

Ruyton Aquatic Club Inc.

2018/19 Swimmer & Parent Information Book

A general guide for members of the Ruyton
Aquatic Club



Ruyton Aquatic Club Inc.
12 Selbourne Road
Kew Victoria 3101
Australia

2018/19 Member Information Booklet
Revised June 2018

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Club, Committee & Coaching Staff Contact Details

Address: 12 Selbourne Road
Kew Victoria 3101

Email: aquatics@ruyton.vic.edu.au

Web Page: <https://www.ruyton.vic.edu.au/our-community/ruyton-aquatic-club/>

Telephone: 8651 4446

2018/19 Committee	Position	Telephone	Email
Simon Waters	President	0411 575 169	makeraus@gmail.com
Natalia Southern	Vice President	0409 954 207	natalia.southern@gmail.com
Jennifer McMillan	Treasurer	8651 4446	mcmillanj@ruyton.vic.edu.au
Debbie Roberts	Secretary	0437 583 773	debbieroberts1@bigpond.com
Andrew Goetz	Head Coach/Registrar	8651 4446 0417 311 519	goetza@ruyton.vic.edu.au aquatics@ruyton.vic.edu.au
Linda Douglas	Ex officio Member	9819 2422	principal@ruyton.vic.edu.au
Louisa Burbury	Ex officio Member	9819 2422	burburyl@ruyton.vic.edu.au
Jenny Woollard	Ordinary Member	0414 280 271	ajwhome@bigpond.net.au

Coaching Staff	Position	Telephone	Email
Andrew Geotz	Head Coach	8651 4446 0417 311 519	geotza@ruyton.vic.edu.au aquatics@ruyton.vic.edu.au
Anthony Di Petta	Assistant Coach	8651 4446 0407 338 404	aquatics@ruyton.vic.edu.au
Jessica Waqa	Assistant Coach	8651 4446	aquatics@ruyton.vic.edu.au

Welcome to Ruyton Aquatic Club

Ruyton Aquatic Club was established in 2011. The club prides itself on the development of outstanding young people with confidence, leadership skills and dedication. The club's main training pool is at Ruyton Girls' School along with land and strength training, with additional training sessions offered at both Hawthorn Leisure Centre and Richmond Aquatic Centre.

With Head Coach Andrew Geotz at the helm, the club strives to move forward with membership, achievement and success.

The Committee and Club extend a warm welcome to you and hope that you will enjoy your competitive swimming experience with Ruyton Aquatic Club.

Values & Culture

We seek to build a club where:

Swimmers:

- are positive, resilient, determined and motivated to achieve their personal best
- develop independence to self-direct and self-monitor their development
- develop leadership skills
- are responsible and dependable members of the swimming club and broader community
- are dedicated to the Ruyton Aquatic Team, supportive of team mates and committed to team success
- are respectful of themselves and those around them
- always advance and respect the Ruyton brand and reputation

Committee, Coaches & Parents:

- provide a safe, encouraging the nurturing environment in which members develop their skills and talents to their fullest potential
- are positive role models in word, action and attitude
- are professional, progressive and passionate in their roles
- support all members, encouraging and applauding excellence
- promote Ruyton Aquatic Club

Strategic Plan 2017-2020

Ruyton Aquatic Club has undertaken to develop and identify the main groups of activities that we see as important for the continued success of our club during 2017 – 2020. (Ruyton Aquatic Club Strategic Plan 2017-2020).

This strategic plan for Ruyton Aquatic Club is intended to provide for our members whilst also aligning with, supporting and complimenting the Ruyton Girls' School Strategic Plan 2017-2020.

The Ruyton Aquatic Vision

Ruyton Aquatic Club was formed on October 1st, 2011.

In addition to offering a state of the art swimming facility and a variety of training and competition options for our members, we are committed to providing a safe, fun, inclusive and welcoming environment where swimmers are supported by experienced, professional, technically astute and passionate coaches to progress to the level they are committed to achieve.

Our strategic priorities for the Ruyton Aquatic Club include:

- Enhancing and consolidating the club's facilities and resources whilst maintaining the club's financial stability
- Attracting, developing, retaining and recognizing outstanding coaching talent
- Building a socially inclusive and supportive environment for our club families
- Providing for the personal and performance-based development, and health and wellbeing of our swimmers.
- Supporting and complimenting the Ruyton Girls School Strategic Plan 2017 – 2020.

