

BENDIGO EAST SWIMMING CLUB



POLICIES

As at 23 June 2015

1.0 Fees

1.1 Bendigo East Swimming Club aims to develop the opportunity for swimmers of all abilities to progress from learning to swim to competitive swimming, and achieve their full potential in a supportive, friendly, and social setting. The club encourages community and team spirit, and strives to promote a lifelong love of the sport.

1.2 BESC is run by a volunteer Committee of Management. Coaching fees are charged to all swimmers so to retain coaches and ensure individuals have the opportunity to reach their full potential these fees are kept to a reasonable minimum to encourage participation.

1.3 Fees will be charged as per the attached schedule and may be varied by the Executive Committee from time to time. Rules attaching to fee payment will apply to ensure the Club has the ability to continue its core function and meet its mission statement.

1.4 Fees charged will be invoiced by the treasurer directly to the parent/guardian of each child and payment is required within 30 days from the date of issue.

1.5 Should fees fail to be received within the above guideline then a second invoice detailing late payment and terms will be re-issued, allowing an additional 30 days for payment. The Club Treasurer/President may make a personal approach and make reasonable enquiries regarding the outstanding funds.

1.6 If after an additional 30 days (90 days from the date of the original invoice) and the amount remains unpaid then the swimmer will be suspended from all club activity including coaching until such time as the matter is resolved, or the parties enter an arrangement to re-commence payment. Families with outstanding fees will be ineligible for National Swimmer Funding.

1.7 The preferred method of payment is a single direct entry credit to the nominated bank account, on or before the due date, detailing the family surname within the reference.

1.8 At any time throughout, and under this Policy any member experiencing financial hardship may make confidential application to the Executive Committee for assistance and/or discretion regarding the terms of this policy, including the attached schedule of fees. Any decision made by the Executive Committee under this clause will be final.

1.9 A Schedule of Fees for swimming squads will be set at the Club Annual General Meeting each year.

2.0 National swimmers

2.1 General

The Bendigo East Swimming Club (BESC) encourages and supports swimmers to aspire to the highest level of competition they can achieve.

This policy is to assist swimmers qualifying for National Championships to perform at their best within a supportive team environment. The BESC will allocate specific funds to support them. (The National Team)

2.2 Purpose

The intended purpose of this policy is to assist BESC members who have qualified for a National Swimming Event, either Long Course or Short Course Open Championships, or National Age Championships.

That assistance will include Team Uniform, Entry Fees and partial re-imbusement for reasonable out of pocket expenses incurred, or likely to be incurred, as a result of their attendance at such an event.

In addition to out of pocket expenses these funds may also be utilised to fund any of the following; additional equipment, remedial massage, physiotherapy, assistance with training or coaching fees, including land sessions, or any other purpose deemed reasonable and likely to improve the swimmers performance at such an event.

The funds contained within this policy are also in place to ensure the attendance and supervision of the "Team" including the Head Coach and/or a delegate and a Team manager, if warranted.

This policy is by no means meant to advantage or exclude any eligible member, including "relay only" swimmers and emergencies alike.

Eligible members must make written application for funds under this policy, and if under 18, represented by a Parent/Guardian.

2.3 Eligibility

Any swimmer qualifying under this policy must be a financial member of this club, including Swimming Victoria. The swimmer should have no outstanding fees and be free of any disciplinary action, pending or otherwise, as detailed within the Club's constitution. The swimmer must be intending to participate at the nominated event. This policy only applies should they attend.

Both swimmer and family are to be active members of the BESC Club community. Active swimmers will attend and participate in the majority of targeted swim meets as

defined by the Race Director, including our home meet. An active family will have assisted in a voluntary capacity at various Club functions and activities including BESC swim meet, working bees and time trial evenings etc.

2.4 Funding

Funding for this policy may be drawn from direct external sponsorship of the "National team" as well as other income streams contained within the club. Those streams may include fundraising activity within the last calendar year as well as the General Operating accounts of the Club. No more than 25% of funds raised in a particular year, by the Club community can be allocated to this policy.

The amount of funds available will be determined by the Executive Committee based upon the following:

- the amount of sponsorship funds available
- the affordability of this policy in any given year, taking into account the profitability of the club at the time
- the number of swimmers attending in any given year
- the location and duration of the event
- The number of adult support persons that will be required to properly supervise and manage "The Team."

The Treasurer will be responsible for presentation to the Executive Committee of available funds, as well as the distribution of funds within this policy. The Executive Committee's decision shall be final and details provided within the respective "minutes" and Treasurer's report of the relevant General Meeting.

2.5 Inclusion and Distribution

Identified funds will be utilised in the first instance for the purchase of a Team Uniform, including appropriate sponsor recognition. Should a swimmer already be the holder of a current, fitting uniform then the fund will provide embroidery detailing the year of attendance.

All entry fees to the event will be paid in full under this policy, should the policy apply.

The amount of funds to be distributed will be determined by the approximate equal distribution, to all available swimmers once Uniform and Entry fees have been removed. All funds to be distributed to a parent/guardian should the swimmer be under 18 years of age.

2.6 Funding Limit

Funds distributed under this policy will only be available to any one individual a maximum of 3 occasions per calendar year; each occasion will have a limit. Those limits shall be as follows:

- 1st grant – maximum amount - \$500
- 2nd grant - maximum amount - \$350
- 3rd grant – maximum amount - \$150

2.7 Hardship

Despite the financial support offered within this policy, should a swimmer be unable to attend a National Event, as described within the meaning of this document, due to financial hardship, then that swimmer, accompanied by a parent/guardian, may make confidential written application to the Executive Committee, for additional funds to ensure the swimmers attendance.

