



# AFFILIATION PACKAGE

2019/20 SEASON

PRINCIPAL PARTNER

**HANCOCK PROSPECTING**

Swimming – an essential part of West Australian life



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# President's Welcome

Dear Swimming WA Member,



On behalf of us all at the Western Australian Swimming Association Inc. (Swimming WA), I extend a warm welcome to the commencement of a big year for swimming in Western Australia. As we lead into the 2020 Olympic Games in Tokyo, swimming in this State will be 'front and centre' with the Western Australian public. Due to the tremendous work of our Clubs and the team at

Swimming WA over the last five years, not only do we have more Members than in 2014, but the depth of talent we have in this State today is incredible. We are hopeful that we will have many Western Australians on the Australian Dolphins team who travel to Tokyo in August 2020.

On behalf of the Board I'd like to take this opportunity to thank the large number of our Members who contributed toward the development of our new Membership strategy. This Club Affiliation Package not only provides clarity of the Membership Categories that we are offering, but more importantly, clearly outlines the expectations of our Clubs in terms of Membership offerings. These will not only enable your Club to cater for a far more discerning and diversified audience, but also just as importantly, to grow! The Swimming WA Strategic Plan 2019 – 2024 has set a target of more Members in more Clubs across the State. We are now making asserted efforts to attract new

Members in the recreational category (now referred to as General Membership), in a bid to engage with more youngsters and adults who may be seeking first class coaching and competitive opportunities via a Swimming WA Club. We're also continuing to grow the size of the Open Water Swimming Series which has been a huge success for Swimming WA over the last 11 years. We will continue to add variety to that programme to complement our burgeoning pool competition.

Perhaps the biggest change our Members will see this year, is the implementation of a vibrant Westpac Summer League competition. This competition is critical in our strategy to attract more Members of the general public to our Clubs and give them a reason for training. Swimming WA is confident that by working with our Coaches and our Officials, that our Clubs will be able to offer a level of competition to suit all ability levels.

I'd like to take this opportunity to acknowledge the hard work of our Club Presidents and their Committees. We look forward to your support in making sure that your Club is affiliated by no later than 30 June, and that all individual affiliation is completed by 1 October 2019.

Thank you for ensuring that 'Swimming is an essential part of Western Australian life'.

Yours sincerely,

A handwritten signature in blue ink, which appears to read 'Louis van Aardt'. The signature is fluid and cursive.

**Louis van Aardt**  
Swimming WA President



200 years  
proudly supporting Australia



# WESTPAC CLUB OF THE YEAR AWARD 2019/20

The Westpac Club of the Year 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](http://wa.swimming.org.au)

The SunSmart logo, featuring the word "SunSmart" in a white, sans-serif font with a stylized sun icon above the "t".

SUNSMART







**AQUA  
TECHNICS**

POOL  
TECHNOLOGY  
CENTRE

# Aqua Technics Awards and Scholarships 2019/20

Through our fantastic supporter Aqua Technics, the following awards and scholarships are provided each year:

## **Ben Beale Memorial Award**

The Ben Beale Memorial Award has been established to celebrate and recognise those 'champions' of the Swimming WA Club environment. This perpetual Award will annually celebrate the 'Best Club person' (must be a current athlete) within a Swimming WA Club. The athlete must be aged 14 years or over at 1 May of the year of their nomination. The Award is designed to increase the winner's leadership skills and experience, with the objective that they will stay in the sport long term, and also contribute to their Club in a meaningful manner, well beyond their days as an athlete.

## **Aqua Technics Regional Rising Star Award**

The Aqua Technics Regional Rising Star Award has been established to assist families meet some of the costs associated with the sport of swimming. The Award will be the responsibility of each Regional Committee who will recognise one (1) male and one (1) female athlete who live and swim at a Swimming WA Club within their Region. The athlete must be aged between 9 and 12 years as at 1 September. The Award is designed to recognise the potential of the athlete who is considered by the Regional Committee to possess talent, that may see them develop into a swimmer that is one of the best within that Region.

