COORPAROO
STATE SCHOOL SWIM CLUB

Club Handbook

Season 2026-27

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1. Introduction

This handbook has been prepared to help inform swimmers and families of the Club's operations and rules. If you have any queries, please feel free to speak to any of our committee members.

2. The Club

2.1. Purpose

The Coorparoo State School Swim Club (CSSSC) provides an opportunity for children to participate in competitive swimming with a focus on skills development and personal improvement.

Our Swim Club also provides a great opportunity for parents and carers to socialise and get involved in our school community.

2.2. CSSSC Committee

The management of the club is vested in the CSSSC Committee, which is a sub-committee of the Coorparoo State School P&C Association.

The CSSSC Committee is appointed by the Coorparoo State School P&C Association. By convention, at the end of each season, the committee roles are declared vacant and members of the P&C Association nominate to participate on the sub-committee for the following season.

All members are encouraged to nominate to assist with the running of the club.

Committee meetings are held on an 'as needed' basis. If you have any suggestions for improvement of the Club's operations please contact a member of the Committee who can raise the issue at any subsequent meeting.

Any grievances with the Club's operations should be referred in writing to the Committee. The Committee's decision on management of the Club's affairs shall be final and binding in every respect.

2.3. Committee

The following positions constitute the Committee:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- General Committee Member.

2.4. Committee Contacts

If you have any questions regarding club operations or wish to raise a matter, please contact the Committee at coorparooswimclub@gmail.com

2.5. Club Season

The club season ordinarily runs from October to the following March, coinciding with Term 4 and Term 1 for Queensland State Primary Schools.

Club nights (Friday nights) are not held during school holidays.

In any season there are typically 13 to 15 Club Nights including the Christmas and end of year break-up nights and Club Championships. There may also be the opportunity to participate in one or more inter-club carnivals.

3. Registration

3.1. Who can join?

Club registration is open to all. Our registration includes Coorparoo State School students and children from the wider community.

3.2. How to join

1. Complete the Registration Form and email to coorparooswimclub@gmail.com
2. Pay your registration fees via EFT using the details below.

Account Name	CSS Swim Club
BSB:	064 107
Account Number:	00905238
Reference:	Swimmers first and last names

To help ease the administrative load, members are encouraged to register well in advance or on the Sign On night of the season.

3.3. Registration Fees

Registration fees for the 2026-27 season are as follows:

Full Season	Timed Swimmers				Little-Uns
	1st swimmer in family	2nd swimmer in family	3rd swimmer in family	4thswimmer in family	
Fee	$110	$85	$60	$40	$20

Half Season	Timed Swimmers				Little-Uns
	1st swimmer in family	2nd swimmer in family	3rd swimmer in family	4thswimmer in family	
Fee	$75	$55	$40	$25	$10

Notes re: Fees:

- CSSSC Registration Fees **do not** include Swimming Australia (SA), Swimming Queensland (SQ) or Brisbane Swimming Association (BSA) Registration fees or insurances.
- CSSSC members who wish to compete in SA, SQ or BSA sanctioned events must arrange their own Registration via Swimming Queensland and pay any applicable fees (which are additional to the CSSSC Registration Fees).
- Timed swimmers compete in time trials on club nights over 25m, 50m or longer distances. Timed swimmers must be able to swim 25m unassisted.
- "Little-Uns" participate in untimed 25m events. Older more experienced swimmers assist the younger swimmers in these events as required.
- Half-season fees apply to swimmers who register for Term 4 or Term 1 only.

3.4. Swimming Queensland Registration

Coorparoo State School Swim Club Registration **does not** include Swimming Australia (SA), Swimming Queensland (SQ) or Brisbane Swimming Association (BSA) Registration fees or insurances.

Accordingly, if a member of the club wishes to participate in a SA, SQ or BSA sanctioned events; they will have to register for SQ Registration.

4. Swim Club Connect App

CSSSC have adopted the use of the Swim Club Connect App. The app uses cloud-based technology, simplifying hosting and recording of swim meets. Swimmers have real time access to swim times and a simple process to nominate for events.

Swim Club Connect App offers a 30-day free trial giving you an option to trial. It has a subscription model of either monthly or annual. For details, please refer to https://swimclubconnect.com/

Club Name : Coorparoo State School Swim Club

Membership Code: 4151

Each swimmer profile is created via the parent / carer on the app. Then when nominations are open for the next club night you will be able to nominate for races in the app.

Timekeepers will need to have downloaded the app. Please ensure your phone is fully charged.

5. Club Nights

On an ordinary club night swimmers take part in time trials over 25m, 50m or 100m, with the aim of improving their own times.

Swimmers commence with 25m events. Upon achievement of the relevant qualification time over 25m for a particular stroke, swimmers are then eligible to swim in the 50m event for that stroke (refer section 5.8).

Swimmers are seeded into time trials according to their personal best (PB) time rather than age, ensuring that children race against others of a similar standard.

The focus of club nights is on participation, personal achievement and improvement.

Up to two, 25 meter assisted events are also offered for beginner swimmers ("Little-Uns"). Older, more experienced swimmers are encouraged to assist the younger swimmers in these events. These events are untimed.

5.1. Typical Club Night Program

Time	Activity
5:30	Gates open
5:45	Warm up commences and
6.00	Canteen, BBQ and (bar opens on special event nights)
6:10	Nominations close (these will be open 48 hours prior) Warm up finishes Timekeepers called
6.15	1st Little-Uns race (assisted swimmers)
6:20	First events are called to marshalling
6.25	Events commence
7.45 approx.	Final events

5.2. Nominations

A schedule of the night's events, including a longer race (100m or 200m) for the night, is available on the Swim Club Connect app and, on the whiteboard, near the marshalling area.

