year eleven times. He has coached over fifty Olympic and World Championships medallists including Matt Welsh, Giaan Rooney, Michael Klim, Grant Hackett, Marieke Guehrer, Kotuki Ngawati and Matt Targett. He has also been selected as an Australian Team Coach for two Olympics and six World Championships.

Ian's "swimming career" started at Surrey Park in 1983. He progressed from a learn to swim instructor to a full time swimming coach. He was the Club's Head Coach from 1985 to 2001. Over this time Ian developed the Surrey Park program from learn to swim through to National level squads. He was instrumental in building the Club's competitive program from 40 swimmers in just two lanes to over 200 swimmers. In 2001 following the 2000 Olympics Ian moved to Vicentre which was operating out of the MSAC facility.

Ian also has a strong record in mentoring and developing the coaches who work alongside him. His vast technical knowledge and experience is a wonderful opportunity for the Surrey Park coaches to develop their skills to the highest level. Coaches that have previously worked with Ian are now having their own success recognised nationally and internationally.

## Justin Bell: National Age Performance Coach

Justin is an experienced Silver Licensed coach.

Justin spent much of his previous 'swimming life' at Surrey Park, initially as a successful swimmer who went on to compete at National level, then as an assistant coach working primarily with the Club's more Junior State-level swimmers. He is also a 3rd generation member of the Surrey Park family.

Justin's skills as a coach were recognized outside the Club and the State. Five years ago he was given the opportunity to move to Queensland and broaden his coaching knowledge and experience; also to work with more senior, as well as junior athletes.

During his time in Queensland Justin's coaching career has prospered. His achievements include:

- Primary coach of seven gold medal winners at the 2019 Australian Age Championships
- Primary coach of two swimmers selected on the 2019 Australian Junior Pan Pacs Team
- Australian Team Coach for the 2018 Junior Pan Pacs and coach of one swimmer selected on this team.
- Coach of numerous Queensland State medal winners and finalists

Justin is now the primary coach of Surrey Park's National Age Performance and National Target Squads; he also assists with coaching the Club's other squads.

## Michael Goff: State Senior and State Junior Coach

Michael is a Bronze Licensed coach.

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

In addition Michael is actively involved in running the dry land program for the Club's State and National level swimmers. He has been involved in sports and fitness programs over the last 10 years; his emphasis has been on activation and rehabilitation, particularly in swimming.

## **Julie-Anne Roberts: State Youth and Youth Development Coach**

Julie-Anne is an experienced Silver Licensed coach.

Julie-Anne is coaching the Club's Youth Development and State Youth Squads. In addition she assists with coaching of the Club's other Squads.

Julie-Anne has held a number of swim coaching positions and was an assistant coach at Tigersharks and MLC Aquatic. At Tigersharks, Julie-Anne coached Development, Junior, State and National Age level swimmers including several National Age medal winners.

Swimming has played a big part in Julie-Anne's life. She previously competed successfully at Australian Open level and trained at the Australian Institute of Sport.

## **Patrick (Paddy) O'Sullivan: State Development and Junior Coach**

Paddy is a Bronze Licensed coach.

Paddy is the primary coach of Surrey Park's State Development, Junior Gold and Junior Green Squads. He also assists with coaching of the Club's other squads

In addition, Paddy works in the upper levels of the Club's learn to swim program the helps oversee the transition of swimmers from the learn to swim Development Squad into the Junior Squads the entry levels in Surrey Park Swimming Club's squad program.

## **Anastasia Romero: Junior Coach**

Anastasia is a Bronze Licensed coach.

Anastasia coaches Surrey Park's Junior Aqua and Junior Blue Squads. In addition, she assists with sports science, testing and video analysis of the Club's more senior squad swimmers.