As the Ruyton Aquatic Club evolves it is our ambition to also recognize those that contribute to building the club's culture and tradition; providing a legacy for future swimmers and administrators to reference and embody, in ensuring the club's ongoing prosperity and long term success.

Vision	To support and inspire our swimmers to achieve their best					
Strategic Pillars	Performance	Financial Management	Club Engagement	Commercial Operation	People	Facilities and Infrastructure
	Increasing Club Representation at National, State and District competition across all age groups. To provide regular exposure to competition, locally, nationally and internationally.	Financial stability, responsible governance, and considered use of funds to ensure industry-best facilities and resources to help achieve performance ambitions.	Building a socially inclusive and supportive environment for swimmers and families. Timely, and efficient communications between club and members	A continued roster of events actively supported and attended by club families. Proactive fundraising to ensure financial independence and sustainable viability	A loyal, high-performing and enthusiastic team of coaches, being developed by the club's head coach and club committee. Succession planning for all key club roles.	To provide industry best training facilities and equipment for coaches and swimmers. To constantly seek to keep equipment and facilities up to date as needs evolve
Values	To show Character > To be Respectful > To be Selfless > To be Supportive > To show Endeavour					

Swimming Development Pathway

The development pathway for swimmers in the Ruyton Aquatic Club provides opportunities for development from learn to swim through to Senior competition.

The Head Coach give's consideration to a swimmer's performance both at training and in competition when assessing their capacity and readiness to move through the squad structure.

You will find on page 8 the structure flowchart and below what each swimmer will need for training. Each swimmer must take responsibility for their own gear:

Fitness & Development (Gold, Silver and Bronze)

Kick Board, Pull Buoy, Fins (DMC), Goggles, Drink Bottle (600ml min), Bathers, all in a mesh bag.

State Target

Kick Board, Pull Buoy, Fins (DMC), Pull Band, Goggles, Drink Bottle (600ml min), Bathers, Snorkel all in a mesh bag.

State Junior

Kick Board, Pull Buoy, Fins (DMC), Pull Band, Goggles, Drink Bottle (600ml min), Bathers, Snorkels, Small Paddles all in a mesh bag.

State Senior

Kick Board, Pull Buoy, Fins (DMC), Pull Band, Goggles, Drink Bottle (600ml min), Bathers, Snorkels, Large Paddles all in a mesh bag.

National

Kick Board, Pull Buoy, Fins (DMC), Pull Band, Goggles, Drink Bottle (600ml min), Bathers, Snorkels, Large Paddles all in a mesh bag.

Below are some resources to purchase swimming gear:

Aqua Shop (250 Park Street South Melbourne VIC 3205)

<http://www.aquashop.com.au/>

Pro-Am (U 3, 2-4 cnr Hallam South Road & Keppel Drive, Hallam VIC 3803)

<http://www.proamaus.com.au/>

Engine (47 De Havilland Road, Mordialloc VIC 3195)

<http://engineswim.com/>

Zoggs (NSW)

<http://zoggs.com.au/>

DMC Swim (NSW)

<http://www.dmcswim.com/>

Most Fins are suitable with the best and most comfortable being DMC Fins which are available from Aqua Shop or DMC Swim

