



AFFILIATION PACKAGE

2018/19 SEASON

PRINCIPAL PARTNER

HANCOCK PROSPECTING

Swimming - an essential part of the Western Australian way of life



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President's Message

Dear Swimming WA Member,



On behalf of all of us at the Western Australian Swimming Association Inc. (Swimming WA), I extend a warm welcome to the commencement of another amazing year of swimming in Western Australia.

It has been an exciting twelve months for swimming in this state, as we celebrate Australia's performance at the 2018 Commonwealth Games on the Gold Coast.

For our Clubs, a home Commonwealth Games provides an opportunity to celebrate the success of our athletes and engage the Western Australian community, who did so well throughout the Games.

For many in the community, the Games will demonstrate the enormous opportunity that joining a swimming Club provides, and your Association will work hard to ensure that anyone can easily access and find their local Club.

At Swimming WA we pride ourselves on consultation with our Clubs and Members. Over the past few months, the Swimming WA membership strategy has undergone review and in response to requests by the membership, the 2018/19 one membership has been removed;

- Retired Adult Swimmer

All of the details on the various categories are included in this Swimming WA Affiliation Package.

Our partnership with Masters Swimming WA continues to strengthen and we hope to continue to work closely with Masters to ensure that pathway from 'Learn to Swim' right through to swimming for life is clear and available to anyone, no matter where they live in Western Australia.

Our Multi-Class swimmers continue to be an important focus for Swimming WA and I am delighted that so many Clubs are starting to accommodate the needs of this very integral and important group of swimmers.

If you have any further questions about Swimming WA Membership or the 2018/19 Affiliation Package, please don't hesitate to contact Swimming WA's Membership and Administration Officer Sophie Godfrey on (08) 9328 4599 or visit our website at wa.swimming.org.au.

As we all continue to strive towards growth in our sport, I wish you all the very best for a wonderful season of swimming.

Best wishes,

A handwritten signature in black ink, appearing to read 'Louis van Aardt'. The signature is fluid and cursive, written in a professional style.

Louis van Aardt
Swimming WA President



CHAMPION CLUB AWARD 2018/19

The Champion Club Award aims to reward and recognise the Regional and Metropolitan Clubs that have demonstrated:

- Strong governance practises;
- Membership growth;
- Programme engagement;
- Opportunities for their members to develop the sport.

For more information, visit our website
wa.swimming.org.au

The SunSmart logo, featuring a stylized sun icon above the text "SunSmart" in a sans-serif font, set against a dark blue background.

SunSmart



Your Team at Swimming WA

The Swimming WA team is here to help you and to provide great value for your affiliation and membership. To assist you in contacting the correct person at Swimming WA, here is the team and each of their areas of responsibility;

Darren Beazley

Chief Executive Officer

Darren is responsible for working with the Swimming WA Board, Swimming WA Clubs and membership to develop, implement and refine the Swimming WA's strategic direction for swimming in Western Australia.

Geoffrey Reid

Chief Operating Officer

geoffrey.reid@wa.swimming.org.au

Geoff is responsible for key areas at the Association including membership analytics, human resource management, financial management and operations.

David Johnson

Commercial Manager

david.johnson@wa.swimming.org.au

David manages the OWS Series across the State, in addition to enhancing the sustainability of Swimming WA through event and function development and management via the delivery of all major Swimming WA events and functions.

Carolyn Morrison

Performance and Development Manager

carolyn.morrison@wa.swimming.org.au

Carolyn is responsible for the entire swimming pathway; from junior development to swimming for life. The position oversees all competitive meets in the pool. Carolyn and her team work closely with Clubs, volunteers and Regions to deliver strategic initiatives that will result in increased opportunities including Coaches and Technical Officials. Carolyn also manages the Performance Pathway Programme and High Performance structures in WA.

Leigh Nugent

State Head Coach

Leigh is responsible for the mentoring of the next generation of High Performance Swimming coaches within Western Australia, and for providing direction to the Swimming WA Performance Pathway.

Lydia Badoer

Sponsorship Coordinator

sponsorship.coordinator@wa.swimming.org.au

Lydia's role is to help to acquire and service our valued sponsors, Swimming WA official suppliers and event corporate partners.

Blake Lornie-Duguid

Competitions Coordinator

blake.lornieduguid@wa.swimming.org.au

Blake coordinates the seasonal competition planning, logistics, and preparation for the successful delivery of Swimming WA pool meets and meet results. Blake also oversees the inclusion programmes at Swimming WA.