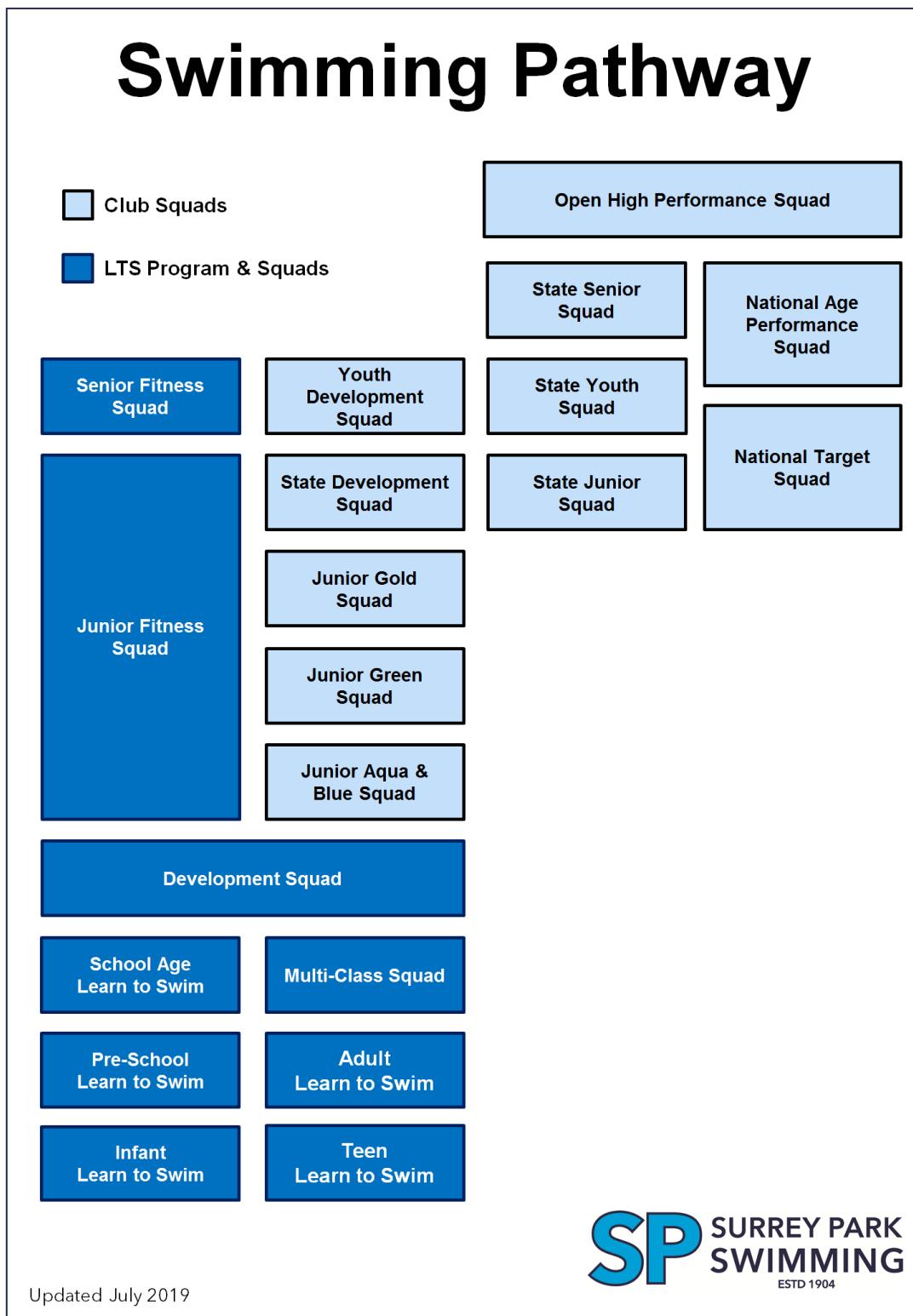


# Squad Pathways

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

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

The Director of Coaching, Ian Pope, retains overall discretion and may allocate swimmers to a squad when the criteria have not been met.