## **Aqua Technics Travel Scholarship**

The Aqua Technics Travel Scholarship has been established to assist families meet some of the costs associated with the sport of swimming at National level. The Scholarship will be the responsibility of the Swimming WA Management who will recognise one (1) athlete (male or female) who swim with a Swimming WA Club, no matter where that Club is based in the State. The athlete must be aged 15 and 17 years of age at 31 March. The Scholarship is designed to recognise the potential of the athlete who is considered by Swimming WA Performance staff to possess the talent to compete at National level or beyond.



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

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Becoming a Member of Swimming WA gives you the best of both worlds; the opportunity to follow and participate in an individual sport through a social and team environment. The benefits of swimming are immense: from satisfying your competitive spirit, mental health and fitness, to making life long friends. At Swimming WA we have something for everyone, whether you are learning to swim, looking to join our fantastic Open Water Swimming Series, or looking for a way to participate without getting your toes wet, everyone is welcome! Join now to receive the many perks on offer from Swimming WA.



# Benefits of Membership

## Swimming WA Members will receive:

A Swimming WA Membership includes access to Member offers and also acts as accreditation for all Members at Swimming WA Meets.

- Exclusive Member discounts and functions during the year, including Member Offer of the Month.
- Access to Swimming Australia's programmes and services. For example: 'Bioisland Junior Excellence Programme' designed as a recognition programme for juniors.
- Access to Swimming WA programmes and services. Some examples include the very successful Junior Dolphins Carnivals, which gives kids the opportunity to explore the fun environment and skill development opportunities in Club swimming, and the Westpac Summer League designed to build Club team spirit for all ages and encourage positive inter Club rivalry amongst Swimming WA affiliated Clubs.
- 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 competitions 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 the 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 Swimming WA database for Club Registrars
  - Member welfare support
  - Safe 4 Kids courses
- Discounted hire of Swimming WA Dolphins 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 *Western Swimmer* newsletter.
- Swimming WA Member only merchandise, including the Swimming WA online store and during retail campaigns at Swimming WA Meet venues.
- All Annual and Seasonal Members are also part of Swimming Australia, with \$28 of every Membership going to our national Association, Swimming Australia Limited.

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Your 2019/20 Swimming WA affiliation Membership represents excellent value for money and the chance to be part of one of the most popular sports in Australia!

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# Membership Categories 2019/20

## Full Membership

Within Full Membership, there are sub categories including:

### Annual Member

Swimming WA Annual Members are junior swimmers (9 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 Members are junior swimmers (9 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.

## General Membership

Within General Membership, there are sub categories including:

### General Member

*9 years of age – Open*

This Membership category is for swimmers aged 9 years to Open, designed to recruit Members to our Clubs and to cater for Open Water Swimming Series Members wishing to align with a Club and test their skills in pool competitions. General Members are likely to be people that are currently swimming in some kind of structured format. They may be at a surf lifesaving Club, part of a local pool squad programme or a casual swimmer at an aquatic centre.

General Members have access to:

- SunSmart Splash & Dash Carnivals (9 – 11 years of age)
- Westpac Summer League
- Country Pennants
- Club Premierships
- Swimming WA Open Water Swimming Series
- Club and Inter Club Competitions\*
- Official times from Club Competitions\*

### Junior Dolphins Member

*8 years of age†*

This Membership category is for swimmers aged 8 years old who actively seek to swim in a Club all year round.

Junior Dolphins Members (8 years) have access to:

- Junior Dolphins Carnivals
- Sunsmart Splash & Dash Carnivals
- Westpac Summer League – 8/9 years relays only
- Learn to Race Clinics
- Club and Inter Club Competitions\*
- Official times at Club Competitions\*

*5 – 7 years of age*

Junior Dolphins Membership for children aged 7 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.

Junior Dolphins Members (5 – 7 years) have access to:

- Junior Dolphins Carnivals

### WestSwim Member

*4 months – 12 years of age*

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

### Open Water Swimming Series Member

*9 years of age – Open*

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

Open Water Swimming Series Membership has access to:

- All Open Water Swimming Series rounds
- Free entry to launch and presentation functions
- Option to affiliate and train with a Swimming WA Club

### Open Water Swimming Series Day Pass

One off pass to an Open Water Swimming Series event.