Josh McCleery

OWS Coordinator

josh.mccleery@wa.swimming.org.au

Josh is responsible for managing the OWS Series across the State.

Georgi Powers

Club Services Coordinator

georgi.powers@wa.swimming.org.au

Georgi is responsible for swimming pathways from junior development to swimming for life. Georgi and her team work closely with Clubs, volunteers and regions to deliver strategic initiatives that result in increased opportunities for swimmers, Coaches and Technical Officials.

Tristan Wood

Country Development Officer

tristan.wood@wa.swimming.org.au

Tristan's role is to actively grow participation in the sport of swimming in regional Western Australia through the administration of development and Club governance programmes.

Samantha Devine

Athlete and Coach Development Officer

samantha.devine@wa.swimming.org.au

Sam works with the Performance and Development Manager to ensure a clear pathway to peak performance, with the focus on the delivery of developmental programmes for coaches, athletes and technical officials on behalf of Swimming WA.

Sophie Godfrey

Membership and Administration Officer

sophie.godfrey@wa.swimming.org.au

Sophie brings a wealth of office administration skills and customer relations experience to deliver Swimming WA member services.

Andrea Maeda

WestSwim Coordinator

westswim@wa.swimming.org.au

Andrea brings a strategic and management focus to the *WestSwim* business to grow involvement of children and adults learning to swim. Andrea's role is to educate and promote swimmers from *WestSwim* into Swimming WA affiliated Club Members.

Alicia Coppin

WestSwim Lakelands Coordinator

lakelands.coordinator@westswim.com.au

Alicia works with the *WestSwim* Coordinator to develop children's swimming skills and techniques in order to improve life-long opportunities in swimming and gain water safety knowledge.

Kymm Sweeting

Finance Officer

accounts@wa.swimming.org.au

Kymm is responsible for the day-to-day management of accounts and payroll.

A dynamic photograph of several swimmers in a pool, captured mid-stroke. They are wearing blue swim caps with yellow and red accents. The water is splashing around them, creating a sense of movement and energy. The background is a clear blue sky.

Why become a Member of the Best Sport in the West?

Becoming a Member of Swimming WA is filled with great perks to help you grow in the sport of swimming. Never has there been a better time to be part of the Association as we strive to become the leading sporting choice for all Western Australians.

Benefits of Membership

Swimming WA Members will receive;

A Swimming WA Membership Pack that includes your personalised membership card, allows you access to Member offers and also acts as accreditation for all Members at Swimming WA meets. Your membership pack also comes with a 2018/19 Member sticker, discounts and vouchers.

- Exclusive Member discounts and functions during the year.
- Access to Swimming Australia's programmes and services. Some examples include "Sporting Schools Programme" designed for Clubs to engage with schools (primary and secondary) that have expressed interest in hosting swimming programmes for their students. As well as the very successful Optus Junior Dolphins Programme, which gives kids the opportunity to explore the fun environment and skill development opportunities in Club swimming.
- Access to the Swimming WA membership database providing Clubs with seamless membership management for those crucial duties such as renewals, new Club Members and reporting;
- Online entry facilities for all meets, ranging from Club nights through to major meets involving multiple Clubs and Swimming WA meets;
- Support and advice from the Swimming WA team to assist with Club administration questions, membership issues, talent identification and development, coach education and support on governance matters;
- Access to free legal consultation
- Access to State Performance Pathway Programme for identified talented swimmers, providing access to the highest levels of competitive swimming in the State and nationally;
- Access to funding for your Club in the form of equipment grants, travel subsidies etc;
- Access to specialised courses to support Club administration such as:
 - Financial training for Club Treasurers
 - Training on MySwim Results for Club Registrars
 - Member welfare support
 - Safe 4 Kids courses
 - Media and social media training for Club Media Officers
- Discounted hire of Swimming WA Dolphin timing equipment for Club events;
- An opportunity to shape the sport. Club delegates are eligible to vote at the Annual General Meeting, giving Clubs a say in the shaping of the future of swimming in Western Australia;
- Comprehensive insurance cover through JLT Sports for all Swimming WA Members including swimmers, parents, and other volunteers, as they participate in Club duties and other Club activities;
- Subscription to the monthly E-Splash newsletter
- Swimming WA Member only discounts at the Swimming WA online store and during retail campaigns at Swimming WA meet venues;
- All Annual, Seasonal and Junior Members are also part of Swimming Australia, with \$27 of every membership going to our national Association, Swimming Australia Limited.

Your 2018/19 Swimming WA affiliation membership represents excellent value for money and the chance to be part of the most popular sport in Australia!