# Squads

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

A squad summary table follows:

SQUAD	PRIMARY OBJECTIVE	SWIMMER AGE/SESSIONS OFFERED
<b>Open High Performance</b>	Preparation for National level competitions	Aged 14 years and over 9 sessions per week
<b>National Age Performance</b>	Preparation for State and National Age competitions	Aged 13 years and over 8 sessions per week
<b>National Target</b>	Preparation for State and National Age competitions	Aged 11 years and over 7 sessions per week
<b>State Senior</b>	Preparation for State level competitions	Aged 16 years and over 8 sessions per week
<b>State Youth</b>	Preparation for State level competition	Aged 13 to 15 years 7 sessions per week
<b>Youth Development</b>	Preparation for State level competition	Aged 10 to 13 years 6 sessions per week
<b>State Junior</b>	Preparation for State level competition	Aged 13 years and under 6 sessions per week
<b>State Development</b>	Preparation for State level competition	Aged 13 years and under 5 sessions per week
<b>Junior Gold</b>	Preparation for relevant Club, District & State competitions	4 sessions per week
<b>Junior Green</b>	Proficient in all 4 strokes	3 sessions per week
<b>Junior Blue</b>	Development of stroke technique	3 sessions per week
<b>Junior Aqua</b>	Development of stroke technique	3 sessions per week
<b>Senior Fitness</b>	Maintain fitness Compete in Club/School events	Aged 13 years and over
<b>Junior Fitness</b>	Maintain fitness Compete in Club/School events	Aged 13 years and under

For each squad there is a comprehensive information sheet which covers the following:

- Team Values and Culture
- Squad Goals
- Fundamentals of Training
- Training Schedule
- Equipment Requirements
- Competition Calendar
- Squad Breaks

Copies of the squad information sheets are available from the Squad Coach and the Director of Coaching.

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

# **Training Schedules**

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

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

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

## **Training Venues**

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

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

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

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

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

## **Strength and Conditioning Program**

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

The senior program is targeted at developing mature bodies for high performance and developing the necessary areas to achieve success in an individual swimmer's strokes and distances.

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

## **Additional Swimmer Support Services**

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

- Physiotherapy screening and treatment is readily available to Club swimmers
- Nutrition presentations and resources for members
- Sports psychology services

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

# Club Membership

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

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

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

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

It is necessary for a swimmer to be a current financial competitor member of Surrey Park before they can enter any external competitions.

As of 1<sup>st</sup> July 2019, all swimmers aged 17 years and under are required to be linked to the account of a financial parent/guardian (a "dry" member).

Information about how to join or re-join Surrey Park and the Club's Schedule of Membership Fees for Season 2019/20 can be found on the member website [www.surreyparkswimclub.com.au](http://www.surreyparkswimclub.com.au) under the Coaching Program tab.

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

## Medical Information

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

A copy of Surrey Park Swimming Club's Medical and Indemnity Form for Season 2019/20 can be found on the member website [www.surreyparkswimclub.com.au](http://www.surreyparkswimclub.com.au) under the Coaching Program tab.

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

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

## Family Accounts

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

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

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

## Coaching Fees

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

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

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

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

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

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

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

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

Application for consideration for a credit due to an extended break can be made to [accounts@surreypark.org.au](mailto:accounts@surreypark.org.au), further details can be found in the Club's Coaching Fee Policy.

## Pool Entry Charges at Aqualink Box Hill

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

All Club squad swimmers must have an Aqualink entry pass (either an Aqualink membership or a multi-visit pass) to access the Centre. Aqualink memberships are available at a discounted corporate rate for Surrey Park members (no additional discounts apply); alternatively if you attend Aqualink less than 2 times a week the multi-visit pass is better value.

