

Mornington Peninsula
Masters Swimming Club
Incorporated

Policy Manual



SEADRAGONS

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Club Awards

Club Member of the Year

This award is open to any member who has made a significant contribution to the club in and/or out of the water, over the previous 12 months. This person contributes their time and effort to the running of the club, participating socially, as well as attending club training and competitions. One winner per year: most vote wins.

It is for the best 'club person' as voted by the members: request for nominations is circulated prior to the AGM by electronic and/or paper format.

Criteria include a member who:

- Contributes a lot of time and effort to running of the club (NB if the nominee is a committee member their contribution is above and beyond their expected role)
- Support, encourage and help other members
- Organises or assists with club events
- Volunteering on behalf of the club at events (e.g. as an official)
- Encouraging and inspiring potential new members to join the club

Sea Dragon of the Month

Awarded each month.

- The award be open to all club members including committee members
- Nominations for the Award are to for actions over and above the normal position the nominee holds within the club and extraordinary achievements.
- Committee members to submit nominations prior to each monthly committee meeting
- Awardee decided by committee each committee meeting

Swimmer of the Year

This award is determined by aggregate points according to the pool and open water competitions members have participated in. The award recognises participation as well as performance.

There will be four winners of this award each year in the following categories:

- Pool Events Male Swimmer of the Year
- Pool Events Female Swimmer of the Year
- Open Water Events Male Swimmer of the Year
- Open Water Events Female Swimmer of the Year

In addition to these awards, second and third placegetters in each of the above categories will be recognised with a certificate.

Points are awarded throughout the year as follows.

Pool Events

- One point for participation in each Masters pool meets, i.e MSA or World Aquatic Masters competitions, Club meets and official Masters Games
- Additional points for age group event placings – 3 points for 1st, 2 points for 2nd, 1 point for 3rd
- Records: 1 point each for a club record, state record, national record or world record. Therefore, if someone breaks a national record, they will have also broken the club and state record and will earn 3 points. (NB This only applies to individual records, not relay records)

Open Water Swims

- 1 point per distance swum at competitions i.e. If long and short swims are completed at an event a minimum of 2 points
- Additional points for age group placings – 10 for 1st, 9 for 2nd, down to 1 for 10th replace with 3 points for 1st, 2 points for 2nd, 1 point for 3rd
- Points will only be allocated for the open age group in the longer distance swims, so even if the swimmer is first in their age group for GVSS purposes, they will only receive a participation point as many long swims don't have age group awards. However, if age group placings are published in the official results, then points are allocated as for the short course placings
- No difference between wetsuit and non-wetsuit
- Only swims that feature in the Cousin's Open Water Calendar and open water swims held at sanctioned Master's swim meets will automatically be eligible for points

NB events are not weighted e.g. more points for national or international swims as this disadvantages swimmers who may still compete regularly but are unable to travel extensively because of work or family reasons.

Most Improved Swimmer

This award is for a member whom the coaches decide, in consultation with the committee, has improved the most over the calendar year. Votes from the coaches (3,2,1) will be tallied to determine the winner. Coaches will consider improvements in members strokes, distances swum, improvement at time trial times, participation in training sessions and competition participation/results. This award can be given to a relatively new member of the club and is to encourage regular participation in pool and/or open water competitions.

As this is an encouragement award a swimmer who has medalled at MSA Nationals will be ineligible for the award.

Outstanding Achievement Award

This is awarded to someone for exceptional achievements in swimming e.g. swam the English Channel or Rottneest, completed an Iron Man competition for the first time.

It does not have to be awarded annually. This award is decided by the committee.

Volunteer Award

This award is presented to the most appreciated volunteer (not an award for committee members).

This is decided by the committee and can be awarded for such things as:

- Support, encourage and help other members
- Organises or assists with club events
- Volunteering on behalf of the club at events (e.g. as an official)

Service awards/Member Award

5 years/10 years/15 years/20 years awards recognised by presentation of a laminated certificate.
25 years awards recognised by presentation of framed certificate.