Membership Categories

Swimming WA offers a range of membership options for the community to join the Association for the 2018/19 season. The Swimming WA membership categories are;

Annual Member

Swimming WA Annual membership is for junior swimmers (nine years to 12 years), age swimmers (13 years to 18 years)* and open/senior swimmers who actively seek to swim all year round.

Seasonal Member

Swimming WA Seasonal (Annual) Members may be junior swimmers (nine years to 12 years), age swimmers (13 years to 18 years)* and open/senior swimmers who swim at Clubs where the facility is only open between October – April.

Junior Member

Swimming WA Junior (Annual) membership is for swimmers aged eight years old who actively seek to swim in a Club all year round. This allows 8 year olds to compete for their Club at Summer League, Splash 'n' Dash, tier 5 and tier 6 events.

Optus Junior Dolphins Member

Optus Junior Dolphin membership is for children aged seven years and under who are graduating from a Learn to Swim school and wish to explore the social environment of a swimming Club, as well as preserving development opportunities.

Leisure Swim Member

There are three types Leisure Swim membership – 3 Meet Pass, Open Water Swimming Series (OWS Series) Member and OWS Series Day Pass.

3 Meet Pass

This is to provide an opportunity for non-members to experience competitive swimming and enable Clubs to convert these swimmers into Annual/Seasonal Members.

Conditions

- Not have previously been an Annual, Seasonal or Junior Member of Swimming WA
- Must be affiliated to a Swimming WA Club
- Must be eight years or older
- Only one membership per year
- Membership cancelled after three meets if swimmer chooses not to become an Annual/Seasonal or Junior Member
- Applicable for tier 3,4,5 and 6 meets

OWS Series

To provide OWS Series swimmers the opportunity to align with a Club and provide an incentive for swimmers to compete in more than one OWS Series swim.

Inclusions and Conditions

- Option to affiliate with a Swimming WA Club
- Branded towel
- 10 Week programme

- Free entry to Members' function
- Discount on targeted rounds
- Membership card to access special offers

OWS Series Day Pass

One off pass to an OWS Series event.

Conditions

- Payable at each individual OWS Series event

Note: To participate in the OWS Series an OWS Series membership or a OWS Series Day Pass is required for any non Swimming WA Members aged nine and above.

WestSwim Member

WestSwim membership is available for children enrolled in Swimming WA's Learn to Swim programme.

Individual Member

The Individual Members category applies to any "natural person" aspiring to be a Member of the Association.

Please note: once a child turns 18, the parent/guardian has the opportunity to join as an Individual Member if they still require the services of Swimming WA staff.

Coach Membership

The Swimming WA Coach membership category is available for all current ASCTA accredited coaches and provides coaches with the opportunity to be aligned with the sport of competitive swimming in Western Australia.

Technical Official Membership

The Swimming WA Technical Officials membership is available for suitably qualified or aspiring Swimming WA technical officials, wherever they reside in Western Australia.

Parent/Guardian

This applies to parents and guardians of children under the age of 18 who are registered with the Club. Parents and guardians with this membership are protected by insurance at any time when working or travelling to and from Club activities.

Club Committee Member

Club Committee membership ensures access to Member programmes and benefits and are protected by insurance at any time when working or travelling to and from Club activities.

**Please note: Age of Member is based on age at the start of the 2018/19 season (1 October 2018).*

Please note: If a Member is under 18 years of age, it is compulsory for a parent/guardian to sign up when completing the online entries process as a 'non-swimmer Member'.



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2018/19 Membership Fees

1 October 2018 – 30 September 2019

Annual Club/Region Association Affiliation Fees

| | |
|---------------------|----------|
| Metropolitan Clubs | \$660.00 |
| Regional Clubs | \$495.00 |
| Region Associations | \$275.00 |

Please Note: All fees paid must be accompanied by Club's financial statement, signed policy declaration form and relevant documents attached. All prices are inclusive of GST.

Payments

Clubs

Affiliation fees can be paid by the following methods;

- Debit or credit card;
- Direct deposit to;
Swimming WA
BSB: 036 022
Account: 386308
Ref: Swimming Club name and word "affiliation"
- Cheque made payable to Swimming WA.
PO Box 205, Leederville, WA 6903

Membership Categories

| | |
|------------------------|----------|
| Annual Member | \$120.00 |
| Seasonal Member | \$95.00 |
| Junior Member | \$60.00 |
| Junior Dolphins Member | FREE |
| Leisure Swim Member | |
| – 3 Meet Pass | \$50.00 |
| – OWS Member | \$38.00 |
| – OWS Series Day Pass | \$20.00 |
| WestSwim Member | \$20.00 |
| Individual Member | \$30.00 |
| Coach | \$12.00 |
| Technical Official | \$6.00 |
| Parent/Guardian | FREE |
| Club Committee Member | FREE |
| Transfer fee | \$35.00 |

Please note: Club affiliation fees and documents are due no later than 30 June 2018. Members are able to pay for multiple membership categories when completing online registrations.