Kick Board, fancy is overrated – look for something simple like

<https://www.aquashop.com.au/swimming-specialists-snr-kickboard.html>

Pull Buoy, same as the kick board, nothing fancy – look for something like

<https://www.aquashop.com.au/swimming-specialists-jnr-snr-pull-buoy.html>

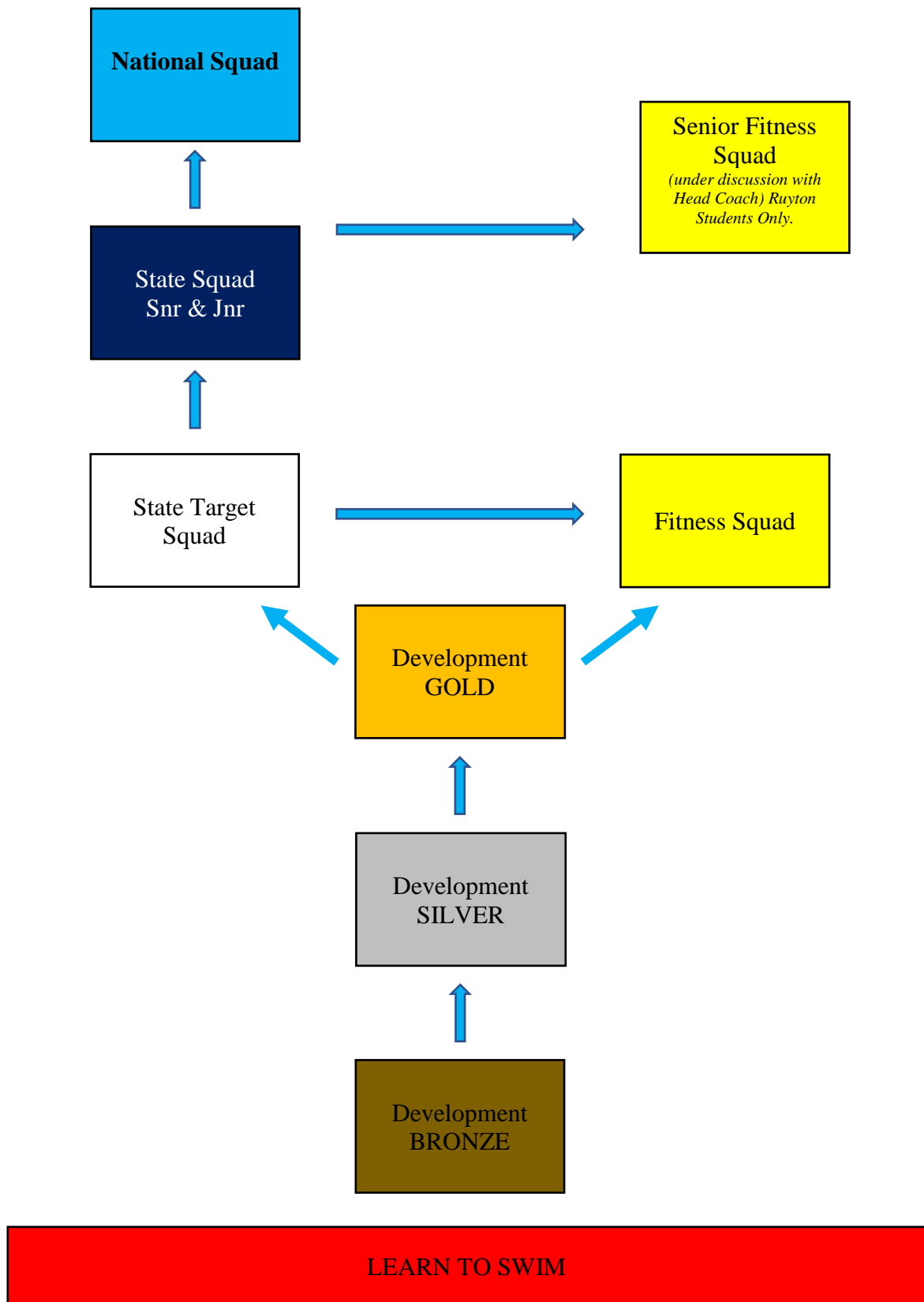
Pull Band – this is what you need <https://www.aquashop.com.au/tyr-rally-training-strap.html>

Snorkel – best snorkel is <https://www.aquashop.com.au/mp-focus-swim-snorkel-regular.html>

Paddles – best paddles are <http://engineswim.com/hand-paddles-4-blue/>

Your local sports shops and swimming pools will supply basic pull buoys, fins and kick boards.

Squad Flow Chart 2018/19 Season:



Development Bronze

(Bronze Training Caps)

Beginners Squad, swimmers from learn to swim are required to be able to show they can swim 50 Free, 50 Back, 50 Breast in that order with strong kick and short rest in between laps and strokes. Breathing properly is very important as well as basic timing in their Breaststroke.

