

St Peters Swimming Academy: Policy Statement No 1 – Membership (3rd September 2009)

The following outlines the terms and conditions of membership to the St Peters Swimming Academy:

Transfers:

A transfer is a financial clearance from your old club, whether this is within the Waikato region or outside of the region, into St Peters Swimming Academy. Swimmers/parents must apply directly by email, fax or by writing into Swim Waikato to request a transfer.

A transfer is a financial clearance from your old club. Swimmers are unable to represent St Peters Swimming Academy until clearance has been advised by the Waikato Regional Secretary.

Based upon the Swim Waikato ruling St Peters Swimming Academy has the right to decline a transfer within the 14 days period prescribed by Swim Waikato. Notice of a decline is to be forwarded to Swim Waikato as soon as practical but within the period mentioned.

A swimmer accepted into the St Peters Swimming Academy does not have a stand down period following transfer for competing under the St Peters Swimming Academy. The only exception to this rule is when a swimmer has transferred into St Peters Swimming Academy after having transferred into another club within a 60 day period.

The timeframe for competitive swimmers trialling and transferring into the Academy is that a one week trial period is available to swimmers considering transferring. After the one week trial period and subject to acceptance the swimmer is required to initiate the transfer immediately.

The timeframe for non competitive swimmers is to receive a letter advising they can be shifted to the next squad, acceptance of terms and conditions are signed and a one week trial period is given at which time swimmers move into the designated squad.

Membership:

The St Peters Swimming Academy Membership Form is to be completed on an annual basis, in line with the start of the new swimming season (July/August). This form confirms acceptance by members of the Academy membership fees for the current season. During the course of the season new members may be accepted into the Academy. All new members are required to complete a membership form at the time of joining. Any new members into the Academy who have not previously been affiliated with a Swimming Club are required to complete the Swimming New Zealand Membership Form.

Payment of Fees:

Payment of all fees, meet entries, meets, camps and associated academy costs owing are payable by the 20th of each month and must be paid by direct debit. Training fees are billed one month in advance.

Swimmers will not be eligible to train and/or compete unless fees are up to date. One month's written and paid notice must be given when leaving the Academy. Members requesting a transfer from St Peters Swimming Academy to another club/region will be withheld until the member has paid any outstanding balances. The St Peters Swimming Academy Treasurer must confirm a member is cleared to transfer.

Refunds:

In general – **NO REFUNDS** shall be given, however:

- Where special or extenuating circumstances exist, a member may apply for a refund
- Applications for refunds must be made in writing to the Academy Committee
- Where relevant, medical certificates and any associated information must accompany the application
- In all cases the committee reserves the right to decide on refunds
- Where possible the providing of as much advance notice as is feasibly possible would aid the consideration of a refund request
- A refund may be considered when circumstances outside of a members control occurs
- In the event of a swimmer being absent from training for a period of 4 weeks or more and provides written notice of the absence in advance a refund may be granted. This does not relate to a member taking an extended holiday.
- Any refunds granted shall be less administrative and other costs incurred by the Academy

Sickness and Injury:

If a member is injured or there is a life threatening situation, broken limb or illness that results in an extended period of time away from scheduled training, please obtain a medical certificate and contact the Treasurer to discuss possible payment options.

An extended period away is classified as being more than two weeks. If a swimmer is out of the water after a two week period then a no charge for each consecutive week thereafter would be allocated. This allocation would be on a week by week basis. An allocation must be substantiated with medical and additional information as required.

Transport Costs:

A transport fee may apply when training or other associated activities take place off site.

Scheduled Breaks:

During the year there may be a number of breaks in the training programme. The monthly fee structure has been designed to incorporate breaks in the training programme and as such fees are still payable in full during these breaks.

There is no refund when swimmer/s attend school camps, Waikato or Swimming New Zealand Camps, meets which fall on school days or enforced periods away from training.

Funding:

Where funding for a specific event has been applied for and the grant is successful the funds shall only be allocated for the intended purpose as prescribed in the funding application.

Where this applies for meet expenses the allocation is to be distributed to those members who attend the duration of the meet. No allocation can be given to members who do not physically attend or partially attend.

Attending members equally share the costs of the travelling Coach and Team Manager (if applicable) and as such grant funds are to be equally distributed back to these members.