Author: Donna Gadsby

Committee Accepted: 13/9/2023

Reviewed and updated Date: 16/4/2025

Review Date: 1st Meeting following Annual General Meeting each year

Data Access Policy

Introduction

Mornington Peninsula Masters Swimming Club uses Google drive to store a large amount of data and information relating to the development and ongoing operations of the club. To ensure the ongoing efficient management of the club access to key members who need administration access to the relevant areas of the Google drive is required.

Purpose

To ensure proper and effective access to club data / information.

Club Policy

Access to Google drive be granted as per the following table:

Folders	Sub Folders	Role	Access
Agenda and Minutes	2020 > 2021 > 2022 > 2023	Exec	Full
		Committee members – send a link monthly to meeting folder	View
Club Captain		Exec, Club Captain	Full
Club Coach	Annual Plans	Exec, Club Coach	Full
	Attendance	Exec, Club Coach, Attendance Officer	Full
	Certifications	Exec, Club Coach	Full
	Corey	Exec, Club Coach	Full
	Coach Meetings	All Coaches	View
	Drills	All Coaches	Full
	Expenses	Exec, Club Coach	Full
	Information for new swimmers	All Coaches	View
	Interclub	Exec, Club Coach	Full
	Rosters	All Coaches	View
	Skill Workshops and Video Sessions	All Coaches	Full
	Swimmer Feedback from video analysis	All Coaches	Full
	Swimmer Goals	All Coaches	Full
	Time Trials	Exec, Club Coach, Coaches	Full
Correspondence		Exec	Full
Financials	2020 > 2021 > 2022 > 2023	Exec	Full
Grants and Sponsorships		Exec, Grants/Fundraising Officer	Full
History	Annual Reports	Exec	Full
Important Documents	Logos > Club Certifications > Constitution > Forms > Policy Documents	Exec	Full
Marketing		Exec, Publicity Officer	Full
Members	2021 > 2022 > 2023 > Archive	Exec, Registrar	Full

Merchandise		Exec, Gear Officer	Full
MOU and Lane Hire	MOU Reports > PPRC > YAWA	Exec, Pool Liaison Officer	Full
Newsletter		Exec, Publicity Officer, Co-Editor Club Newsletter	Full
Photos		Exec, Publicity Officer, Social Media Administrator, Club Captain – others temporarily as needed	Full
Registrar		Exec, Registrar	Full
Video Analysis (Temporary storage ONLY)		Coaches, Peter Hubber (video Editor)	Full

Allocation Review: Access to be reviewed annually after the appointment of officers at the Annual General Meeting.

Policy Review: By the Committee every two years

Definitions: Exec - The committee positions of President, Vice-President, Secretary and Treasurer

Author: Kim Williams

Committee Accepted: May 2023

Reviewed Date: 8/10/2025

Review Date: 1st Meeting following Annual General Meeting each year

Relay Selection

Our aim

MPMSC is a small club where members swim for fun, fitness and competition. Relays are entered only in competitions, and then for a number of reasons. The club's Committee has given the issue a lot of thought and came to the view that it was important that everyone in the club knows how we go about selecting relay teams.

This document will be reviewed each year after the AGM by the club Captain, Coach and Committee.

Selection criteria

The club Captain and Coach will determine the teams to be entered in competitions.

Relay teams are selected based on the primary consideration that relays are part of a competition and we want to get the best results for the club. As different swim meets have different formats, looking to get the best results means we need different selection criteria.

Usually relay teams are selected to form "A" relays. Only "A" relays collect points in competitions. Where possible, if a member, competing in individual events in a competition, has not been selected in an "A" relay, but it is possible to form a "B" relay, then this selection will be made.

Nationals

- Relay teams should be based around developing strong teams in particular age groups, as there is an age group trophy
- The next consideration is individual team results and the achievement of national or branch records
- Entry fees to be paid by the club

State Relay Meet

- Teams are based on the maximum number of points that may be gained for the club
- The primary aim will be to fill all possible age groups to maximise total points for the club. This may mean not having the fastest team in a particular age group as in Nationals
- Members are encouraged to participate to be part of a team and as a fun activity supporting others in the club
- In determining order of swimmers in a team, consideration is given to;
 - Fastest/most experienced swimmer
 - Amount of rest between swims. (If swimmer has consecutive races, may be placed first in one swim and then last in the following race)
 - First swimmer receives a "true time" for an individual swim (may be relevant for record attempts)
 - Long and Short Course Meets
- Again, this may mean not having the fastest team in a particular age group as in Nationals
- Swimmers are encouraged to enter the maximum number of events for racing experience, PB times and overall points
- Entry fees to be paid by the club

Interclub Meets

Anything goes, just for fun!