- Payable at each individual Open Water Swimming Series event

## Swimming WA Official and Coach Membership

Subcategories include:

### Coach

The Swimming WA Coach Membership category is available for all current ASCTA accredited Coaches or Coaches working towards their ASCTA accreditation within 2 years of taking up the Swimming WA Coach Membership. This Membership provides Coaches with the opportunity to be aligned with the sport of competitive swimming in Western Australia.

### Technical Official

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

## Swimming WA Supporter Membership

Subcategories include:

### 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 completing Club related activities, participating at the Club or travelling to and from Club activities.

### Individual Member

The Individual Member 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 to continue to receive the benefits and service of the Association.*

## Swimming WA Life Member

Life Members are awarded this Membership at the AGM Conference by Swimming WA, nominated by Members and Clubs for their long-standing contribution and dedication to the sport.

## Club Committee Member

Club Committee Membership ensures access to Member programmes and benefits. Club Committee Members are protected by insurance at any time when completing Club related activities, participating at the Club or travelling to and from Club activities.

**Please note:** Age of Member and category is based on the age at 1 October 2019 or at the time of Membership purchase for the 2019/20 season, whichever is the latter.

**Please note:** If a Member is under 18 years of age, it is compulsory for the parent/guardian to sign up to Swimming WA taking a Parent/Guardian Membership and have their profiles linked to the under 18 Member.

**Please note:** To participate in the Open Water Swimming Series an Open Water Swimming Series Membership or a Open Water Swimming Series Day Pass is required for any non Swimming WA Members 9 years of age to Open.

\*Club Sanctioned Meets not eligible

### †Conditions of Junior Dolphins Membership (8 years of age):

- Qualification for this Membership category is based on age at the start of the 2019/20 season (1 October 2019) or at the time of Membership purchase for the 2019/20 season, whichever is the latter.
- Should the swimmer turn 9 years of age during the 2019/20 season, the option is available to upgrade to an Annual, Seasonal or General Membership to enable a swimmer to access benefits of these categories. This will result in an upgrade fee.

# Membership Fees 2019/20

1 October 2019 – 30 September 2020

## Annual Club/Region Association Affiliation Fees

Metropolitan Clubs	\$660.00
Regional Clubs	\$495.00
Vulnerable Club Fee	\$330.00
Region Associations	\$400.00
Late Lodgement Processing Fee	\$110.00

**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. Late lodgement fee applicable for affiliation fees paid after 30 June (excluding above documents). Vulnerable Club is defined in Swimming WA by-laws. Please call the office to discuss.

## 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 fees and discounts

<b>Full Membership</b>	
– Annual Member	\$121.00
– Seasonal Member	\$96.00
<b>General Membership</b>	
– General Member	\$55.00
– Junior Dolphins 8 yrs	\$44.00
– Junior Dolphins 7 yrs	\$22.00
– Junior Dolphins 6 yrs	\$11.00
– Junior Dolphins 5 yrs	FREE
– Open Water Swimming Series Member	\$44.00
– WestSwim	\$27.50
<b>Swimming WA Official and Coach Membership</b>	
– Coach	\$20.00
– Technical Official	\$6.00
<b>Swimming WA Supporter</b>	
– Parent/Guardian	FREE
– Individual	\$55.00
– Swimming WA Life Member	FREE
– Club Committee Member	FREE
<b>Discounts</b>	
– Third child	30%
– Fourth child	50%
– Fifth child	80%
– Sixth child	FREE
Transfer Fee	\$35.00

**Please note:** Club affiliation fees and documents are due no later than 30 June 2019. Members are able to pay for multiple Membership categories when signing up as a new or renewing Member.

**Please note:** The discounts for families with three children or more in a Swimming WA affiliated Clubs apply to the Membership with least value. Only one discount can be applied per Member.

New and renewing Members should visit the Swimming WA website [www.wa.swimming.org.au](http://www.wa.swimming.org.au) to register for the upcoming 2019/20 season.

# What has changed in 2019/20?

## Introduction of four over-arching categories:

- Full Membership
- General Membership
- Swimming WA Official and Coach Membership
- Swimming WA Supporter

## FULL MEMBERSHIP

Incorporates the two Memberships from last year:

- Annual Member
- Seasonal Member

## GENERAL MEMBERSHIP

New Membership category called GENERAL MEMBERSHIP.