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

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

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

## Pool Entry at Other Training Venues

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

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

# Communication

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

The main sources of information are:

- Regular bulletins and emails from the coaching staff
- The Surrey Park member website [www.surreyparkswimclub.com.au](http://www.surreyparkswimclub.com.au)
- Direct email through the member website
- Notifications received through OnDeck
- The Surrey Park Swimming newsletter which is published 4 times each year
- The Surrey Park Swimming website [www.surreypark.org.au](http://www.surreypark.org.au). Here you can access all information about Surrey Park's learn to swim and Club squad programs, news, and also gain access to the member website [www.surreyparkswimclub.com.au](http://www.surreyparkswimclub.com.au).
- Facebook - Please follow us on Facebook at surreyparkswimming, for all the latest news and member updates
- Instagram – follow us on Instagram at surreyparkswimming, for all live action

## Member Website: [www.surreyparkswimclub.com.au](http://www.surreyparkswimclub.com.au).

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

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

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

Further member specific information is available under the Coaching Program tab on the member website ([www.surreyparkswimclub.com.au](http://www.surreyparkswimclub.com.au)). **Please note: you may need to be signed in to view some of the information available through the member website.**

OnDeck, available in the App Store and on Google Play is a free and simple mobile App Surrey Park families can use to access the member website and their TU account through their phone

Since the primary method of contact with families is via email, please ensure your preferred family email address is provided in your contact details in TU.

If you have any queries regarding signing into TU or viewing your account information please contact Surrey Park's Accounts Department for assistance ([accounts@surreypark.org.au](mailto:accounts@surreypark.org.au); phone 9898 8876).

# Contact with Coaches

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

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

If a parent has a concern regarding the squad coach and would like to discuss this further with the Director of Coaching, please email Ian Pope ([ian@surreypark.org.au](mailto:ian@surreypark.org.au)) to organise a time to meet.

# Swim Central

Swim Central is a new national database developed for Swimming Australia and being implemented by the State Associations to manage memberships, meet entries, results and other membership related functions. It has replaced ClubLANE and MyLANE.

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

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

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

## Competitions

### Swimming Season

The Victorian swimming season has two components:

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

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

### Competition Calendar

The Coaches together develop a calendar of appropriate meets for each squad to enter. These competitions are listed on the individual Squad Information Sheets.

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

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

### Meet Entries

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

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

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

### Qualifying Times

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

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

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

## Competition Guidelines

The following general guidelines apply at competitions:

- Swimmers should aim to arrive at the venue 90 minutes before their first event or at the start of warm up if competing early in the session.
- It is important they check in with their coach on arrival.
- Warm up should commence one hour before their first race or as instructed by their coach.
- It is all important swimmers are familiar with the published marshalling procedure for the meet. This generally requires them to report to the marshalling area 3 events in advance and have their name marked off.
- Swimmers should talk to their coach before and after each race.
- They should cool down as instructed by their coach.
- If newer/younger swimmers are uncertain of the procedures to follow at a swim meet, they should ask their coach.

It is recommended that swimmers take the following to competitions:

- Two pair of goggles (racing ones plus a spare)
- Navy Surrey Park logo cap and a spare one just in case it tears
- At least two towels
- Light snacks for between events and plenty of fluids
- Warm clothing if the meet is outdoors

## Timekeeping

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

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

## Team Managers

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

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

## Competition Venues

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

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

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

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

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

# Surrey Park Meets

In Season 2019/20 Surrey Park will be running two full day swim meets at MSAC; dates 21 July and 3 November.

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

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

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

## Club Records

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

- Club Long Course Records
- Club Short Course Records

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

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

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

Certificates will be issued to acknowledge Club records which have been broken.

## Club Uniform

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

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

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

- Surrey Park Navy Polo Shirt
- Plain NAVY BLUE Shorts or NAVY BLUE Track Pants
- NAVY Surrey Park Logo Swimming Cap

Additional Surrey Park uniform items such as Surrey Park hoodies, T-shirts, jackets and padded vests are also available.

Uniform items can be purchase from the Surrey Park reception desk at Aqualink Box Hill during normal business hours.

# Swimmer Welfare

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

If the matter is not able to be readily resolved, or they would like further support or advice, the next step is to contact Surrey Park's Director of Coaching, Ian Pope ([ian@surreypark.org.au](mailto:ian@surreypark.org.au)).