Non-MSA Meets e.g. Masters Games

- Relays can generally be entered at the meet (as swimmers enter individually and not through the club)
- Teams pay own entry fees, if applicable, these are not subsidised by the club

- Entering teams, made up entirely of MPMSC members, from those wishing to participate in relays, is encouraged.
- If insufficient members are present to make up a suitable team, then swimmers from other clubs may be invited to make up teams
- If the options above cannot be fulfilled, swimmers may swim with other clubs
- Relay teams to be selected by the club Captain and/or Coach if present or delegated to a club member

Admin

We will consider the times you have entered for a meet and times you may have done in the past either at training or in competition according to our club records. If you have any preferences, please contact the club Captain or Coach after you have completed your entry. Please try to get your entry in early to give us enough time to prepare the teams, send them out and receive any feedback. MPMSC is an inclusive club that strives to take into account the wishes of its members. If any swimmer has a particular view about relay selection for a meet, they are encouraged to discuss it with the club Captain or Coach, whilst also supporting our overall goals and working to achieve these.

Author: Donna Gadsby

Committee Accepted: May 2021

Reviewed Date: 16/4/2025

Review Date: 1st Meeting following Annual General Meeting each year

Member Expectations at Meets

What does it mean to be a member of the Seadragon Swim Team?

This document provides details for members as it relates to:

- Expectations of club members prior to, and during, swimming meetings
- The roles of Coaches and Captains prior to, and during, swimming meetings
- Club support for swimmers prior to, and during, swimming meetings

Expectations of Club Members prior to, and during, Swim Meets

Prior to the Meet

- It is the responsibility of each swimmer, prior to the meet:
 - to obtain all details for each event they intend to participate from the official (final) MSA/MSV programme that is usually sent to all swimmers a few days before the meet
 - take note of information given in the 'Information for Swimmers' document that accompanies the MSA/MSV final programme sent to all swimmers prior to the meet
- Prior to the meet swimmers should have a good understanding of the rules governing each event they intend swim such as those associated with legal stroke technique, starts, and turns.
- Prior to the meet swimmers need to have had some practice at each event they intend to compete that includes legal stroke technique, starts, and turns. A seed time will need to have been determined for each event when registering for the Meet

During the Meet

- Being MSA members, all swimmers, coaches and referees at the Meet are bound by a code of behaviour as detailed in the [MSA Member Protection Policy](#)¹
- For MSV State Events the club is usually responsible for having two members for time keeping the events that occur in a particular lane. There is an expectation that club members will participate in this task, where there is sufficient time available from competing exists. Members who are new to the task can be paired with a member experienced in the task
- For long distance Meets swimmers require a club member to act as lap counter for their event, and, in turn, should be available to act as lap counter for other team members
- For Meets with relay team there is an expectation that the first swimmer for each relay is responsible for ensuring that the rest of the team gets to the marshalling area on time
- To contribute to the club's presence, and spirit, at each Meet members are encouraged to wear club apparel (clothing, bathers, swim cap) and sit together to support teammates, as do other clubs. However, it is recognised that there are times where swimmers need to be elsewhere, such as attending to external commitments, warming up for events, and cooling down and quiet reflection following an event

The Roles of Coaches and Captains prior to, and during, Swim Meets

Club Captains and Coaches are also competitors and so there will be times during the Meet when they will be focusing on preparing for and competing in their own swimming events.