### General Member – 9 Years of Age to Open – Price \$55.00

Within this is the sub category General Member; designed to recruit Members to our Clubs and to cater for Open Water Swimming Series Members. General Members are likely to be people that are currently swimming in some kind of structured format. This may include participants in a surf lifesaving Club, a local pool squad programme, or a casual swimmer at an aquatic centre. This Membership provides access to:

- Sunsmart Splash & Dash carnivals (9 – 11 years of age)
- Westpac Summer League
- Swimming WA Open Water Swimming Series
- Club and Inter-Club competitions\*
- Official times from Club competitions\*
- Country Pennants
- Club Premierships

Further sub categories include WestSwim and Open Water Swimming Series Memberships which were offered in 2018/19. Junior Dolphins has remained a Membership product but is now a separate sub category and has been split into ages, as outlined below:

### Junior Dolphins – 8 Years of Age – Price \$44.00

Brand new programme aimed at 8 year olds as they transition from the Junior Dolphins to the main Club environment. These swimmers are likely to be training at their Club twice per week for around 45 minutes per session as they transition from Learn to Swim into Club swimming. This Membership provides access to:

- Sunsmart Splash & Dash Carnivals
- Westpac Summer League – 8/9 years relays
- Learn to Race Clinics
- Access to Club and Inter-Club competitions\*
- Official times from Club competitions\*

### Junior Dolphins – 7 Years of Age – Price: \$22.00

Member receives a gift†

### Junior Dolphins – 6 Years of Age – Price: \$11.00

Member receives poster and birthday e-card†

### Junior Dolphins – 5 Years of Age – Free

Member receives birthday e-card†

## OFFICIAL AND COACH MEMBERSHIP

This category includes categories from last year including:

- Coach
- Technical Official

## SWIMMING WA SUPPORTER

Previously Individual, Life and Parent/Guardian Members were separate Memberships. They are now sub categories of Swimming WA Supporter:

## Discontinued

The 3 Meet Pass is now not available.

## Discounts

Discounts are now available for family groups.