Technical Officials – Funding – (14th October 2013)

Academy Technical Officials meeting the below (National Meets – Academy Contribution – Technical Officials 14th October 2013) criteria would be included in all funding applications submitted for the prescribed National Meet and that if an application is successful the allocation of funds would be apportioned equally in line with Coach/s and Team Manager/s allocation. In the event funding application/s are unsuccessful for the prescribed National Meet the attending swimmers may equally share the cost of the SNZ appointed Academy Officials attending (maximum of two). Officials would be required to travel and stay with the team.

National Meets – Academy Contribution (17th September 2012)

A contribution will be made towards Coach and Team Manager costs for National Meets being State New Zealand Short Course Championships, New Zealand Age Group Championships and State New Zealand Open Championships and subject to available funds to include State Division II Competition followed by State New Zealand Junior Championships

National Meets – Academy Contribution – Technical Officials (14th October 2013)

A contribution be made by the St Peters Swimming Academy towards the travel costs of St Peters Swimming Academy Officials, who are nationally qualified and have applied for and been appointed by Swimming New Zealand as a Technical Official for a National/International Meet. The contribution is subject to available funds and is to be

consistent with the funds provided to the St Peters Swimming Academy members competing at the National Meet from fundraising income.

St Peters Swimming Academy: Policy Statement No 2 – Uniform (3rd September 2009)

Uniform

Introduction

St Peters Swimming Academy recognises the need for swimmers and officials to wear a uniform. The wearing of the Academy uniform helps to unify the academy members, helps encourage team spirit, presents a consistent image to others at swim meets and aids identification of management to swim meet officials.

Officials Uniform

All Academy Officials are encouraged to wear the following to all meets and carnivals when undertaking official duties such as timekeeping, IOT or in other Official roles.

- Academy supporters/officials shirt
- Black trousers and skirts or shorts

Team Manager Uniform

All Academy Team Managers are required to wear the Manager's shirts when undertaking duties at swimming meets. Shirts are provided prior to departure and returned on the completion of duties.

Competing Swimmers

All swimmers must wear the following while competing at all Academy endorsed swim meets;

Junior Squad – minimum requirement

- "Academy" swimming cap and Academy shirt

Age Squad – minimum requirement

- "Academy" swimming cap and Academy shirt

Elite Squad – minimum requirement

- "Academy" swimming cap and Academy shirt, track pants, hoodies, jacket and bench coat

General Uniform

The St Peters Swimming Academy recognises the need to keep the costs to a minimum by maintaining a consistent uniform standard, which does not change frequently. This

means that uniform articles then have a resale/reuse value and do not become redundant.

The St Peters Swimming Academy uniform is available to all members and consists of:

- Bench coat
- Jacket
- Hoodies
- Track pants
- Shirt
- Swimming caps
- Singlet - optional
- Shorts - optional

Travelling Uniform

The travelling uniform requirements will be advised prior to the departure of the intended meet/camps by the attending Team Manager. Academy uniform is to be worn poolside at all meets.

National Academy Swimming Bags (amended June 2011)

A swimmer attending a Swimming New Zealand National Meet will be provided with an embroidered Swimming Academy bag subject to the following criteria.

A swimmer, who competes under St Peters at a SNZ National Meet, being Division II and above, be eligible to receive a Tyre Traders (whilst available) /Academy swimming bag. A swimmer is defined as one who has been a fully affiliated member, in full training with the Academy for a minimum period of six months prior to attending a National Meet, Division II and above. A swimmer who transfers into the Academy outside the prescribed period may be offered the option to purchase an Academy bag at a subsidised cost of \$45.00. This cost can be reimbursed following meeting criteria. Any member who receives an Academy Swimming Bag but does not commit and participate in full competitive training and competition or leaves the Academy within a four month period will be charged a reimbursement fee of \$55.00.

Junior Academy Swimming Bags (February 2012)

A swimmer who competes under St Peters at SNZ Junior Championships may receive a Junior Academy Swimming Bag, subject to funds and at the discretion of the committee. It is considered these should be a smaller version of the above National bags and would be purchased as required. A swimmer is defined as one who has been a fully affiliated member, in full training with the Academy for a minimum period of six months prior to attending SNZ Juniors.