Coaches Prior to the Meet

- Coaches set programs for the club, focused on certain events through the year rather than every meet. Refer to the [Yearly Plan](#)

¹ <https://mastersswimming.org.au/wp-content/uploads/2018/10/MSA-Member-Protection-Policy-2021-v14.pdf>

- Coaches help swimmers to acquire the skills to swim and race. As a volunteer organisation, this is primarily at squad level rather than individually tailored
- Coaches support the Club Captains when they decide on relay teams, according to the **Club Relay Policy**, and distribute relay information

Coaches During the Meet

- Coaches can extend their coaching role to provide some support and answer last minute questions and support the club captain. Addressing questions about technique and race planning are most suited to training sessions
- Coaches provide support and encouragement to swimmers

Club Captains Prior to the Meet

- Work together with the coaches to encourage swimmers to enter competitions
- With the club coach, organise relay teams and entries for competitions (according to **Club Relay Policy**)

Club Captains During the Meet

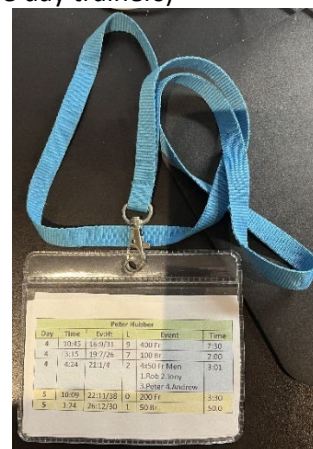
- Regularly attend swim meets and open water events (... as swimmer and captain)
- Assist swimmers at competitions to feel at ease, and to provide support in the preparation for their individual races, especially new competitors
- Set up club banner
- Update any changes on the Club's Team App

Club Support for Swimmers participating in Swim Meets

- Written information for swimmers to be located within the club's website and reference to this information can be linked to advice given in the Club's Facebook Page, and Team App
- Training sessions close to Swim Meets are often modified for swimmers to practice their racing skills, which includes starts
- Coaches are amenable to give time for members to ascertain seed times for specific events, particularly at the start of the Month during Time Trials
- The best time for swimmers to seek advice from coaches about technical aspects of their event is prior to the Meet
- Club social events are often organised at the major Meets
- The possibility of Team Meetings in the week(s) prior to the Meet (perhaps two group meetings – one for the night trainers, and another for the day trainers)

Pre-meet advice such as:

- The preparation of personal event data for a Meet to then produce something like the lanyard shown opposite
- Checklist of items to bring to the Meet
- Ways to warm up/cool down for events on the day, that includes swimming and stretching
- Relay teams are published on the Club's Team App



During the Meet

- The full MSA/MSV written program is centrally located within the team area with team members highlighted

- There are several members which have the App 'Meet Mobile', which give results of races prior to the official paper-based notification of results by the Meet organisers
- The Club has made it possible for swimmers to have an enhanced team identity with team tops, bathers and swim caps

Author: Peter Hubber

Committee Accepted: June 2025

Reviewed Date:

Review Date: 1st Meeting following Annual General Meeting each year

Social Media Policy

Definitions

- Club member – a current financial member of the club
- Club representative – a current financial member of the club who is authorised to publicly represent the club in an official capacity (i.e. committee members, members responsible for club social media channels, etc.)
- Electronic communications – any transfer of, media, data, or information online that may be associated, linked, or affect the club.
- Social media – specific online mediums or platforms that can be used to facilitate electronic communications.

Purpose

Social media (eg Facebook, Instagram and Stacks TeamApp) offers the opportunity for people and organisations to communicate online by creating, sharing or consuming content (via posts) that has the potential to circulate on a local or national channel. As a member-based organisation, Mornington Peninsula Masters Swimming Club (MPMSC) recognises the benefits of social media as an important tool of engagement and enrichment for its members and the community.

It is important that MPMSC's reputation is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation.

When someone clearly identifies their association with MPMSC, and/or discusses their involvement in the organisation in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with MPMSC values and policies.

Within Masters Swimming social media will be used to externally promote swimming and our club thereby increasing community engagement and membership interest. Internal communication within the club is via other methods, however Stacks TeamApp is sometimes used.

This policy aims to provide some guiding principles to follow when using social media. This policy does not apply to the personal use of social media platforms by MPMSC members where the member makes no reference to MPMSC or related issues.

Scope

This policy covers all forms of social media and applies to all Mornington Peninsula Masters Swimming Club Members. It does not apply to personal use of social media websites when the member:

- Is not identifiable as a member of the MPMSC
- Makes no reference to the MPMSC or issues relating to the Mornington Peninsula Masters Swimming Club.

