

**CARINA LEAGUES**



**CJ'S SWIM CLUB**

CLUB

HANDBOOK

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# 1 Our Club

CJ's Swim Club is one of the more established swimming clubs in Brisbane with a long and distinctive history. The Club was originally established in 1964, a year after the 50-metre pool was built at the Clem Jones Centre.

CJ's is an acronym for "Carina Jets". Now, with the wonderful and generous sponsorship from the Carina Leagues Club, we proudly call ourselves the Carina Leagues CJ's Swim Club.

We are an inclusive, friendly, family orientated club that provides a safe and enjoyable atmosphere for members of all ages and abilities to improve and participate in the activity of competitive swimming through Club, School, Regional, State, National & Inter- national competitions.

Carina Leagues CJ's Swimming Club has always, and will continue, to promote and support its ideals as an affordable & family orientated Club. No Club member will be disadvantaged from participating due to financial hardship.

Please see the Club President for more information on this matter.

**Vision:** To continue to grow and be a club of choice amongst our local swim clubs, both socially and competitively.

**Mission:** Provide a supportive and affordable club for all swimmers to achieve their personal competitive goals and participate and enjoy the sport of swimming.

To provide a Recreational Racing program for the LTS & Squad groups of the Clem Jones Centre so as to promote the sport of swimming and provide the racing experience for non-club members.

## Values:

Fun & Friendship

A supportive environment

Excellence in coaching Team spirit  
& pride



## 2 Club Committee

The Club Executive committee comprises of the President, Vice President, Secretary, Treasurer & Registrar. The Club Constitution ([www.carinaleaguescjssc.com.au](http://www.carinaleaguescjssc.com.au)) outlines the duties of these Office Bearers.

Please see the Club website ([www.carinaleaguescjssc.com.au](http://www.carinaleaguescjssc.com.au)) for the current Executive Committee members and their relevant contact details.

The Club also requires the following important roles to be occupied each season:-

- Race Secretary
- Club Coordinator (uniforms, presentation event, other social events, Facebook posts)
- Recreational Racing Organiser

The Club Management Committee comprises of the Executive Committee plus a number of people from the positions above as per our Club Constitution (available on our website and in hard copy through the club). The duties, meeting schedule and meeting place of the Management Committee are also outlined in the constitution. Contact details of Management Committee members and all other positions are available on the Club website ([www.carinaleaguescjssc.com.au](http://www.carinaleaguescjssc.com.au)) .

General Club meetings are able to be attended by all registered and financial associate members & adult club members (See Constitution for more details). Appropriate notification of such events will be listed on the Club website and through the Club Facebook page.

### **3 Squad Programs, Fees & Coach Information**

Information about the type of Squad Programs and LTS (Learn to Swim) can be found on the Clem Jones Centre website ([www.clemjonescentre.com.au](http://www.clemjonescentre.com.au)). The squad programs are administered and controlled by the Clem Jones Centre, and squad fees are paid to the Clem Jones Centre. Squad coaches are employed by the Clem Jones Centre. Queries or concerns relating to these programs, fees and/or coaches are to be directed to the Coach or Centre Management.

Competitive members of Carina Leagues CJ's Swim Club must train as part of the Clem Jones Centre squads as we employ the Head Coach of squad (and the Assistant Coach at times) to assist in the seasonal running and guidance of the Club and swimmers at competitions. Please direct your queries or concerns to the club Executive Committee. Contact information for the Club Coach can be found on our website or the Clem Jones Centre website.

### **4 Membership Fee & Season Information**

At the beginning of each new Competition season, the annual membership fee for CJ's Swim Club will be set by the Executive committee.

The season membership fee comprises components set by Swimming Australia, Qld Swimming & Brisbane Swimming, plus additional fees as required by the club.

CJ's prides itself on keeping our annual membership fee as close to the base figure (Association set fees) as possible with minimal added for the benefit of the Club. The season membership fee enables our members to compete at Club, Brisbane, Qld & National level.