**Third Child:** 30% discount

**Fourth Child:** 50% discount

**Fifth Child:** 80% discount

**Sixth Child:** Free

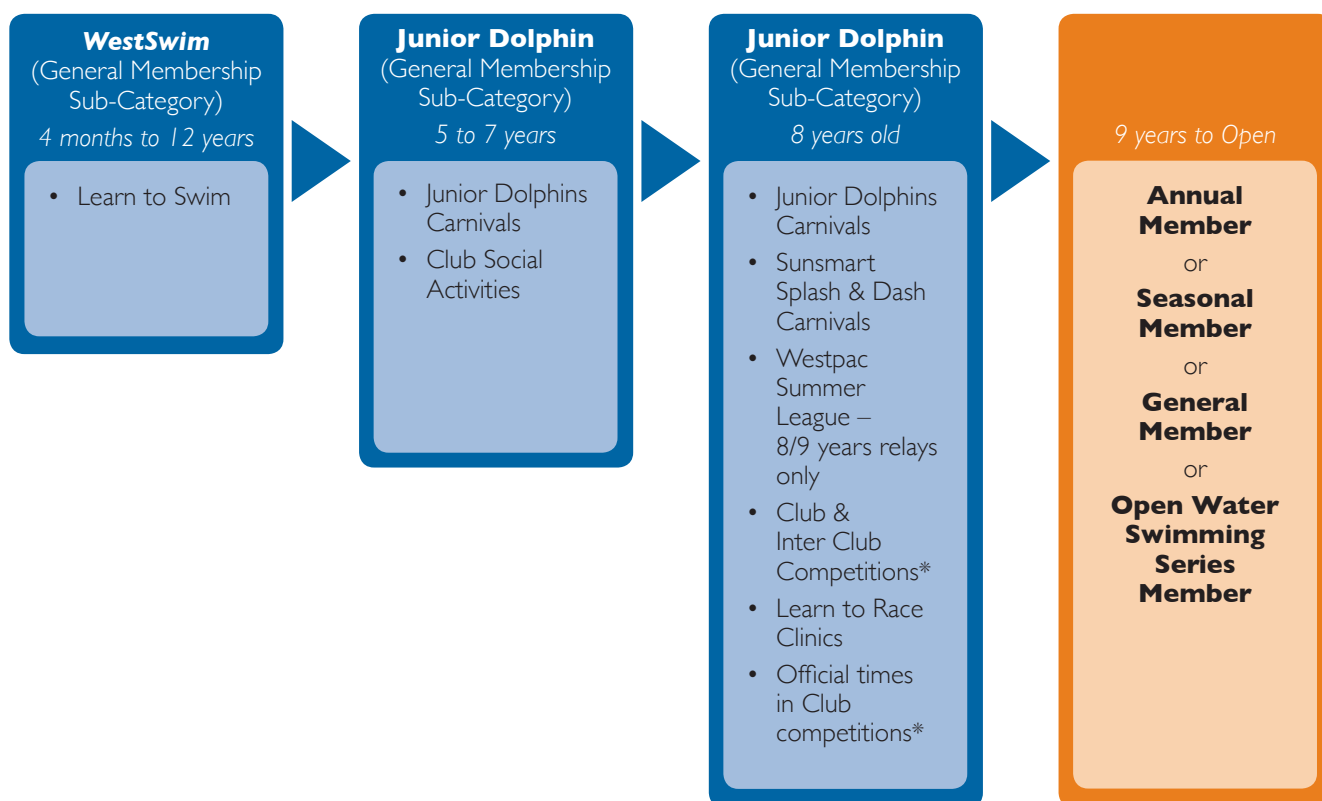
\* Club Sanctioned Meets not eligible

† Please see page 10 for more details on Membership benefits

## Swimming WA Full and General Membership Categories

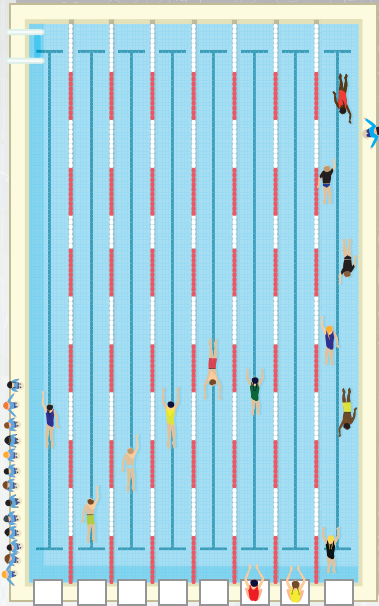
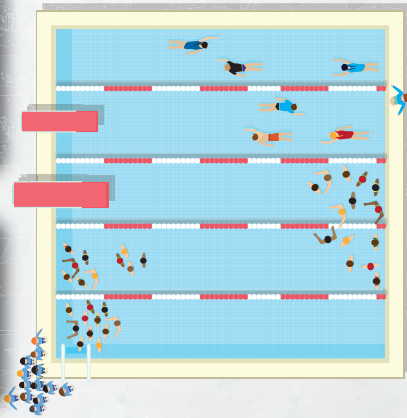
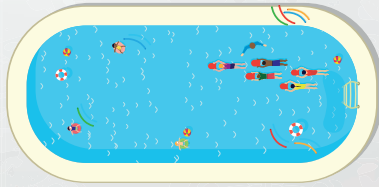


## Swimming WA Membership Pathway



\* Club Sanctioned Meets not eligible

# Participation Pathway



Learn to Swim



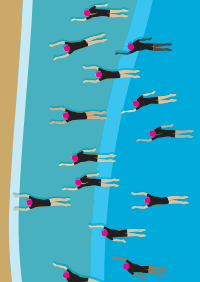
Carnivals



Competition



Swimming for Life



## Member Benefits: Category One – Full Membership

	<b>Junior</b> 9-12 yrs	<b>Age &amp; Open</b> 13-17 yrs/18 yrs →
Access to 1st class Coaches, Swim Instructors and Officials	✓	✓
Protection via Safe Sport Framework	✓	✓
Insurance	✓	✓
Summer & Winter Almanacs	✓	✓
Swimming Australia Membership (\$28)	✓	✓
Access to Swimming Australia Sanctioned Competitions (Pool & Open Water Swimming Series)	✓	✓
Access to Swimming WA Sanctioned Competitions (Pool & Open Water Swimming Series)	✓	✓
Birthday E-Card	✓	✓
Monthly E-Newsletter	✓	✓
Membership Gift	✓	✘
Austswim LTS Instructor Course Discounts	✘	✓
SunSmart Splash & Dash Carnivals	✓ (9-11 year old only)	✘
Westpac Summer League	✓ (9-Open)	✓ (9-Open)