New and renewing Members should visit the Swimming WA website www.wa.swimming.org.au to register for the upcoming 2018/19 season.

Membership Inclusions

| | Annual | Seasonal | Junior | Junior Dolphin | Leisure Swim | Westswim | Individual | Coach | Technical Official | Parent/Guardian | Club Committee Member |
|---|--------|----------|--------|----------------|--------------|----------|------------|-------|--------------------|-----------------|-----------------------|
| Membership card | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | | |
| Membership sticker | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | |
| Shirt | | | | ✓ | | | | | ✓ | | |
| Bag | | | | ✓ | | | | | | | |
| OWS Series pack (OWS Series only) | | | | | ✓ | | | | | | |
| Compete and access to pool events | ✓ | ✓ | ✓ | | | | | | | | |
| Compete in OWS Series | ✓ | ✓ | | | ✓ | | | | | | |
| Subscription to E-Splash newsletter | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Monthly discounted offers | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Movie tickets | ✓ | ✓ | ✓ | | | | | | | | |
| Insurance cover | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Membership servicing | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Access to Swimming WA performance pathway | ✓ | ✓ | | | | | | ✓ | | | |
| Access to Swimming WA membership database | ✓ | ✓ | ✓ | ✓ | | | | ✓ | ✓ | ✓ | ✓ |
| Online entry facilities | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | ✓ | ✓ |

Please note: Age of Member is based on age at the start of the 2018/19 season (1 October 2018).

Please note: If a Member is under 18 years of age, it is compulsory for a parent/guardian to sign up when completing the online entries process as a 'non-swimmer Member'.

Mutual Obligations

Swimming WA Membership/Affiliation – Mutual Obligations

As the State body for swimming in Western Australia, Swimming WA is committed to growing and strengthening the sport in our State. Swimming WA is one of the leading sporting organisations in Western Australia, representing 85 Clubs and more than 12,320 Members across the State.

Since it was founded in 1902, Swimming WA has benefited greatly from the service, visionary contributions, integrity, and philanthropy of many volunteers, supporters and businesses. This generosity has helped serve current and past generations of Western Australians.

Our vision is to establish swimming as the premier summer sport in the State by making it an essential part of the Western Australian way of life. In order to achieve this, Swimming WA will be equipped with the resources to inspire our swimmers and enable our Clubs to achieve excellence in the sport of swimming. Such achievement relies on a positive and “open” relationship with its Members. Therefore, Swimming WA would like to clarify expectations and commitments to our membership, their associated Clubs and organisations, and vice versa:

Swimming WA will:

1. Energetically and consistently work to sustain and advance Swimming WA’s mission and vision through integrity, values, purpose, quality and reputation;
2. Actively grow participation in the sport of swimming in Western Australia;
3. Support and enhance the sustainability of Swimming WA and its Clubs providing guidelines, resources and tools to assist with excellence in governance;
4. Align infrastructure development and access with growth in participation;
5. Deliver competition meets and corporate events to the highest standards;
6. Support and sustain high performance by WA swimmers, coaches and officials;
7. Progressively and inclusively lead swimming and other aquatics sports in WA through lobbying and excellence in governance and management.

In return, Swimming WA Clubs will support Swimming WA by:

1. Adhering to the Swimming WA/Swimming Australia Limited (SAL) policies. In particular, Club committee members should be fully informed of the responsibilities of the following three policies:

- Safe Sport Framework;
- Privacy policy and;
- Gambling, Betting and Match Fixing policy.