Each application will be individually assessed and determined by the Executive Committee, with that decision being final and based upon the same guiding principles contained within this policy.

2.8 Non-attendance or Non-Acceptance of funds

Should a swimmer or parent/guardian not attend or wish not to accept the financial support as described within this policy, then those funds will be held and deemed to be a donation to the club, and returned to the BESC General Account.

2.9 No Eligible swimmers (Rollover)

Should no swimmers qualify in any particular year, then the funds, including sponsorship, shall rollover to the next calendar year. Should no member qualify within that subsequent year then the funds may be re-distributed, at the discretion of the BESC Executive Committee, to swimmers performing and attending at a State Level, using the same purpose and guidelines contained within this policy.

2.10 Team/Swimmer recognition

Every swimmer/club representative that qualifies under this policy will also be recognised by way of certificate detailing their achievements, including commemorative photo and team trophy. Funding for such recognition will be sourced by another means.

3.0 Grievance

3.1 Where a member of the Club has a grievance arising from their involvement in the activities of the Club, whatever that may be, and the member considers that the grievance warrants investigation and action by the Club, that member shall follow the Club policy process. If the grievance is a matter which is dealt within the Member Protection Policy of Australian Swimming it shall be dealt in accordance with that Member Protection Policy.

3.2 The member shall contact the Club Grievance Officer (CGO) who has been appointed by the Committee, and advise that they have a grievance that they wish to discuss. The identity of the CGO will be communicated to all members of the Club in writing each year. Where a grievance is to be submitted in writing it should be addressed clearly to the CGO and marked "Private and confidential".

3.3 Where a grievance has been received by the CGO, they shall as soon as practicable discuss the grievance with the aggrieved party. The CGO may take whatever steps and conduct whatever investigations necessary to determine whether a grievance is legitimate.

3.3.1 Where the CGO determines that a grievance is legitimate, they shall take all necessary steps to resolve the grievance. The CGO may recommend to the Committee what they consider an appropriate action.

3.3.2 Where the CGO determines that grievance is not legitimate they shall advise the aggrieved party accordingly in writing. If the aggrieved party is not satisfied with the CGO's determination they may appeal to the Club Committee.

3.3.3 Where the CGO is unable to resolve a grievance or considers the grievance of a very serious nature, they shall report the grievance to the Secretary and / or Committee.

3.3.4 All grievances received by the CGO, and all information surrounding the circumstances of a grievance which is discovered by the CGO on investigation shall be confidential and may only be communicated to the Secretary and / or Committee.

3.4 In investigating a grievance and / or determining its legitimacy, the CGO shall observe the rules of natural justice.

3.5 If at any stage during an investigation or enquiry of a reported grievance, if a criminal act is detected or suspected, by any party involved, either directly or indirectly, then the matter must be referred to an appropriate authority for proper investigation.

4.0 Disciplinary

4.1 The Committee may refer the following matters to Swimming Victoria (SV) with a request that they be investigated or determined by the Hearings Tribunal in its sole discretion:

(a) an allegation or grievance (not being vexatious, trifling or frivolous) by a complainant (who may or may not be a member) that a Club or member has:

(i) breached, failed, refused or neglected to comply with the provision of the Club's constitution, By Laws or any other resolution or determination of the Committee or duly authorised committee; or

(ii) acted in manner unbecoming of a member or prejudicial to the objectives and interests of the Club and / or swimming; or

(iii) brought the Club or swimming into disrepute; or

(iv) breached the Member Protection Policy of ASI, or any other policy or rule of ASO, or any policy or rule of SV; or

(v) committed an act of misconduct.

And any such member will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties, and appeal mechanisms of SV set out in SV Constitution or By Laws.

5.0 Etiquette and Club Values

5.1 Consistent with SV, swimmers, members and supporters of the Club are to show and lead with integrity, respect, accountability and inclusion.

5.2 BESC also values the virtues of *courage* (courage and integrity to uphold the values of the Club and strive for improvement), *perseverance* (demonstrated moral and physical courage including the tenacity to try until you succeed), *loyalty* (personal commitment to the Club and the team) and *participation* (always act and perform as part of the Club, team and squad).

5.3 Swimmers, members and supporters of the Club shall:

- (a) Respect the rights, dignity and worth of others;
- (b) Be ethical, considerate, fair and honest in dealing with others including coaches, swimmers, the Club and competitors;
- (c) Accept responsibility for your actions;
- (d) Ensure a safe environment for all participants; and
- (e) be a positive role model.

5.4 No squad swimmer will train under the coaching supervision of a non-club coach unless specific approval is given by the coaching team and the Club President.

6.0 Direction to BESC Swimmers and Club Members for Time Trials

6.1 Time Trials are an integral part of the BESC swimmer development and competition in a safe and team environment.

6.2 BESC is allotted limited lane space (4 lanes) to conduct Time Trials on a weekly basis.

6.3 Swimmers are strongly encouraged to attend and compete in weekly Time Trials.

6.4 If swimmers choose not to compete, they must discuss this with their coach and also notify the time-trial co-ordinator so as their name is removed from the marshalling lists. Swimmers not competing are still encouraged to assist at Time Trials including timing keeping, marshalling or simply team encouragement.

6.5 No swimmer or club member will train or swim in public lanes during Time Trials hours (being 5.30 – 7.30pm Wednesday nights) unless advised by coaches.