The intent for this policy is to include: ^[SEP]

“Anything you do online where you share information that might impact upon your fellow members, Mornington Peninsula Masters Swimming Club or the reputation of Masters Victoria and Masters Australia” ^[SEP]

Guiding Principles ^[SEP]

1. When any individual identifies their association with the MPMSC they are expected to behave appropriately, in ways that are consistent with the Club's values.

2. The web is not anonymous. Users of social media websites should assume that any comments made by them will be able to be traced back to them as individuals or to the organisation in general.
3. Due to the unique nature of Masters Swimming, the boundaries between work, volunteer time and social life within the organisation can become blurred. When using social websites, members need to make a clear distinction between their activities as a member and their personal activities undertaken outside of Masters Swimming.
4. Honesty is always the best policy. Think of the web as a permanent record of activities and act with integrity at all times.
5. MPMSC social media platforms are to be used solely for the promotion of club events to the public, membership opportunities, individual and club achievements, and similar purposes where the intent is to promote Mornington Peninsula Masters Swimming Club and its goings on.
6. The following principles must be followed for the posting of content on the MPMSC Private Facebook page:
 - Coaching content must only be posted by the Club Coach.
 - Social events and any content regarding club social activities must only be posted by the Social Co-ordinator or Social Media Officer.
 - Information regarding available competitions and entries (pool and open water) to be posted by the Club Captain.
 - Results from competitions to be drafted by either the Club Captain or Club Recorder (whoever is present at the event) and submitted to the MPMSC Social Media Messenger Chat Group for verification prior to posting by the Social Media Officer.
7. Content for the MPMSC Public Social Media platforms must be approved via the MPMSC Social Media Messenger Chat Group prior to publication by the Social Media Officer.
8. MPMSC Stacks TeamApp is only available to MPMSC members. Any member can post appropriate content on this platform.

Usage as a club member

All members when interacting using social media should follow the above guiding principles. Examples of inappropriate usage out of step with the guiding principles includes, but is not limited to:

- Posts containing or linking to libellous, defamatory or harassing content, even by way of example, illustration or nicknames
- Posts containing or linking to pornographic or indecent content, alongside political propaganda or content
- Posts that are confidential MPMSC, our affiliates, partners or sponsors
- Posts that may bring the club into disrepute

Members may not use the MPMSC brand to endorse or promote any product, opinion, cause. Members must be clear when posting on social media that all opinion belongs to that member, and does not represent the views of Mornington Peninsula Masters Swimming Club.

Usage as a club representative

Authorised club representatives communicating through social media on behalf of the club are expected to abide by the same policies in place for all club members.

Furthermore, it is expected that authorised club representatives:

- Ensure the appropriate committee approval has been obtained before implementing a new communication channel/medium for official club usage
- Represent MPMSC, and Masters Swimming brand identities in an appropriate way, that is aligned with the brand values

- Do not express any personal opinions/views or political content, promoting personal projects
- Only allow current financial members access to internal communications channels
- Do not replicate content that is only relevant for member communication channels on the club's public communication channels (e.g. posting swim meet results, training session information, etc). Information relevant to both members and the general public - eg Club Swim Meet, Social Function - can be suitably replicated on public communication channels)
- Obtain the appropriate permissions and consent before publishing any third-party images or any brand trademarks
- Market the club and its offerings on public communication channels by sharing 'experiences' and 'moments' at the club rather than 'selling a product'
- Interact on social media in a professional manner that parallels the club's values.

Consideration towards other members when using Social Networking sites

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. It may not be appropriate to share club related information in this way.

Members should be considerate to other club members in such circumstance and should not post information when they have been asked not to. They should also remove information about a member if that member asks them to do so.

Under no circumstance should offensive comments be made about fellow MPMSC members online. This amounts to cyber-bullying and will be deemed a disciplinary offence.

- A member is visibly identifiable in the photo or media, consent is covered by annual MPMSC member registration, unless that member has requested in writing that their image not be used
- A non-member is visibly identifiable in the photo or media, specific consent must be gained before publishing the photo or media

Friends and Connections

Members should use their own best judgment in deciding whether and on what level to connect with other members on social networks.

Social media platforms will only be accessible by club nominated administrators for posting content. These administrators are responsible for maintaining the platforms, providing regular content/posts and monitoring for any issues with posts and feedback.