## Safe Sport

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

The Club has adopted Swimming Australia's [Safe Sport Framework](#). This replaces the previous Member and Child Welfare Policies. A copy of this policy can be accessed via the Safe Sport tab on Swimming Victoria's website ([www.swimming.org.au](http://www.swimming.org.au))

The Safe Sport Framework and the Victorian Child Safe Standards confirm the shared responsibility everybody in the swimming community has to ensure there is an overarching culture of child safety.

Club members are required, at all times, to comply with the Code of Conduct and the Code of Conduct for Dealing with Children and Young People in the Safe Sport Framework. Additional Codes of Conduct apply for members participating in team camps, trips and other activities.

Copies of relevant Safe Sport related resources including a copy of Swimming Australia's Parent Guidelines can be accessed through the Safe Sport tab on the Surrey Park member website ([www.surreyparkswimclub.com.au](http://www.surreyparkswimclub.com.au)). Swimming Australia has produced a Safe Sport Parent Handbook which is also available there.

All applicants for employment at Surrey Park are required to undergo extensive screening and background checks.

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

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



# Codes of Conduct

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

All members of Surrey Park Swimming Club are required to agree to and abide by the General Code of Conduct and the Code of Conduct for Dealing with Children or Young People in Swimming Australia's Safe Sport Framework.

These Codes of Conduct state:

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

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

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



## Social Media

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

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

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

## Drug Testing

The Australian Sports Anti-Doping Authority (ASADA) is a government statutory authority. Its mission is to protect Australia's sporting integrity through the elimination of doping. All Surrey Park Members are required to comply with [Swimming Australia's Anti-Doping Policy](#) which can be found on the Swimming Australia website [www.swimming.org.au](http://www.swimming.org.au).

The Prohibited List is updated annually, coming into effect on 1 January of that year. It is the athlete's responsibility to check the status of any medication or substance prior to use. This can be done through the ASADA website [www.asada.gov.au](http://www.asada.gov.au), alternatively there is a free ASADA Clean Sport App which can be downloaded to your phone.

ASADA cautions athletes about the use of sports supplements as the contents can vary from batch to batch and may include prohibited substances. Athletes who take supplements are at risk of committing an inadvertent anti-doping violation. [Swimming Australia's Sports Supplement Policy](#) can also be found on the Swimming Australia's website.

## Volunteering

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

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

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

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

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

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

# Fundraising/Swimmer Support Program

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

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

In addition, 100% of the monies raised through the Club's fundraising events go towards swimmer support. It is therefore an expectation that families of all Surrey Park swimmers will provide assistance with and support the Club's fundraising activities.

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



# Affiliations

## Swimming Australia



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

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

## Swimming Victoria



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

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

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

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

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

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

## Metro District East



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

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

Further information about these meets is available on the Metro East website [www.metroeastswimming.com.au](http://www.metroeastswimming.com.au)

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

# Training Venue Information

## Aqualink Box Hill

Surrey Drive, Box Hill.

- Public transport is available to Aqualink via Train to Box Hill Central or Bus 768,732,735,903,281,767
- Swimmer entry fee is payable upon entry to the pool. There is no fee for spectators.
- During normal operating hours: Enter the pool via the Aqualink Reception or turnstiles.
- Outside of normal operating hours: (eg: early morning training)

Access is only via the Canterbury Rd side entrance to Aqualink. All swimmers should meet at the time designated by their coach outside Aqualink cafe. Since the centre is not open, Aqualink employ a pool lifeguard who opens the door and then remains on pool deck for the training session.

It is important you arrive on time as late arrivals will not be able to gain access to the centre.

- Swimmers require an Aqualink membership to access the Outside of normal operating hours
- Swimmers waiting to be collected after PM training should remain in the Centre's foyer.



Outside of normal opening hours meeting point

## Box Hill South: Surrey Park's Purpose Built Learn to Swim Centre

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

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



## Boroondara Sports Complex

271C Belmore Rd, North Balwyn.

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



## Trinity Grammar School

Access to pool is via Stanley St, Kew.