In addition to a low membership fee, CJ's Swim Club also provides the following for our members at no extra cost:-

- Funding for coaches to attend Competitions and guide the Club swimmers.
- An end of season Presentation Event.
- Funding for new equipment.
- Funding for National swimmers to assist with travel and accommodation.

CJ's also subsidises: -

- Club uniforms.
- Swim camps and group events (e.g. sports psychology, open water).
- Occasional nomination fees.

A schedule of meets for both short course (in a 25m pool) and long course (in a 50m pool) is issued via email from the Club Race Secretary to all competition members on behalf of the Head Coach.

The schedule will detail which competition swimmers are to attend which meets, which meets are compulsory for all, and which ones require qualifying times to attend.

Entering meets is via the Swim Central link on the Brisbane/Queensland swimming websites and is usually emailed out with the information about the meets.

All swimmers are to liaise with their respective coach about the events to nominate in for any meet. The coaches have a plan for each swimmer that will maximise success for the swimmer and the Club, and therefore the coach makes the decisions (with consultation) about the events for each swimmer.

Unavailability for any meet requires a courteous conversation with, or email to, the Head Coach well in advance (obviously sickness does not apply to advance notification).



## 5 UNIFORM

CJ's Club uniform is:-

- **Current Club polo**
- **Plain black shorts**
- **Club race cap** (for meets only—please train in other caps)
- **Club Hoodie** for colder months (available from the Club)

All items (except plain black shorts) are available at the Club from the Uniform Coordinator or the Club Secretary.

This uniform must be worn to and from meets.

For certain meets of the season the Club will produce an alternate shirt/singlet to wear to that specific meet. That special shirt can then be worn to training, but does not replace wearing of the Club polo at all other meets.





## Examples of SPECIAL RECOGNITION UNIFORMS



## National Championship Qualifiers: -





## 6 EXPECTATIONS & RESPONSIBILITIES

Carina Leagues CJ's Swim Club has always, and will continue to, operate as a team of swimmers and family members. As a small Club, we pride ourselves on the fantastic team environment at training through the Clem Jones Squad Program, and in Competition as CJ's Swim Club. Club members (swimmers and parents) contribute for the benefit of all our swimmers and parents. For our club to function effectively, it would be expected that all families contribute time and effort in supporting our events.

The expectations and responsibilities of all members of CJ's Swim Club (swimmers & families) are outlined below. Swimmers and families that are found not complying with Club Expectations & Responsibilities will be spoken to by the Executive Committee with potential to be asked to transfer Clubs. It is the Club's & Coach's reputation, and the reputation and support of our major sponsor, the Carina Leagues Club, that is put at risk through non-compliance. The steps the Executive Committee will take for non-compliance will be as follows:

### STEP 1

Disregard for the Club and its Expectations and Responsibilities will result in a meeting with the Executive to discuss these matters. This will only happen after friendly reminders (via email and verbal) are given in respect to the Club Expectations & Responsibilities.

### STEP 2

Continual disregard for the Club Expectation & Responsibilities will result in a warning letter being issued.

### STEP 3

Disregard of the warning letter will result in being asked to transfer Clubs or Membership Termination.

## Uniform

All CJ's Competition swimmers are required to be in full Club uniform for all meets they attend – current Club polo shirts, plain black shorts/ tracksuit pants/compression tights, Club hoodie in the colder months, and Club race cap. There is the option for parents to purchase a Club Polo to wear at meets.

## Nominations

All swimmers (or their parents) are required to consult with their respective coach about the events to nominate for in any meet. This is compulsory as the coaches have a plan that they are working towards with each swimmer, for the benefit of the swimmer and the Club.

It is your responsibility to check either the season outline provided by the Club or the Brisbane/Qld Swimming websites for nomination closure dates. An email reminder does get sent out, however this is only a backup and the onus is on each swimmer.