Development Silver

(Silver Training Caps)

To progress to Development Silver, swimmers need to be attending 2 to 3 sessions on average weekly, and be in the top 3-4 swimmers in their lane, (leading their lane). As well as being able to accomplish these targets:

- Holding a :40 sec cycle time for Free with Fins eg. 20 x 25 on :40 or 10 x 50 on 1:20, 8 x 75 on 2:00 etc.
- can swim multiple lengths of legal fly with Fins, on a cycle eg 25's on :60.
- Kick 25's on :45 for consecutive cycles eg.
- Can accomplish Freestyle and Backstroke Pull for consecutive cycles.
- Will do tumble turns on every turn
- Learning and knows correct turns for each stroke.
- Streamline off every wall (doing 1-2 kicks)
- Learning Breaststroke Split Stroke

Development Gold

(Gold Training Caps)

To Progress to Development Gold swimmer's need to be attending 3 sessions on average weekly, and be in the top 3-4 swimmers in their lane, (leading their lane). As well as being able to accomplish these targets (regularly in a normal training session):

- Holding a :35 cycle time for free with fins, eg. 20 x25 on :35, 16 x 50 on 1:10, 10 x 75 on 1:45 etc.
- Can swim multiple 50's of legal Fly with Fins, eg. 10 x 50 Fly Fins on 1:30
- Can Kick 50's of Kick on 1:30 for consecutive cycles eg. 10 x 50 Kick on 1:30
- Can swim 200+ Free Pull and Back Pull
- Proper Turns for every stroke free, Back, Breast, fly and IM.
- Streamline and body dolphin off every wall (3 to 4 kicks)
- Breaststroke Split Stroke

State Target

(White Training Caps)

To Progress to State Target Swimmer's must be registered members with the club and Swimming Victoria. Swimmer's also need to be attending a minimum of 3 sessions on average weekly. To progress to the next squad State Target swimmers must be showing consistency and leading their lane as well as being able to accomplish these targets (regularly in a normal training session):

- Holding a 1:10 cycle time for free (no Fins) eg 20 x 50 Free on 1:10, 16 x 75 Free on 1:45, 12 x 100 Free on 2:20.

- Can swim 25's and 50 Fly without fins eg 6-10 x 50 on 1:30
- Can Kick 10 x 50 Kick on 1:15-1:20
- Can Pull 6 x 100 Free Pull on 2:30
- Always using correct turns for every turn for every situation
- Strong fast turns combined with the correct underwater work past 5m flags!

State Junior

(Navy Training Caps)

To progress to State Junior Swimmers must be full members of Ruyton Aquatic Club. Swimmer's should be attending a minimum of 4 swim sessions per week minimum, and 1-2 Dryland sessions, on average weekly, also attending regular race meets. As well as being able to accomplish these targets (regularly in a normal training session) (*Consideration will be made for talented individuals without justification by the Head Coach, as part of the club's talent id program*):

- Swim 20 x 100's Free on 1:50
- Kick 10 x 100 on 2:20
- Pull 10 x 100 on 2:10
- Swim 25's and 50's fly without problem and 100's and 200's with fins.
- Be close too or qualified in multiple events at State LC Championships in their age group.

State Senior

(Navy Training Caps)

To Progress to State Senior Swimmers must be actively Competing for the club. Swimmer's should be attending a minimum of 4 + weekly swim sessions, and 2 Dryland sessions, on average weekly, and be the top 3-4 swimmers in their lane. (leading their lane). As well as being able to accomplish these targets (regularly in a normal training session) (*Consideration will be made for talented individuals without justification by the Head Coach, as part of the clubs talent id program*):

- Swim 20 x 100's free on 1:40
- Kick 10 x 100 on 2:10
- Pull 10 x 100 on 2:00
- Swim 25's, 50's and 100's fly without Fins in cycles, progressing to 200 Fly, all with no fins.
- Qualified on multiple events at State LC and targeting top 20/10 National qualifying times

National Squad

(Light Blue Training Caps)

For Committed swimmers looking to compete to their fullest potential. Having attained or aiming to attain National Qualifying times. Swimmers are to commit to a minimum of 6+ sessions per week, (age dependant), as well as following the competition schedule. Swimmers are selected by the Head Coach who has full discretion of squad placement. Swimmers will have shown fantastic commitment to training and following the program.

Membership

The membership year runs from July 1 – June 30 in 2018-19. All members are required to register online through Swimming Victoria each new season. This permits swimmers to train and compete whilst covered by Swimming Victoria's compulsory insurance.

*****Swimming Australia will be transitioning clubs and districts to their new website platform as some point during the 2018-19 season. In the meantime, existing and new members will still follow the below joining procedures:***

Existing Members:

Existing members of Swimming Victoria can renew their membership as of July 1 2018 for the 2018/19 season. Ruyton Aquatic Club will send a renewal email early July with instructions on how to update your membership. You can also renew your membership by following the below steps (**DO NOT RENEW PRIOR TO 1 JULY 2018**).