These policies and the procedural information on compliance with such policies may be found on the Club Resources page of the Swimming WA website: wa.swimming.org.au/clubs

2. Act as ambassadors of the sport conducting ourselves in word, and deed – whether as committee members, volunteers or swimmers. Swimming WA Members are bound by the SAL Codes of Conduct, which again can be found on the above website.
3. Club Presidents are expected to actively engage in the Annual General Meeting, quarterly Presidents’ forums, Annual Swimming WA Conference and the Westpac Swimmer of the Year Awards. Club Presidents have a duty to be fully informed in the contents of the Annual Report and the Swimming WA Board’s recommendations.
4. Willingly interact and participate in all Swimming WA initiatives, creating a strong collaborative relationship between the membership and its Association.
5. Clubs have a responsibility to resolve complaints and disputes involving them, or their members, and associated organisations or businesses effectively, and in accordance with Swimming WA/SAL policies. Clubs commit to minimise the adverse effects on all; and as far as possible, ensuring a positive outcome for all concerned.
6. We are aware that you, our Club volunteers, have significant time constraints. Therefore, a simple statement addressing your Club’s commitment to abiding by the SAL/ Swimming WA current policies will ensure compliance for your Club. The published procedures and information will provide your Club with a step-by-step guide through the policy to enable easy adoption.

Public Liability

What is Public Liability Insurance?

Public Liability insurance is designed to protect you and your Club from legal and / or medical costs that arise from an incident connected to your activities.

It protects you against the financial risk of being found liable to a third party for death or injury, loss of or damage to property or 'pure economic' loss resulting from your negligence.

Liability insurance is absolutely essential to every business owner and sports club.

What cover is typically provided within an extended Public Liability policy?

Public Liability coverage can have up to three different sections:

Public Liability – legal action against the Insured for breached duty of care.

Products Liability – legal action against the Insured for sale of faulty products.

Errors and Omissions – legal action against the Insured for negligent acts / advice.

You will generally find that you are covered in all areas as part of a standard Public Liability policy.

What cover is typically excluded from a Public Liability policy?

Gross Negligence

If your business or Club is not deemed to be a safe environment caused by deliberate neglect then your policy may become void. In this instance, you are personally liable for the financial burden of the liability claim.

Excess

Claims have an excess of \$1,000. Claims of a sexual molestation nature attracts a \$10,000 excess.

This excess is not covered by the insurance policy.

Errors and Omissions

Professional Indemnity insurance is designed to cover you in the event of a claim made against you because of professional negligence caused by mistakes, bad advice or general poor workmanship.

It provides indemnity cover if a person suffers a loss – either material, financial or physical – directly attributed to negligent acts.

Examples of Public Liability Claims

Example 1 – a sporting participant sustains a knee injury after tripping in a pothole on a sports field whilst participating in a game. He sues the Club for failing to provide a duty of care to the participants and their playing conditions.

Example 2 – a parent is walking around the pool deck and trips on an extension lead that the Club has run along the ground to power a starting machine.

He suffers personal injury and sues the Club for negligence.

For any questions about your insurance coverage, please don't hesitate to call the Association in the first instance on (08)9325 4599

Club Portal link: <https://swimming.jltsport.com.au>

What is Negligence?

Negligence is doing something without a reasonable amount of care, or failing to do something which might reasonably have been done to prevent the incident.

Certificate of Currency

You can obtain a copy of your Certificate of Currency (to confirm your Public Liability insurance) by visiting the JLT Sport website at www.jltsport.com.au

Hot tip...

As soon as an incident occurs that could result in a potential claim, contact JLT Sport and we can provide assistance with the claims process.

Did you know...

A Public Liability policy protects you anywhere in Australia, and in most countries overseas. But you will need to confirm this within your own policy wording.



General Advice Warning: The information contained herein is of a general nature only, it does not take into account your individual needs or financial situation. This document must be read in conjunction with your organisation's specific coverage details and documentation including the Policy Wording and/or Product Disclosure Statement. For copies of these documents, please refer to www.jltsport.com.au.

The law firm with the guarantee

www.hhg.com.au

OUR SERVICES

BUSINESS & GOVERNMENT SERVICES

Commercial & Property Law
Employment Law
Trusts & Corporate Structures
Taxation
Sales, Acquisitions & Conveyancing
Local Government Law

PRIVATE CLIENT SERVICES

Family & De Facto Law
Wills & Estate Planning
Probate & Deceased Estates
Director & Executive Services
Taxation & Superannuation
Private Wealth Services
Settlements & Conveyancing

Swimming WA members and their families receive a free 20 minute legal assistance clinic appointment. Quote "Swim WA" when booking and indicate the type of lawyer you may need and a specialist will be allocated to you.

HHG Legal Group – For you, your family and your business

A money back guarantee in the legal profession? Another step to enhancing the reputation of lawyers.

HHG Legal Group's Client Satisfaction and Service Guarantee is a first for a law firm within Australia. Among other things, it is an instrumental step forward in building trust in lawyers. Simon Creek personally deals with every guarantee claim (only three in four years), ensuring that client satisfaction and high levels of customer service are kept at an exceptional level. The entirely unique nature of the guarantee (within the legal profession) is that there are hardly any conditions, and it applies to all areas of work and service.