Breach of Policy

A breach of this policy may result in disciplinary action from MPMSC.

Consultation or Advice

If you are unsure as to your rights, liabilities or actions online and you would like some clarification, please discuss with a member of the Committee for determination of further action.

Author: Alexia Green

Committee Accepted: 10/1/2024

Reviewed Date: 16/4/2025

Review Date: 1st Meeting following Annual General Meeting each year

Reimbursement of Coaches Costs Policy

Background and Purpose

The Club is exceptionally well served by its volunteer coaches with over 300 squad sessions delivered each year by qualified coaches.

This volunteer coaching model is one of the strengths and defining features of our Club and it is intended that this model is retained.

The coaches incur significant costs in maintaining their qualifications, travelling to squad sessions on both sides of the Peninsula and in attending professional development.

The purposes of this policy are to:

- document the Club approach to the reimbursement of part of the costs incurred by the coaches and to ensure that the out of pocket costs incurred by our coaches are reasonable
- ensure that the level of reimbursement is affordable within the context of the Club budget.

Costs to be Reimbursed

1. Initial Coaching course costs of \$400 and \$200 per annum for Continuing Professional Development available to each coach with a maximum of \$1000 per annum total cost for the club. Coaches in training will not be reimbursed from budget until accredited.
2. \$1500 total club contribution available to be equally shared between one or more coaches for attendance at the national club coaches' conference.
3. Two club t shirts per coach per annum with a budget of \$500 per annum total cost to the club.
4. Part reimbursement of travel costs up to a total cost to the club of \$5000 per annum. Travel costs to be paid at an averaged rate of \$10 per session coached per coach.
 - Three accredited coaches will not be rostered to normal coaching sessions.
 - Program Leaders when working alone will be reimbursed.
 - Workshops – One coach to be reimbursed. With the potential to have more than 2 coaching at a single workshop in the future, all would be reimbursed in this scenario.
 - Coaches observing at workshops will not be reimbursed.
5. Unlimited free squad sessions

Process for Reimbursement

Each quarter the Club Coach will calculate the number of squad sessions delivered by each coach and provide this to the Treasurer. The Treasurer will raise the payment for each coach based on that data in accordance with the Policy.

Reimbursement of all other costs will be processed by the Treasurer in accordance with the parameters in the policy and each coach will be required to provide the associated invoices to substantiate the payment.

This policy applied from 1 January 2023

Author: Mick Cummins and Andrew Prendergast

Committee Accepted: 12 March 2025

Reviewed Date: 1/4/2026

Review Date: 1st Meeting following Annual General Meeting each year

Payment of Coaches outside of Club Training Sessions Policy

Background and Purpose

- Some club coaches have been approached to run additional sessions outside of the normal training sessions. This policy provides direction on what coaches should do following any future request

Policy

Club coaches for all training sessions will be volunteer coaches.

There is some reimbursement of these volunteer coaches, and this is covered in a separate policy

In the situations where club coaches are approached to run additional sessions separate to normal training sessions, the following points apply:

That the club approves coaches coaching external groups who have no involvement with Masters Swimming Australia, Masters Swimming Victoria and Mornington Peninsula Masters Swimming Club. Coaches must

- Make their own arrangements as an individual
- Organise their own lane hire
- Advise club of the arrangement

For an external Masters organisation group (including MSV and MSA) coaches must:

- Seek approval from the committee
- Coach as an individual
- Arrange their own lane hire
- Offer current club members the opportunity to participate if appropriate
- Ensure all MSA Member Policies and Procedures are followed to ensure the coach is protected.

For extra sessions requested by club members coaches involved in such an arrangement must:

- Seek approval from the committee
- Try to have extra sessions included under MOU with Belgravia
- Allow other members to participate
- Report to the committee quarterly with regard to the frequency of this occurring

Commencement

This policy applied from 16 April 2025

Reviewed: Due 2026

Review Date: This Policy is to be reviewed by the Committee annually at the first meeting after the Annual General Meeting to ensure that the policy is meeting its stated purpose and remains applicable.

Masters Swimming Australia Policies

[MSA Member Protection Policy 2021 V14](#)

[Privacy Policy \(MSA\)](#)