Step 1. Visit MyLane (located on Swimming Victoria website)

Step 2. Login using your web user name (this is the same as your event entry login)

Step 3. Click on the "Click here to pay now" box at the top of the screen to enter credit card details, or Click on 'My Profile', move down to My Membership Details and select 'Membership'

Step 4. Process a credit card to complete payment. (Please note the amount showing due may include other linked family members)

To download a receipt, click on the 'My profile' tab on the left-hand side and scroll down to the Membership details at the bottom of the page and select 'Receipts'.

All existing members will receive their first training cap free of charge (this includes the initial training cap for swimmers as they progress through each squad level) – replacements caps are \$15.00 each

New Members:

Please follow the below instructions to join Swimming Victoria & Ruyton Aquatic Club for the 2018/19 season (**DO NOT JOIN PRIOR TO 1 JULY 2018**)

Go to the Swimming Victoria website <https://vic.swimming.org.au/> and click on the 'Join Now' button located at the top of the page in the centre to begin the registration process. Select 'Metro East' as the Region and Ruyton Aquatic Club Inc. from the drop-down menu's and click next.

Agree to the membership terms and conditions by ticking the box. Click Next.

Pick the membership type you wish to register as (e.g. Swimmer) and click Next.

Enter your personal and contact details and click Next (note at least one telephone number and one email address must be entered)

Enter your address information and click Next

Enter National Fields (if applicable) and click Next to continue.

Enter a preferred username and password and click Save

If you are a **single member**, click **Make Payment** to complete payment by credit or debit-credit card. This will complete your registration process and submit your membership to your club for approval.

If you have **more new members to register** and you'd like to pay for all members in one transaction, click on **Add Family Member**.

Select the new family member's membership type (e.g. Swimmer) and click Next.

Enter the new member's personal details. The contact information will be held from the first member's registration, but can be amended if needed. Click Save.

You will receive a confirmation screen. Click Return.

You will be returned to a confirmation screen that will display the details of your family members and their membership fee breakdown.

If you wish to add another family member, click Add Family Member and repeat the above process. If you have finished adding family members, click Make Payment.

Enter your credit or debit-credit card details, ensuring the card name and address sections match those on your card statement. Click Next to make payment.

Click Take Payment to pay.

You will be presented with a confirmation screen when your payment has been received.

You can print the screen for your records.

All new members will receive their first Ruyton Aquatic competition cap and training cap free of charge (this includes the initial training cap for swimmers as they progress through each squad level) – replacements caps are \$15.00 each.

Fee Structure

The membership fee is made up of the Swimming Victoria component and a club component. Swimming Victoria charge an amount each year for registration. This primarily covers insurance which covers swimmers and parents in case of injury whilst swimming, training or volunteering on behalf of the club.

The fee structure is broken down as follows:

Schedule of Fees 2018/2019 (effective 1 July 2018 – 30 June 2019)

Transfer Fee	\$42.00			
	SV Fee	SAL Fee	Ruyton Fee	Total
Junior Competitive Swimmer (15 Years & Under)	\$93.00	\$27.00	\$80	\$200.00
Senior Competitive Swimmer (16 Years & Over)	\$80.00	\$27.00	\$80	\$187.00
Non Swimmer (Coach/Committee)	\$37.00	\$0	\$0	\$37.00
NOP Accredited Technical Official	\$22.00	\$0	\$0	\$22.00
Life Member (Club)	\$12.00	\$0	\$0	\$12.00

*Note, an additional \$2.00 charge applies from Swimming Victoria for payment processing.

Each squad also pays a training fee. The fees are based on the number of hours of training that are offered to the swimmers in the squad as well as additional support – swimming venues, clinics, land training etc.

Fees are due prior to the start of each term as per the below schedule. Failure to keep up with fee payments will result in swimmers being unable to take part in club training or activities.

Training fees and registration fees are not refundable and only swimmers who are injured or away for 4 weeks or more may apply to the Treasurer for a suspension of fees.

Families experiencing difficulty with the payment of training fees should contact the Treasurer to make a suitable payment plan which could involve regular smaller payments to the club.