Hardly any conditions and no fine print — see our website for what that means.
www.hhg.com.au/satisfaction-guaranteed

Short, sharp and free of charge. HHG Legal Group offers free legal assistance clinics, run by our team of award-winning lawyers.

As proud sponsors and the official legal partners of Swimming WA, HHG Legal Group is delighted to extend an exclusive opportunity for members of Swimming WA to access legal assistance clinics.

These clinics are available to Swimming WA staff, Club members and their families, staffed by our team of expert lawyers. You can speak with a lawyer for an allocated time of 20 minutes to obtain short legal assistance and information. There are no fees or charges. When booking, indicate the type of lawyer you may need and a specialist will be allocated to you.

What to bring:

It is important to bring all relevant documents to your appointment, such as:

- ▶ Court documents;
- ▶ Letters;
- ▶ Receipts and invoices; or
- ▶ Contracts and agreements.

You are also welcome to bring a support person.

Confidentiality

Your contact with us is confidential. However, your attendance does not create a solicitor – client relationship unless you formally retain HHG Legal Group to act for you.

HHG Legal Group will not act against Swimming WA. As Swimming WA's Official Legal Partner, all Clubs are encouraged to contact HHG Legal Group for legal advice, subject to HHG Legal Group's standard conflict of interest requirements.

For more information please contact Simon Creek on (08) 9322 1966 or visit www.hhg.com.au



Simon Creek Managing Director, Nationally Accredited Mediator and Special Counsel



St Hilda's
Swim Club



Affiliation Package

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2018/19 Annual Regional and Metropolitan Club Affiliation Package

Swimming WA is committed to ensuring all Clubs are affiliated by 30 June 2018. Swimming WA Clubs must have all affiliation forms completed, policy declarations signed and provide Swimming WA with an updated Club financial statement, a Club and coach agreement and Club affiliation fee no later than 30 June 2018.

Failure to return these documents to Swimming WA, could result in your Club failing to affiliate for the 2018/19 season, which will affect your Members' ability to enter competitions.

If your Club also does not meet the minimum membership affiliation requirements (all Members registered with Swimming WA), your Club could also fail to affiliate. As per clause 5.2(b) of the Swimming WA Board by-laws and policies, regional Clubs must have a minimum of 12 Annual/Annual Seasonal Members (excluding Optus Junior Dolphin Members) and eight non-swimmer Members. Metropolitan Clubs must have a minimum of 25 Annual/Annual Seasonal Members (Excluding Optus Junior Dolphins Members) and 12 non-swimmer Members.

Club Details (for all enquiries)

Name of Club

Seasonal Club (please tick)

Regional Club (please tick)

Metropolitan Club (please tick)

Our AGM is to be / was conducted on / / 20__

Postal address of Club

Suburb

State

Postcode

Contact phone number

Email

Training venue/s

Centre Manager's name

Contact phone number of Centre Manager

Club Member Protection Information Officer and contact

Club Committee Details

Current committee member details must be used when filling out this form

All persons listed on this form must be members of Swimming WA

Working with Children Check: Only those members on the Committee who do not have children who are members of the Club, need to supply their Working with Children Check card number and expiry date.

President

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / / 20__

Vice President

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / / 20__

Club Committee Details cont.

Secretary

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Treasurer

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Registrar

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Delegate

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Proxy Delegate

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Membership Database Access

Access 1

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Access 2

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Coaching Staff

Coach 1

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Coach 2

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Coach 3

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Coach 4

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Coaching Staff

Coach 5

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Coach 6

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Declaration

1. **As authorised by the** **Swimming Club Inc. I acknowledge** that acceptance of this application for membership to Swimming WA, will operate as an agreement binding upon the Club to abide by all the provisions of the rules, regulations and codes of conduct and governing documents of Swimming WA, and to accept and enforce all its decisions and to be bound by the constitution, rules and by-laws (as amended from time to time) of Swimming WA, Swimming Australia Limited and FINA.
2. **I authorise** Swimming WA to use and disclose to related and relevant bodies any of our Club information that may be necessary to implement the rules, regulations and policies referred to above.
3. **I agree** to have our Club name and contact details published in: official programmes, newsletters and/or websites or other media material that Swimming WA publishes.
4. **I have provided the information required and signed this form on behalf of my Club.** I warrant that all information provided is true and correct.
5. **Swimming WA has a Privacy policy** and that the information that I have provided is necessary for the objectives of Swimming WA. I acknowledge and agree that the information will be disclosed to my Club and Swimming WA and will only be used for the objects of Swimming WA and to provide our Club with membership services. By registering our Members with Swimming WA we are confirming that Swimming WA have written authority from the Members that they can use their details, publish stories and photos on the Swimming WA website.
6. If the required information is not provided our membership application may be rejected.
7. **I have read, understood, acknowledge and agree** to the above declaration. I acknowledge that if our application for membership is successful we will be entitled to all benefits, advantages, privileges and services of Swimming WA affiliation.
8. **If there are any changes to coaching staff at any time**, please provide a new declaration and Working with Children check for new coaching staff.