## Member Benefits: Category Two – General Membership

	WestSwim 4 mths →	Junior Dolphins 5-7 yrs	Junior Dolphins 8 yrs	General Membership 9 yrs →	OWS Membership 9 yrs →
Access to 1st class Coaches, Swim Instructors and Officials	✓	✓	✓	✓	✓
Protection via Safe Sport Framework	✓	✓	✓	✓	✓
Insurance	✓	✓	✓	✓	✓
Summer & Winter Almanacs	✗	✗	✗	✗	✗
Swimming Australia Membership (\$28)	✗	✗	✗	✗	✗
Access to Swimming Australia Competitions (Pool & Open Water Swimming Series)	✗	✗	✗	✗	✗
Access to Swimming WA Sanctioned Competitions (Pool)	✗	✗	✗	✓*	✗
Access to Swimming WA Events or Competitions (Open Water Swimming Series)	✗	✗	✗	✓	✓
Junior Dolphins Carnivals	✗	✓	✓	✗	✗
SunSmart Splash & Dash Carnivals	✗	✗	✓	✓ (9 – 11 year olds only)	✗
Westpac Summer League	✗	✗	✓ (Relays only)	✓	✗
Birthday E-Card	✗	✓	✓	✓	✓
Monthly E-Newsletter	✗	✗	✓	✓	✓
Membership Gift	✗	✓	✓	✗	✗

**Please note:** Open Water Swimming Series Membership does not enable the swimmer to compete at Open Water Swimming Series State Championships or Open Water Swimming Series Nationals. If this is their objective, they must register as a Full Member (Annual or Seasonal depending which is applicable to the Member).

\* Only applies to Country Pennants and Club Premierships

## Member Benefits: Category Three – Swimming WA Official and Coach Membership

	Technical Official	Coach	Club Committee Member
Access to accreditation courses, training and development	✓	✓	✓
Free entry to the Swimming WA Annual Conference (does not include ASCTA Conference)	✓	✓	✓
Insurance	✓	✓	✓
Summer & Winter Almanacs	✓	✓	✓
Protection via Safe Sport Framework	✓	✓	✓
Access to Swimming Australia Competitions (Pool & Open Water Swimming Series)	✓	✓	✗
Access to the annual ASCTA (WA) Conference (registration fee will apply)	✗	✓	✗
Access to Swimming WA Sanctioned Competitions (Pool & Open Water Swimming Series)	✓	✓	✗
Discounted Ticket to SOTY (10%)	✓	✗	✗
Monthly E-Newsletter	✓	✓	✓
Apparel (e.g. polo shirt)	✓	✗	✗

## Member Benefits: Category Four – Swimming WA Supporter (Non-Swimmer)

	Individual	Parent/Guardian	SWA Life Member
Access to 1st Class Coaches and Officials	✓	✓	✓
Insurance	✓	✓	✓
Summer & Winter Almanacs	✓	x	x
Access to Swimming WA Competitions (Pool & Open Water Swimming Series) as spectator	✓	✓	✓
Discounted Ticket to SOTY (10%)	✓	x	x
Monthly E-Newsletter	✓	✓	✓

### Important Notes

1. Please note: Age of Member and category is based on the age at 1 October 2019 or at the time of Membership purchase for the 2019/20 season, whichever is the latter.
2. Should a Junior Dolphins Member have a birthday after Membership purchase and during the 2019/20 season, the option is available to upgrade to the relevant Membership category to enable a swimmer to access benefits of the higher category. This will result in an upgrade fee.
3. If the Member is under 18 years of age, it is compulsory for the parent/ guardian to sign up to Swimming WA taking a Parent/ Guardian Membership and have their profiles linked to the under 18 Member.
4. Swimming WA will send all Members a happy birthday message and where appropriate, advise them if they have the opportunity to upgrade. (Excludes Westswim).
5. Open Water Swimming Series Membership does not enable the swimmer to compete at Open Water Swimming Series State Championships or Open Water Swimming Series Nationals. If this is their objective, they must register as a Full Member (Annual or Seasonal depending which is applicable to the Member).
6. The '30-day Unattached period' for swimmers who transfer between Clubs will be discontinued from 1 October 2019.