Schedule of Fees 2018/2019 (effective 1 July 2018 – 30 June 2019)

Squad Name	Weekly Fee
National (min. 6+ sessions per week)	\$36.00
State – Senior (min. 4+ sessions per week)	\$36.00
State – Junior (min. 4 sessions per week)	\$32.00
State – Target (min. 3 sessions per week)	\$28.00
Development – Gold (recommended min. 3)	\$24.00
Development – Silver (recommended min. 3)	\$22.00
Development – Bronze (recommended min 2-3)	\$20.00

Swimming/Training Venues

Ruyton Aquatic Centre – Cnr Fitzwilliam & Coleridge Streets, Kew

This 25m x 5 lane indoor venue is the clubs home base and is used extensively by all squad levels.

The upstairs gymnasium is used by all State Squads for dryland, core, gym and stretching sessions. During these session's all swimmers are to wear:

T-Shirt (tighter fitting so coaches can see body position during exercise)

Shorts & trackpants/skins (which allow movement from hips down)

Runners

Must bring a water bottle

Hawthorn & Aquatic Leisure Centre – 1 Grace Street, Hawthorn

This 50m x 9 lane outdoor venue is used by the State Senior squad twice a week and for some holiday programs (additional fees apply for holiday program sessions)

Richmond Recreation Centre – 11-15 Gleadell Street, Richmond

This 50m x 8 lane indoor venue is used for some holiday programs (additional fees apply for holiday program sessions)

MyLANE

As a member of Ruyton Aquatic you have access to a portal called MyLANE.

MyLANE is a personalised portal for members to view their race results, track times against PB's and QT's as well as goal times. Swimmer will also be able to enter meets online as well as see upcoming meets and news from your club, state and Swimming Australia direct to your portal.

*****Swimming Australia will be transitioning clubs and districts to their new website platform as some point during the 2018-19 season. In the meantime, existing and new members will still follow the existing MyLANE platform.***

Below are some frequently asked questions to help you navigate around MyLANE.

How do I access MyLANE?

You can login to your MyLANE portal by visiting this link: <https://mylane.swimming.org.au>

What is my username and password?

Your username and password for MyLANE are the same as the ones you currently use to enter meets online. If you do not know what they are please contact your club who can email them out to you.

How do I reset my username and password?

You can reset your username and password yourself by clicking on the Access tab on your My Profile page in MyLANE.

My username and password are not letting me login to MyLANE?

If your password is not working, make sure that you are not using your first name as your password. MyLANE will not accept this as a password. Try a more secure combination.

Do I need a login for every member of my family?

Each member of the family will have their own login. You will not be able to view the swim results of another family member through your MyLANE portal.

How do I view my results?

You can view your swim results by clicking on the My Results tab on the menu on the MyLANE home page. You will be able to select dates for the period of race times you are looking for or even sort by your fastest time. To compare your results to a Qualifying Time (QT) you can enter the QT in the other time section and it will show up on the graph against your current results.

Who do I contact if a recent result is not being displayed?

If a recent result is not being displayed on MyLANE that means it hasn't yet been uploaded into Swimming Australia's National Results database. You will need to check with the meet organiser to find out when the results will be published. If they are still not showing after this process you will need to contact your State Swimming Association.

How do I view upcoming meets?

To view upcoming meets click on the Meets tab on the home page. From there you will be able to see upcoming meets for your Club, Region, State and National events, as well as ones that you have already entered.

What is JX?

The Junior Excellence Program (JX), recognises rewards and encourages junior swimmers who, through their development of aquatic skills and fitness, achieve a high standard of swimming. Swimmers aged from 9 to 16 years who accomplish times set by Swimming Australia qualify at Gold, Silver, Bronze or Green standard depending on their best performance/s during the season.

Can I see my Split times?

Swimming Australia are already looking at new features to make MyLANE even more user friendly. We plan on adding split times and rankings to your results view in the next release of MyLANE later this year.

Who do I contact if I cannot login to MyLANE?

If you are having problems with your Username or Password we recommend that you contact your Club who can send you a password reset email for MyLANE.

Where can I find more information to assist me to use MyLANE?

You can find more support materials including a guide on how to navigate your MyLANE portal on the Swimming Australia support portal: <https://support.swimming.org.au/hc/en-us>

Swimming Victoria Meet Entry Process

Entries:

Swimmers enter on-line through **MyLANE** or the Swimming Victoria Website, click on Competitions and then Event Calendar – SV, District & Club Meets.