Checklist

To ensure your application is processed quickly, please ensure the following information is attached with your application for membership:

- Affiliation fee paid - cheque/money order/credit card/direct deposit
- All outstanding money owed to Swimming WA paid
- All committee members are Swimming WA Members
- Forms submitted
- Club/coach agreement
- Recent annual report including financial statement attached*
- Policy Declaration Statement signed

*A financial statement shall be provided in writing to the CEO at the time of affiliation or within three months of close of the financial year. This can be undertaken by a competent and independent person presenting an independent opinion by providing a written declaration on the Club's financial position for the preceding financial year.

Failure to forward this financial statement within the defined period shall result in the body's re-affiliation being suspended, thereby negating rights and benefits to which it is entitled to under the Constitution.

Application

On behalf of the Members of the Swimming Club Inc., I acknowledge that I have read, understood, and agree to the declaration and conditions of membership. I warrant that all information provided is true and correct.

We hereby apply for membership to Swimming WA for the 2018/2019 season.

Name

Position

Signature

Date

THE CLUB AFFILIATION FEE IS DUE BY 30 JUNE 2018

Policy Declaration

Name of Club

Address of Club

Contact phone number

I confirm that the Swimming Club Inc. fully complies with the Swimming Australia Ltd/Swimming WA Safe Sport Framework.

Name of Club President

Signed by Club President

Date

Please complete the section above and return it to;

Sophie Godfrey

Membership and Administration Officer

Email: membership@wa.swimming.org.au

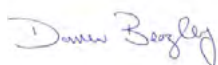
Post: PO Box 205, Leederville WA 6903

Confirmations must be completed and returned with the affiliation fees and forms.

Should you have any questions about this issue or have concerns about the level of compliance of your Club with these Policies, please do not hesitate to contact me in the office.

Thank you for your continued support of Swimming in Western Australia.

Sincerely,



Darren Beazley

Chief Executive Officer

Checklist for Clubs

Swimming WA have provided a checklist for Club administrators to carefully consider leading into the 2018/19 season. Swimming WA are committed to assist and support Clubs in establishing strong governance practices, leading to strong stability and a positive direction for your Club in the future.

Swimming Australia Ltd (SAL) also has an online 'Club Health Checklist' for all Swimming Clubs in Australia.

- The Club's Constitution has been reviewed, updated and provided to Swimming WA
- The Club has an updated Strategic Plan and has been provided to Swimming WA
- The Club has a Member Code of Conduct that is signed by all new Members
- The Club makes all Swimming WA and Club policies and procedures easily accessible to all Members
- The Club has a Member Protection Information Officer (MPIO) representative
- The Club has a Complaint Management Policy and an accessible procedure that Members and Club administrators can follow
- The Club has a complaint management record file
- The Club has an accurate and up to date Working with Children Check (WWCC) register
- The Club provides all Members of the executive committee contact details, including clearly defined tasks
- The Club President or Club administrators actively engage with Swimming WA Club Presidents' forums, workshops and the Swimming WA Conference
- The Club actively seeks sponsorships to assist with financial operations
- The Club has a written agreement with the training venue
- The Club has a written agreement with the coaches
- The Club coaches are accredited with ASCTA and are Swimming WA Members
- The Club actively communicates to its Members via newsletters/social media and has an active website
- The Club has a designated person to manage the Club website
- The Club runs active social activities, including fundraisers and Club nights/Club Championships
- The Club has a designated person to 'welcome' new Members
- The Club has an 'Inclusion' policy, ensuring all are welcome into the Club no matter their age, sex, gender or ability
- The Club offers a clear development pathway and caters for all swimmers
- Club tool kit on premise for reference
- The Club has a minimum of three committee members (President, Registrar and Secretary)

Swimming WA are dedicated to assist and provide opportunities to Club administrators and volunteers to become better leaders and improve on Club operations that will increase participation and provide a positive future for our sport.