- Parents should park in Stanley St.
- Travel is also available via Train to Glenferrie Station on the Alamein, Belgrave, Lilydale Line or Tram 16
- Please enter through Stanley St side gate.
- No swimmer entry charged.
- Assemble for training on pool deck
- Important: Swimmers waiting to be collected after PM training should remain inside the school gate.
- Parents waiting in cars near the back gate to collect swimmers are asked to turn off the engine



# Hawthorn Aquatic and Leisure Centre

1 Grace St, Hawthorn.

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



# Melbourne Sports and Aquatic Centre (MSAC)

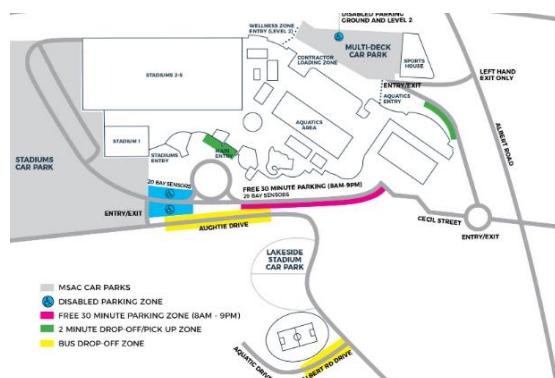
Aughtie Drive, Albert Park.

MSAC is a venue for both squad training and competitions.

- No swimmer entry fee charged for training;
- When entering swimmers should politely let reception staff know they have come to train with Surrey Park
- Assemble on pool deck for training

## Parking at MSAC

On-site parking is often limited when large events are held in the MSAC precinct, it is important to allow enough time to find somewhere to park. See MSAC website for further details



# Key Contact Information

## Coaching Staff

**Director of Coaching; National Open Performance Coach:** Ian Pope; [ian@surreypark.org.au](mailto:ian@surreypark.org.au)

**National Age Performance Coach:** Justin Bell; [justin@surreypark.org.au](mailto:justin@surreypark.org.au)

**State Junior and State Senior Coach:** Michael Goff; [michael@surreypark.org.au](mailto:michael@surreypark.org.au)

**State Youth and Youth Development Coach:** Julie-Anne Roberts; [julie.anne@surreypark.org.au](mailto:julie.anne@surreypark.org.au)

**State Development and Junior Coach:** Patrick (Paddy) O'Sullivan; [patrick@surreypark.org.au](mailto:patrick@surreypark.org.au)

**Junior Coach:** Anastasia Romero; [anastasia@surreypark.org.au](mailto:anastasia@surreypark.org.au)

## Administrative Staff

**General Manager:** Phillip Kong; [phil@surreypark.org.au](mailto:phil@surreypark.org.au)

**Swim School Manager:** Emily Thomas; [emily@surreypark.org.au](mailto:emily@surreypark.org.au)

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

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

## Committee of Management

**President:** Shannon Clarke; [president@surreypark.org.au](mailto:president@surreypark.org.au)

**Vice President:** Sam Xu; [vice.president@surreypark.org.au](mailto:vice.president@surreypark.org.au)

**Treasurer:** Lydia Hao; [treasurer@surreypark.org.au](mailto:treasurer@surreypark.org.au)

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

### General Committee Members:

Tim Harkin, Naomi MacGregor, Hamish McDougall, Ian Phillips, Anna Tait, Bill Watkins.

## Other Information

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

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

Postal Address: PO Box 286, Box Hill 3128

## Surrey Park Aqualink Reception Hours

### DURING SCHOOL TERM:

Monday to Friday: 8:30am - 7:15pm

Saturday: 8:30am - 4:30pm

Sunday: 8:30am - 1:00pm

### DURING SCHOOL HOLIDAYS:

Monday to Friday: 9:00am - 2:00pm

Saturday: 9:00am - 11:00am

Sunday: 9:00am - 11:00am

# **Surrey Park Swimming**

**Aqualink Box Hill  
Surrey Drive Box Hill, Vic 3128**

**Box Hill South Learn to Swim Centre  
313 Middleborough Rd Box Hill South, Vic 3128**

**Follow us on Facebook and Instagram at  
[surreyparkswimming](https://www.instagram.com/surreyparkswimming/)**