Entry Fee:

Entry fees are applicable. Below is a summary of cost of entry per swim:

Event Type	Price per Swim
VIC Short Course (SC) & Long Course (LC) Championships	\$16.00
VIC Country SC & LC Championships*	\$14.00*
Swimming Victoria Competitions	\$15.00
Victorian Optus Junior Dolphin Meet	\$20.00
Country Interdistrict	\$7.00
Victorian All Junior	\$20.00

*Country Championships event prices are subject to change inclusive of spectator fees at the discretion of the host district.

Scratching from Events:

Swimmers who are unable to attend a meet for which you are entered should contact the Head Coach so they will be scratched from events.

Uniform

Please contact Debbie Roberts regarding any uniform requirements.
debbieroberts1@bigpond.com or 0437 583 773

Club Swim Cap - \$15.00



Training Caps

Bronze, Silver, Gold, White, Navy & Yellow



Competition Caps

Club Polo – \$62.00 – COMPULSORY AT COMPETITION MEETS

If you have no other item of Ruyton Aquatic apparel, this is the one to own and wear with pride. Made from quick drying Polyester.



Club Hoodie – \$102.50



Club Deck Coat – \$180.00 (indicative price)



Club Policies

Ruyton Aquatic & Swimming Victoria Sport Safe Policy

Ruyton Aquatic Club strives to ensure that all Persons in Positions of Authority as well as club members and member families understand their obligations in accordance with both the Swimming Victoria Child Protection Commitment Statement and the Ruyton Girls School Child Safe Policy. Please refer to the following links:

<https://www.ruyton.vic.edu.au/our-school/child-safety-at-ruyton/>

[http://www.swimming.org.au/Assets/Safe-Sport-Framework/Child-Protection-Commitment-Statement-\(Part-2-SSF\).aspx](http://www.swimming.org.au/Assets/Safe-Sport-Framework/Child-Protection-Commitment-Statement-(Part-2-SSF).aspx)

<https://vicsport.com.au/child-safe-standards>

As a club we will:

- Strive to ensure that the Child Protection Commitment Statement is implemented and adhered to amongst its Members, staff, officials, volunteers and Participants.
- Strive to ensure that the development and implementation of required internal policy/work procedures and guidelines are in place to support Child or Young Person protection practice in accordance with the expectations of the Child Protection Commitment Statement.
- Strive to ensure that adequate resources are allocated to allow effective implementation of the Child Protection Commitment Statement.
- Advocate and promote Child or Young Person rights, empowering and engaging Children or Young People in support of this Statement.
- Proactively share resources and experience in the development of child-safe initiatives in swimming as they are identified.
- Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability of Child or Young Person protection and Member welfare. For example, in team meetings or regular forums, and as part of meeting agendas.

Volunteering at Ruyton

Volunteers make a considerable contribution to our club and to manage the on-site safety of our volunteers as well as the welfare of our swimmers, all volunteers at Ruyton Aquatic Club must now register through Ruyton on-line, and complete a short induction.

All Volunteers at Ruyton must undergo a Working with Children (WWCC) check unless they hold a valid exemption. You can apply for a WWCC card via the below website:

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+victoria>

You will need to complete this process before you register as a Ruyton Volunteer.

All Volunteers should ensure that Ruyton is nominated on their WWCC profile as the organisation where you'll be doing child-related work. Please also nominate Swimming Victoria on your profile.

Volunteer registration is a two-step process:

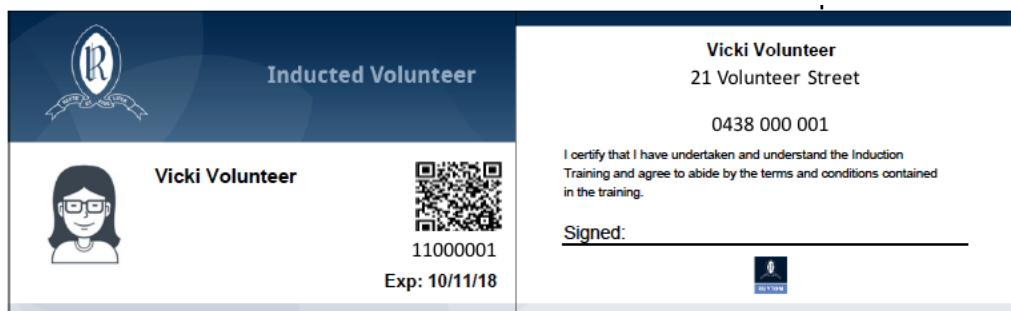
1. PIN Registration
2. Induction

Access to the Ruyton Volunteer Induction Portal is available via the below link:

<https://www.linksafe.com.au/ruytonvolunteer/>

Volunteers need to provide their contact details, select areas they are interested in volunteering, upload a recent photo and provide a photo/scan of their Working with Children Check (WWCC) or evidence of their exemption from a WWCC.