## At Meets

All swimmers and their families are required to sit with the team at a meet venue. At Chandler, this is on the Western side of the pool and approximately the second section in. Sitting together provides team support, and allows swimmers to be found easily and be sent to coaches when called. It also allows parents to be found easily when time keeping duties are required, or there is an emergency.

It is polite to mind seats or an area at a venue if you are the first from the Club to arrive, as some meets can get very, very busy. An idea of how many from the Club are attending a particular session can always be checked from the meet entry list.

Swimmers need to make sure that they are at meets, or return to meets on time, so that warm ups can be done properly and events not missed. Timelines that get sent out are a guide only and it is always wise to keep an eye on Meet Mobile as any time changes will show up there.

## Time Keeping

All Clubs will be allocated time keeping duties at all Brisbane Championships and Brisbane Club Meets. When we will time keep, and how many time keepers we need to supply, is not known until the time keeping roster gets sent out from the respective body running the meet (usually with only a day or two notice).

When your child enters a meet it is appreciated if one or both parents could fill a timekeeping slot.

Time keeping slots will usually be allocated when your child is swimming, however in some circumstances, it may be a slot earlier than your usual start, or a slot after your child has finished swimming for the day. Only adults are to time keep for CJ's, and the roster will be done with the surname of the swimmer for ease of reference in the case of different parent names. Definitely no cameras or other devices are to accompany you as time keeping is the focus.

## Season Meet Schedule

An outline of meets to attend for LC and SC gets sent out to all Competition families before that season starts.

These are compulsory to attend as a team unless sickness or an SAL/SQ obligation overlaps. We expect Clubs to attend our meet, therefore it is only right that CJ's supports meets of other Clubs that we get allocated.

Brisbane Championship events are compulsory for all CJ's swimmers who qualify as the Club is swimming for points at these events. (unless SAL/SQ obligation overlaps).

Our own CJ's LC Prep Meet in Sept/Oct/Nov is compulsory for all members of our Club, unless the swimmer is legitimately sick.

Should you experience a genuine clash in the season meet schedule, you must meet with Brian Glass (as Head Coach) to discuss this and any potential options.

## **7 CONSTITUTION**

Carina Leagues CJ's Swim Club abides by the Constitution of Swimming Qld with By-Laws specific to CJ's Swim Club. These By-Laws over-ride the corresponding section of the Swimming Qld Constitution.

A copy of the Constitution with By-Laws can be found on our Club website ( [www.carinaleaguescjssc.com.au](http://www.carinaleaguescjssc.com.au) ), with a hard copy available on request to the Club Secretary.

There will be times when our Constitution and By-Laws require review and potential change.

## **8 COMMUNICATION PROCEDURES**

### **Club Committee**

During the swim season, the committee will provide information on a regular basis to all club members communicating club activities, results, newsworthy articles etc. (via email and/or posted on the club web Facebook page).

The smooth running of the club is the responsibility of all club families – suggestions and assistance are sought by committee members from all members, and attendance at General Club Meetings is a great vehicle for this to occur. You are also more than welcome to send communication to Committee members via their contact details on the Club website, or speak to them personally when you see them around the pool. We are very approachable.

### **Grievances**

Concerns by a club member (parent or swimmer) should be communicated to an Executive Committee member or the Head Coach (re: competitions) when required, to ensure that a suitable solution can be achieved for all parties. Remember, most grievances are a result of poor communication and in some cases, the wrong perception. The club committee has the final say in any action required to be taken. All decisions will be made with the bene- fit of all club members in mind.

Grievances can be sent via email to the Club President or Head Coach.

Grievances about Squad are a Clem Jones Centre matter and need to be directed to the Head of the Squad Program or the manager of the Centre. These email addresses can be found on the Clem Jones Centre website.

### **General Communication**

The club will often communicate to all club members via broadcast email and the club Facebook page. It is the responsibility of individuals to ensure contact details are up to date. A list of essential contact information (phone no's / email etc) can be found on the club website.