St Peters Swimming Academy: Policy Statement No 3 – Team Travel – General Information (3rd September 2009)

Swimming involves a significant amount of travel and on several occasions a year a swimmer may travel with the team.

All members including team management are representing St Peters School and St Peters Swimming Academy.

Qualifying for major National Meets is a swimmers reward for hard, smart work during the year. We want swimmers to learn from and thoroughly enjoy the experience. However, being in a team environment away from home means that the swimmer must take responsibility for themselves and their behaviour.

Discipline

At all times whilst on tour the entire travelling party is subject to the St Peters Swimming Academy Code of Conduct, discipline, regulations and policies. In the event of a breach of the Code of Conduct the travelling Team Manager and Coach have sole discretion to take any necessary action whether this be those involved being deprived of any privileges, being stood down from the team environment and/or sent home or being collected by parents/caregivers. Any expenses associated with this to be borne by the parents/caregivers. In the event of the Coach and attending Team Manager being unable to agree on the course of action to be taken, contact will be made with the St Peters Swimming Academy President who will have sole discretion to make the final decision. In the absence of the President, the Vice President will assume this role. The attending Team Manager will be responsible for the submitting of a report outlining the breach and the actions taken at the time to the committee and/or executive as deemed necessary. Dependent upon the seriousness of the breach swimmer/s involved may be required to attend a meeting with the Executive. The Executive Committee will decide if any further action is required.

Academy Code of Conduct

The St Peters Swimming Academy Code of Conduct is required to be signed by each swimmer and parent/caregiver and is required to be adhered to at all times. The signing of the Code of Conduct is acceptance of the requirements contained within this document. Completion and signing of the Code of Conduct is to be on an annual basis at the time of membership renewal. If a member enters the Academy during the course of the year the provision is for this document to be signed at such time as the members transfer is accepted. Copies of this information will be made available to Team Managers travelling with a team.

Medical Information

The St Peters Swimming Academy Medical Form is to be completed and kept on file by the attending Team Manager for all travel away from home. The rationale for this is to ensure travelling management have accurate up to date information pertaining to each swimmer.

Forms:

The completion of all required documentation is a compulsory requirement prior to travel and is as per the timing and requirements of the attending Team Manager. In the event of failure to furnish documents the attending Team Manager reserves the right to refuse travel.

Cost:

The cost for any Academy travel will be debited to parents school account. Included in the amount charged will be the costs incurred by the Academy for the attendance of a Coach and Team Manager/s as deemed necessary. The costs of any additional management (Team Managers and/or cook) requirements will be allocated equally between the swimmers attending the meet/camp.

Swimmers attending National Meets are required to travel and stay as a team for the duration of the meet and that the cost is equally shared. There will be no discount of costs for swimmers who only partially attend National Meets. (May 2010)

Parents are required to advise by email the attendance of their swimmer/s to the team manager of the team trip so formal arrangements that are required can be organised.

Deposits:

Deposits are a non refundable payment billed to the swimmers school account to secure airfares and/or accommodation for the prescribed meet/camp. This deposit is also confirmation of the swimmer/s attendance in order for the necessary arrangements to be undertaken. The balance of costs are payable one month prior to the meet/camp and would be charged to the swimmers school account. These costs will show as a deposit/payment for the associated trip on the monthly statement from the School. Following the meet/camp completion reconciliation will be carried out and any variance between the reconciliation and budget will appear on the next school statement. In the event of funding being received for a specified camp/meet the allocation for a member would show as a credit on the member's school account following completion and reconciliation of the event.

In the case of serious illness or injury notified prior to attendance at a meet/camp a refund may be available but would be subject to the refund policies of the companies used to provide the requirements of the group. Refunds would be less any incurred expenses and managements fees. Any requests for refunds must be supported by

medical certificates and any other information supporting the refund request. Refund requests are required to be sent to the Team Manager responsible for the trip for submission to the executive panel. If a refund request is accepted the parties concerned would be advised and the appropriate refund (credit) shown on the swimmers school account.

Health

Swimmers health needs are the responsibility of the Team Manager (or a person delegated by the Team Manager) and at all times health problems need to be taken seriously.

Travel insurance cover must be taken out as part of the tour arrangements covering all members of the touring party when travelling outside of New Zealand. The Academy has no liability for the insurance of the touring party.