Volunteers must complete an online induction course which should take approximately 15 minutes. The course covers your obligation as a volunteer, important information about child protection and occupational health & safety. Following the completion of the steps above you will receive a .PDF file containing your Volunteer Card which shows your Volunteer PIN under the QR Code.



In conjunction with Ruyton's volunteer requirements, Swimming Victoria is also committed to keeping swimming safe for everyone. Due to changes in Victorian legislation, Swimming Victoria also require club volunteers to have a Working with Children Check (WWCC) and clubs must ensure that they are compliant and monitor volunteers on a regular basis. Swimming Victoria have invested in Everproof (formally BlueQ), an online platform that allows anyone to upload certifications and qualifications such as their WWCC or coaching qualifications.

Once our volunteers have done this, we can see at a glance who is compliant and also receive reminders when qualifications need renewing. The following videos may help to give you a better understanding of Safe Sport Compliance and Everyproof.

<https://www.youtube.com/watch?v=A42Cd9T4JOo>

<https://www.youtube.com/watch?v=fPhmWAv-0ws&sns=em>

If you plan to volunteer at the club, please contact Debbie Roberts (debbieroberts1@bigpond.com.au or 0437 583 773) who has been nominated as the Everproof Administrator for Ruyton Aquatic Club. Debbie will create a link for you to the Everproof website to enable you to upload your WWCC details.

Relay Policy

1. Objective

The objective of the Ruyton Aquatic Club relay selection policy is to ensure the best possible teams are selected to represent Ruyton Aquatic Club at all relevant events, and to provide clarity, ensuring that the selection process is as transparent as possible.

2. Policy Principles

Ruyton Aquatic Club recognises that the professionals coaching our swimmers are in the best position to select the relay teams, relating to swimmers and their likely performance at a meet.

- Ultimate responsibility for team selection rests with the clubs Head Coach.
- A sense of fairness, responsibility and accountability.
- Swimming Victoria and Swimming Australia common practice in relay selection.
- The club organises and financially covers relay entries for local, country, state and national relay teams

3. Criteria for Selection

All swimmers wishing to be considered for selection in a Club relay team must:

- Be a financial competitive member of Ruyton Aquatic Club, and
- Have recorded a Swimming Victoria official time for the stroke under selection from the previous season.

4. Selection Process Steps

The Ruyton Aquatic Club Head Coach in affiliation with his coaching panel will determine the initial swimmers being selected for the relay teams.

- Swimmers will be ranked in order of approved times.
- Times will be relevant to the event being swum, for example 4 x 50m freestyle relay selection will take into account the best 50m freestyle times of the swimmers being considered for selection.
- Medley relay will take into account the fastest swimmers in each stroke: Backstroke, Breaststroke and Butterfly.
- Medley relay may also take into consideration 50m splits of the 100 Form strokes where necessary.
- Swimmers should have attained individual times as recently as possible to the selection period.
- NOTE: Relay splits are ineligible

The initial relay teams will be formed by the 4 fastest swimmers or combinations, changes may be made with justifications noted: These include but are not limited to:

- All swimmers entered/attending a Meet for individual events are given priority to participate in relays
- Training Performance
- Injury or any other reason for poor performance during the year
- Any reason for extra ordinary performance during the year

The most appropriate swimmers will then be chosen for the relay teams, considerations for additional swimmers and reserves will also take place.

Close attention will be paid to ensure that no swimmer has been overlooked.

When a relay team has been finalised and the team entry is complete no changes can be made unless a withdrawal occurs. Changes will be made at the discretion of the Head Coach ONLY.

Social Media Policy

This policy is currently under review.

Current communication with members is via email, Team App and at pool deck.

All members are encouraged to download the free Team App on their computer using the below link or on your smart phone through the Apple Store or Android App on Google Play. Once downloaded, request to join Ruyton Aquatic Club. From there you will have access to the timetable, upcoming competitions and club news. Please contact Head Coach Andrew Goetz if you require further information.

<https://www.teamapp.com/>