Please outline 1-2 key Club operational practices that your Club needs Swimming WA support and assistance with in the 2018/19 season.

1.

2.

2018/19 Annual Region Association Affiliation Package

Swimming WA is committed to ensuring all Region Associations are affiliated at the start of the 2018/19 season. If these documents are not returned to Swimming WA, this could result in the Region failing to affiliate for the 2018/19 season.

Region Details (for all enquiries)

Name of Region

Our AGM is to be / was conducted on / /20__

Postal address of Region

Suburb/town

State

Postcode

Region contact name

Contact phone number

Email

Region Committee Details

Current committee member details must be used when filling out this form.

All persons listed on this form must be Members of Swimming WA.

Working with Children Check: Only those members on the Committee who do not have children who are members of the Club, need to supply their Working with Children Check card number and expiry date.

President

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Vice President

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Secretary

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Region Committee Details cont.

Treasurer

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Registrar

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Any other committee position

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA membership number

Working with Children Check number

Expiry date / /20__

Clubs in Region (please list all Swimming WA affiliated Clubs which reside in your Region's boundaries)

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Declaration

1. **As authorised by the** **Region Association, I acknowledge** that acceptance of this application for membership to Swimming WA, will operate as an agreement binding upon the Region to abide by all the provisions of the rules, regulations and codes of conduct and governing documents of Swimming WA, and to accept and enforce all its decisions and to be bound by the constitution, rules and by-laws (as amended from time to time) of Swimming WA, Swimming Australia Limited and FINA.
2. **I authorise** Swimming WA to use and disclose to related and relevant bodies any of our Region information that may be necessary to implement the rules, regulations and policies referred to above.
3. **I agree** to have our Region name and contact details published in: official programmes, newsletters and/or websites or other media material that Swimming WA publishes.
4. **I have provided the information required and signed this form on behalf of my Region Association.** I warrant that all information provided is true and correct.
5. **Swimming WA has a Privacy policy** and that the information that I have provided is necessary for the objectives of Swimming WA. I acknowledge and agree that the information will be disclosed to my Region and Swimming WA and will only be used for the objects of Swimming WA and to provide our Region with membership services. By registering our Members with Swimming WA we are confirming that Swimming WA have written authority from the Members that they can use their details, publish stories and photos on the Swimming WA website.
6. If the required information is not provided our membership application may be rejected.
7. **I have read, understood, acknowledge and agree** to the above declaration. I acknowledge that if our application for membership is successful we will be entitled to all benefits, advantages, privileges and services of Swimming WA affiliation.

Checklist

To ensure your application is processed quickly, please ensure the following information is attached with your application for membership:

- Affiliation fee paid - Cheque/money order/credit card/direct deposit
- All outstanding money owed to Swimming WA paid
- All committee members are Swimming WA Members
- Membership affiliation forms submitted
- Recent annual report including financial statement attached*
- Policy Declaration Statement signed

**A financial statement shall be provided in writing to the CEO at the time of affiliation or within three months of close of the financial year. This can be undertaken by a competent and independent person presenting an independent opinion by providing a written declaration on the Region's financial position for the preceding financial year.*

Failure to forward this financial statement within the defined period shall result in the body's re-affiliation being suspended, thereby negating rights and benefits to which it is entitled to under the Constitution.

Application

On behalf of the Members of the **Region Association, I acknowledge** that I have read, understood, and agree to the declaration and conditions of membership. I warrant that all information provided is true and correct.

We hereby apply for membership to Swimming WA for the 2018/2019 season.

Name

Position

Signature

Date

THE REGION ASSOCIATION AFFILIATION FEE IS DUE BY 30 JUNE 2018

Please complete the section above and return it to;

Sophie Godfrey

Membership and Administration Officer

Email: membership@wa.swimming.org.au

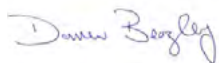
Post: PO Box 205, Leederville WA 6903

Confirmations must be completed and returned with the affiliation fees and forms.

Should you have any questions about this issue or have concerns about the level of compliance of your Region Association with these Policies, please do not hesitate to contact me in the office.

Thank you for your continued support of Swimming in Western Australia.

Sincerely,



Darren Beazley

Chief Executive Officer



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Beatty Park Leisure Centre
220 Vincent Street
North Perth WA 6006

(08) 9328 4599
waswim@wa.swimming.org.au
wa.swimming.org.au

Facebook: facebook.com/swimwa
Instagram: [@swimwa](https://instagram.com/swimwa)
Twitter: [@swimmingwa](https://twitter.com/swimmingwa)