# 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](http://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 Swimming Australia 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. This includes compulsory participation in Club Premierships from all Metro Clubs and a strong emphasis for all Regional Clubs to participate in Country Pennants.
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/Swimming Australia 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 Swimming Australia/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.

# Insurance

## 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](http://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](http://www.jltsport.com.au).*

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## Affiliation Package

2019/20 Annual Regional and Metropolitan  
Club Affiliation Package

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Affiliation Package

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# 2019/20 Annual Regional and Metropolitan Club Affiliation Package

Swimming WA is committed to ensuring all Clubs are affiliated by 30 June 2019. 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 2019.

Failure to return these documents to Swimming WA, could result in your Club failing to affiliate for the 2019/20 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/Seasonal Members (excluding Junior Dolphins Members) and 8 non-swimmer Members. Metropolitan Clubs must have a minimum of 25 Annual/Seasonal Members (excluding 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 Club Committee Member details must be used when filling out this form

All persons listed on this form must be Members of Swimming WA with the Swimming WA Club Committee Membership and details entered into Club Contacts in the database.

**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\_\_

## Club Committee Details cont.

### 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\_\_

### 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 agree** to have our Club participate in the Club Premierships (Metro Clubs) and understand this is a compulsory requirement of the Club's affiliation.
5. **I understand** the strong emphasis placed on all Regional Clubs to participate in Country Pennants.
6. **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.
7. **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.
8. If the required information is not provided our Membership application may be rejected.
9. **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.
10. **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 with the relevant Swimming WA Club Committee Membership
- 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 affiliation to Swimming WA for the 2019/2020 season.

---

Name

---

Position

---

Signature

---

Date

---

**THE CLUB AFFILIATION FEE IS DUE BY 30 JUNE 2019.**  
**A LATE PROCESSING FEE OF \$110 IS PAYABLE FOR FEES PAID AFTER 30 JUNE 2019**

## 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;

Membership and Administration Officer

Email: [waswim@wa.swimming.org.au](mailto:waswim@wa.swimming.org.au)

Post: PO Box 205, Leederville WA 6903

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 2019/20 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 as well as updated online by 30 June 2019
- 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 improve leadership and 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 2019/20 season.

---

1.

---

2.

---







# 2019/20 Annual Region Association Affiliation Package

Swimming WA is committed to ensuring all Region Associations are affiliated at the start of the 2019/20 season. If these documents are not returned to Swimming WA, this could result in the Region failing to affiliate for the 2019/20 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 his form.

All persons listed on this form must be Members of Swimming WA with the Swimming WA Club Committee Membership and details entered into Club Contacts in the database.

**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\_\_



## 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 agree** it is a compulsory requirement to have all Metro Club participate in the Club Premierships and a strong emphasis for all Regional Clubs to participate in Country Pennants.
5. **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.
6. **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.
7. If the required information is not provided our affiliation application may be rejected.
8. **I have read, understood, acknowledge and agree** to the above declaration. I acknowledge that if our application for affiliation 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 affiliation:

- 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 and Clubs of the ..... Region Association, I acknowledge that I have read, understood, and agree to the declaration and conditions of affiliation. I warrant that all information provided is true and correct.

We hereby apply for affiliation to Swimming WA for the 2019/2020 season.

---

Name

---

Position

---

Signature

---

Date

---

**THE REGION ASSOCIATION AFFILIATION FEE IS DUE BY 30 JUNE 2018**  
**A LATE PROCESSING FEE OF \$110 IS PAYABLE FOR FEES PAID AFTER 30 JUNE 2019**

Please complete the section above and return it to;

Membership and Administration Officer

Email: waswim@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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