A first aid kit must be taken by the Team Manager.

Notes needs to be taken of the health needs of all swimmers with problems as shown on the medical form and for these to be the responsibility of a specific touring adult.

Where accident or illness takes place, the parent(s) shall to be informed as soon as practical. The decision as to whether a sick or injured swimmer who is deemed to be unable to continue attendance would be made by the Team Manager and Coach in liaison with the parent of the swimmer.

Security

Any valuables whilst travelling will be the responsibility of the swimmer.

Systems for locking rooms / bags and care of valuables etc need to be considered and constant reminders given.

St Peters Swimming Academy: Policy Statement No 4 – Team Manager Process and Requirements – National and Target Meets (as prescribed in policy number 6)

The rationale of this policy is to provide the team with a safe environment and the best possible opportunities to aid success. A National level swimmer will have committed to an extended period of training, in some cases 12 months or longer in preparation for competing at this level.

Where the team consists of a female swimmer, a female Team Manager must be part of the management team.

The following policy outlines the process for selection of the Team Manager together with the requirements of this role.

Process:

Team Manager positions will be advertised with members applying for the nominated position/s on the appropriate form. The Team Manager application is an expression of interest only and does not mean selection to the position. Selection of positions will be made by the Academy Executive Committee. The successful applicant will be notified.

(needs to be completed)

St Peters Swimming Academy: Policy Statement No 6 – Team Travel – National and Target Meets -3rd September 2009)

TEAM TRAVEL

All team travel policies apply

Policies for National Meets are:

1. National Meet Attendance and Travel:

NATIONAL AND TARGET MEETS:

St Peters recognises the need to support its nationally and internationally competitive swimmers who have met the qualifying times and attend the following meets:

National Meets are recognised as:

- National Juniors
- National Age Groups, Div II
- New Zealand Youth & Opens National Summer Meet
- National Spring Meet
- National Age Groups, Div I

National Meet Team Travel (amended August 2011)

Swimmers attending National Meets – NZ Juniors and above, must travel and stay as a team, unless approval of an exemption has been granted by the Coach and Committee, for the duration of the meet and that the cost of travelling management/coach costs are equally shared by attending swimmers. In the event of funding being received for the prescribed National Meet, this is equally shared amongst those who travel and stay in the team environment for the duration of the meet. A swimmer who attends a National Meet outside the prescribed criteria will be ineligible to receive funding and they will be required to be charged an equal portion of the Coach/Management costs.

From time to time there may be members who either travel down later or return earlier than the team and may be unable to stay with the team but would be expected to share some of the Manager/Coach costs.

International Meets are recognised as:

- Australian Age Group National Championships
- Any other overseas meets scheduled for the year

Coach Identified (Target) Meets are recognised as:

Coach Target Meets are those prescribed by the Head Coach. These may change on a yearly basis as required in line with the training programme.

The main reasons for this policy include:

To establish, foster and build a strong team culture

- To promote and provide a safe team environment
- To enable swimmers to be responsible and learn the team philosophy
- To enable swimmers to liaise with the designated team manager
- To seek guidance of senior swimmers
- The Academy's regional and national standing. Waikato and National representation reflects positively on the Academy, its coaches, and supporters.
- Motivating other swimmers;
 - National participation inspires and motivates younger swimmers, as well as
 - Encouraging older swimmers to remain in the sport.
- The transmission of knowledge and experience to younger swimmers;
 - Their skills and experience have a positive impact on learners.

- Attendance at any "high" level meet requires the swimmer to be focused and committed to achieving to their maximum. St Peters Swimming Academy acknowledges their responsibility to provide, at all times, the best possible environment and opportunities for swimmers. A Team Manager will be appointed well in advance of the meet and is responsible for the organising of accommodation, meals, flights if required/or road travel if required dependent upon meet location, transport during the meet and any other requirements to ensure the team is provided for. The Team Manager would also be responsible to liaise with the Coach and parents.

- To aid the responsibilities of the Team Manager/Coach, parents are reminded not to take swimmers away from the complex.

- The Coach is responsible for swimmer guidance and coaching poolside during the course of the meet.

NON NATIONAL MEETS

All other club sanctioned meets are as prescribed by the Head Coach. The management of the team and travelling/accommodation/food requirements will be on a case by case basis.