## **9 PARENT CODE OF CONDUCT**

### DO's

- Congratulate your child when they swim well.
- Encourage your child when they don't swim well.
- Provide them with necessary transportation to train and compete.
- Adjust meal times to suit the child's training schedule.
- Show an interest in your child's swimming, at least by maintaining knowledge of their race times.
- Allow your child to make all decisions regarding their participation in competitive swimming with the Coach.
- Support your child's efforts by attending swim meets and carnivals.
- Provide your child with the necessary financial support required for training and competing. This includes purchasing the necessary swim cap and shirt.
- Be aware of your child's feelings (e.g. tiredness, nervousness, self-esteem) and show them, through your actions, that you are aware of these.

## 10. CLEM JONES MEMORIAL SWIM CARNIVAL

The annual Clem Jones Memorial Swimming Carnival is usually held around September/October each year (please see the club website for a specific date). Our Clem Jones Memorial Carnival is an “A” Grade meet, and therefore only Swimming Qld Competitive Club Members are able to participate. All Club members and families are required to help on the day as it is the biggest and only fundraiser for the Club. Call outs for volunteers and donations will happen closer to the time.

### Clem Jones

Our carnival is aptly named after Clem Jones who gave so much to all community organisations throughout Brisbane, especially those at the Clem Jones Sports Centre and our Swimming Club. If it wasn't for Clem Jones' drive and energy over 50 years ago we wouldn't have such a fantastic facility to train and compete in.

Clem Jones became Lord Mayor of Brisbane in 1961 and remains the City's longest serving mayor. He was named the Queenslander of the Year in 1990. Sadly, Mr Jones passed away in December 2007.

Clem Jones generously gave both his time and money to many organizations and the Clem Jones Sport Centre is fortunate enough to have been beneficiary of both for many years.

The Clem Jones Centre is a non-profit organization and the initiative of the Camp Hill Carina Welfare Association.

Clem Jones' vision for the centre was to see that the children of the local community had somewhere to go and play sport. There are now over 20 active clubs using the centre for a wide range of sports.



## **11 PRESENTATION EVENT & AGM**

At the end of each Competition season, CJ's Swim Club holds a Presentation event to acknowledge the fantastic achievements of swimmers from that season.

Perpetual Trophies presented:-

- National/International Swimmer of the Year
- Overall Swimmer of the Year
- State Swimmer of the Year
- Coaches Encouragement Award—Senior
- Coaches Encouragement Award—Junior
- President's Award
- Leadership Award
- Spirit Award

Details of the event will be sent to Club families closer to the time (usually May/June). This event is funded by the Club and therefore is of no cost to members.

### **AGM**

The AGM is usually held in June each year to select Committee members for the next season.

Information on the date, and time, nomination procedure, and Agenda will be sent out a few weeks prior to the AGM.

It is expected that as a family of CJ's Swim Club, that at least one parent from each family attend the AGM.

## 12. SUPPORT & SPONSORSHIP

First and foremost, our Club would like to thank the Carina Leagues Club for the generous financial assistance they provide us each year to help with the running of the CJ's Swim Club – Socially, Inclusively & Competitively. We are very grateful!



A special thank you also to the Camp Hill Carina Welfare Association and the Clem Jones Centre with their associated services for all their support throughout the swimming season.



Carina Leagues CJ's Swim Club is also grateful for the support of Brisbane Swimming, Qld Swimming & Swimming Australia.



### Patron

Carina Leagues CJ's Swimming Club is very grateful to our Club Patron, Jess Schipper OAM, for her ongoing support and commitment.



## **LIFE MEMBERS**

- Rowan Bate 2012
- Robert Maxwell 2012
- Aaron Handyside
- Kerry Dimou
- Lousie Remilton
- Late Dr Clem Jones
- Marie Walklate 2019