

Swimmer Policies – June 2019

SNZ Registration

Each current swimmer training in our program must be registered on the SNZ Database. An annual seasonal fee applies (for Competitive & Club Membership) and this must be paid via the SNZ Database. Currently complimentary fees are offered for LTS and Recreational Membership.

Squad Cancellation of Membership

Cancellation of membership will only be processed once a cancellation form has been received. All outstanding fees must be paid before cancellation is accepted and any club trophies/awards must be handed directly to the club administrator. One months' notice must be given on all cancellations.

Squad Suspension of Membership

If a swimmer wishes to take a break from training for a period greater than one month a suspension form will need to be completed and handed to the Administrator. Breaks of less than one month will not incur any fee reduction.

Please note that we cannot guarantee that a swimmer will be able to re-join the same squad. Each squad has a maximum number and the club will continue to intake new members during the suspension period. If you wish to maintain your place within the squad you will need to continue to pay fees as usual

Returning after Cancellation

If a swimmer wishes to return after a cancellation of membership, a request will be considered by the coaches and board. All outstanding fees must be paid.

Please note that we cannot guarantee that a swimmer will be able to re-join the same squad as when they left. In some cases, a swimmer maybe required to do an assessment with the coaches.

Travel away

All swimmers, managers and coaches must adhere to our code of conduct and behave in a way that does not bring the club into disrepute.

For the avoidance of doubt this means that when swimmers are travelling as a team, no there will be no alcohol or drugs taken to or consumed at the accommodation where the team is staying. This is

consistent with the Swimmer and Coach Code of Conduct which are available on the Evolution Aquatics website and is extended to team managers when swimmers are travelling as a team.

Swimmers Awards

Swimmers must be swimming with the Evolution Aquatics Tauranga Incorporated club under the Evolution coaches to be eligible for prize giving awards

Guest Policy

Guest swimmers are welcome at our club and must make contact to the coaches and administration to confirm space.

Guest Fees:

Per session \$10.00

Per week \$50.00

Per Month as per normal squad fee

Guests are not eligible for any club awards or funding while swimming with Evolution.

Meet Expectations

No matter where the meet is swimmers come under the direction of club coaches and managers. Full co-operation and respect is required. This will make trips, meets and camps enjoyable and safer for everyone. Swimmers are required to wear club uniform.

Under no circumstances are parents to sit with the team or take their children away without the permission and knowledge of the team manager as they may be required for relays and extra events.

Parent Participation

Each swimmer (family) who enters a competition is required to assist in the running of that competition.

Each swimmer (family) is required to volunteer should the club running the meet need officials. It is expected that if you enter your child into a swim meet, you make yourself available to work should you be called upon. You will not always be called upon, but it helps with the running of the roster.

Assistance may take the form of help in any one or more of the following; Timekeeper (TK), Turn Judge (IOT), Kitchen or Catering Duty, Set-up and Set-down, Chairs, Computing (AOD and Admin room), Door Sales, Split Sheets, Marshalling, Team management

These are not onerous tasks if spread amongst many. It only becomes so when only a few come forward to help. Helping at meets helps your swimmer and ensures meets run to schedule and finish on time.

Social media

Only Evolution Aquatics administration staff and board members may set up any social media site under the name of Evolution Aquatics Tauranga. Any persons other than those specified from the club will be asked to have their pages removed.

Any member of the club who posts anything using the name or images relating to Evolution Aquatics Tauranga members or staff on their personal pages must adhere to our code of conduct.

Child Protection

As per website.

National Swimmer Funding

Rationale:

- To provide the best possible opportunities for swimmers.
- To provide the best possible opportunities for Registered National Officials (RNO) in their professional development.

Aims:

- It will be the responsibility of EAT Board to ensure that all possible efforts are made to provide assistance to EAT swimmers and RNO to attend National Meets.
- To provide a fair and reasonable division of funds throughout the year.
- To ensure funds are budgeted and allocated to assist swimmers and RNO to attend National Meets.

Guidelines:

1. Funds will be set aside each year to provide financial assistance for swimmer & RNO to attend and participate in National Age Groups (NAGs), NZ Short Course Champs (Springs), Division II, NZ Opens and International meets
2. The EAT board/sub-committee will apply for grants to various organisations for the purpose of receiving financial assistance with travel and accommodation for swimmers & RNO to attend the above meets if sufficient members are attending.
3. The amount of financial assistance that EAT will aim to provide for each swimmer that travels and stays as a team will be:

To North Island meets	\$100
To Wellington	\$150
To South Island meets	\$200
To International meets	\$500 + depending upon the level of meet

Financial assistance applies to RNO, but not staying as part of the team.

4. Approval for payment to swimmers & RNO will be through the monthly meeting, or electronically by the board, with payment being made as soon as possible after confirmation of attendance. Payments will only be made if sufficient funds are available and no Grant has been received.
5. The Recorder has responsibility to predict possible swimmers and how many are eligible for qualification. This information will ascertain the desired amount of money required to support swimmers & RNO as at July/August each year.
6. EAT swimmers will eligible for assistance when they have been a financial squad member of the club for 6 or more months training under EAT coaches (date of receipt of fees). RNO are registered as national officials.
7. It is expected that swimmers involved in the above meets, will support EAT efforts at fundraising and be available for club selected teams; those swimmers/families not being seen to assist in fundraising may fail to receive financial assistance.
8. Up to \$5000.00 profit from the Evolution Aquatics Winter Meet will be made available to achieve financial support to the swimmers and RNO, if grant applications are unsuccessful. Any shortfall in this account will be raised from other 'fundraising' efforts, including any other Evolution meets held. It will be expected that families of National swimmers will be available to assist in the running of the meet.
9. A "Swimmers Grant" account will be used through which to administer these funds. The yearly budget will address the amount that will be required.
10. All subsidies will be dependent upon the availability of funds and amounts paid out will be at the discretion of the board.

Transport of Swimmers

This policy applies when swimmers are being transported by paid EAT employees or when providing transport on behalf of the club.

Personal arrangements between parents are excluded from this policy.

Private cars

- Any vehicle used for transporting swimmers must be registered and have a current Warrant of Fitness
- All drivers providing transport must have their full driver's licence, even if they are only transporting their own children.
- Drivers and passengers must be appropriately restrained at all times.
- All vehicles should be appropriately insured.
- Drivers who agree to provide transport must sign an assurance that the requirements above have been and will be met.

On overnight trips, a vehicle must be accessible at all times in case of an emergency and a competent (Not impaired by alcohol or drugs) driver must be available.

Driver competence

- Drivers should be competent to drive in the intended traffic, road, and weather conditions.
- Strategies should be in place to avoid driver fatigue on long journeys, e.g. having more than one driver, planning stops, and having someone else in the vehicle that is awake and can monitor the driver's fatigue levels.

School or hired minibus

- Minibus drivers do not require a special licence, as long as the driver has a full, current car licence, and transports no more than 11 passengers. The driver's name must be recorded, and their licence sighted by the person in charge of the trip.
- Each vehicle transporting students should carry a first aid kit, and a list of students and parent contact numbers in the vehicle.

Public transport or chartered transport

- The operator's licence determines the conditions of travel.
- There should be effective supervision for all bus travel