Please note: late nominations (after 6.10pm) cannot be accepted.

5.3. Warm-up

A warm-up period is usually allowed prior to the start of events, at the discretion of the committee. Swimmers must not enter the pool until formally advised by a member of the committee and must leave promptly when asked prior to the start of events.

Please note, swimmers must not sit or lie on the lane ropes during the warm-up period.

5.4. Marshalling

Swimmers are asked to listen to the announcer at all times and be ready to report to the marshalling area when their event is called. It is the responsibility of swimmers to report to the marshalling area in good time for their event.

If a swimmer is not in the marshalling area when called, they will be removed from the scheduled heat in order to allow for the meet program to continue on time.

5.5. Supervision / Behaviour

On Club Nights or at other events, all children are to be accompanied by a parent/ guardian or other nominated parent who remains responsible for their conduct and safety at all times. All activities are undertaken at the individual's own risk and both the Club and the Committee accept no responsibility for any injury or damage suffered while partaking in any Club activities.

5.6. Canteen, BBQ & Bar

With the assistance of club members, the Club operates a canteen on club nights that offers a range of food. Volunteers are required to operate the canteen.

With the assistance of volunteers, the Club operates a BBQ on club nights. All member families must assist with the running of the Canteen & BBQ at least once during the season.

Each week two families are rostered on to cook the BBQ. The families rostered on to run the BBQ are required to start cooking at 5:30pm so that food is available for purchase and consumption from 6pm.

The roster is available on the club's website. All families are encouraged to nominate at the beginning of the season to secure their preferred dates.

Member families are responsible for organising replacement volunteers if they are unavailable to assist when rostered.

Without the weekly assistance of club members, the canteen and BBQ can't operate.

The club also has a liquor license and operates a bar on special event nights only for the benefit of members. Please respect the terms of the license that require that alcohol can only be consumed outside of the fenced pool concourse. NO BYO ALCOHOL.

5.7. Getting involved

Club Nights are dependent on parents, carers and other family members getting involved as volunteers and supporters.

Volunteers are required for the following duties:

- Canteen
- BBQ
- Set Up / Pack Up
- Time keeping
- Marshalling

Timekeeping

Timekeepers are called for at the beginning of the club nights. Timekeeping is very easy but you will need to have downloaded *Swim Club Connect App* (see section 4.0). If Timekeeping for your first time, then just ask the person in the lane next or the Race Starter for support.

5.8. Qualification Times (50m)

All swimmers must first swim 25m events until they meet the minimum qualification time for 50m for that stroke.

Stroke	50m qualification time
Freestyle	25 seconds
Butterfly	27 seconds
Backstroke	28 seconds
Breaststroke	30 seconds

Once a swimmer has achieved the qualification time for that stroke they are eligible to swim in the longer distance events (50m).

To be eligible to swim in a 100 meter event, a swimmer must be eligible to swim in the corresponding 50 meter event, or in the case of the 100 meter medley - in at least two strokes. Please check with the Racer Starter prior to the night for eligibility if in doubt.

Once a swimmer has achieved the 50 meter qualification time for that stroke, they are permitted to swim in that 25 meter event but they will no longer receive improvement points in that 25 meter event.

5.9. Improvement Points

Improvement points are awarded for the times achieved in each swim relative to a swimmer's Personal Best (PB). The PB is the swimmer's fastest time recorded at a Club Night, or club championship.

Time compared to previous PB	Points
NT (No Time) – first swim of the stroke/ distance	4
More than 2.5 sec faster	7
Between 1.5 and 2.5 secs faster	6
Between 0.5 and 1.5 secs faster	5
Between 0.5 secs slower or faster	4
Between 0.5 and 1.5 secs slower	3
Between 1.5 and 2.5 secs slower	2
More than 2.5 secs slower	1

At the end of the season, awards are distributed for the most improved swimmer in each stroke.

5.10. Club Night Results

Individual swimmer results are available after the event on the Swim Club Connect app.

5.11. Weather policy

Club policy is that we swim "rain or shine". The exception to this is where severe inclement weather (electrical storm) is imminent and might affect the safety of members. If cancelled, members will be advised by Swim Club Connect App and other social channels.

6. Carnivals

The Club may participate in inter-club carnivals on selected Saturdays and Sundays throughout the swimming season. Carnivals are a great way for swimmers to compete at a local level, in a friendly, team environment. All Club members are encouraged to participate in these events.

The newsletter will advise on details of upcoming carnivals. Details of all Carnivals / Meets are contained in the Club Calendar on the club's website. This calendar will updated regularly as details of upcoming carnivals are received.

Swimmers are encouraged to wear the club caps at Carnivals.

Swimmers who wish to compete in Swimming Australia, Swimming Queensland or Brisbane Swimming Association events or carnivals must register for Registration via Swimming Queensland (refer section 3.4). Any applicable nomination fees are the responsibility of the swimmer.

7. Club Championships Meet

At the end of each season, the Club holds its Club Championship Meet.

7.1. Age Categories / Events

A swimmer's age for the Club Championship Meet will be their age on the date that the meet is held. This is known as "Age on Block".

Swimmers compete in the following events at Club Championships:

Event	**Age Categories**						
	6 yrs & under	**7 yrs**	**8 yrs**	**9 yrs**	**10 yrs**	**11 yrs**	**12 yrs & over**
Individual Strokes	25m	25m	25m	25 or 50m	50m	50m	50m
Individual Medley	n.a.	n.a.	n.a.	100m	100m	100m	200m
Maximum no. of events	*4*	*4*	*4*	*5*	*5*	*5*	*5*

Swimmers aged 9 years can elect to compete over 25m or 50m. However, for the calculation of Age Championship points, 9 year old swimmers will only receive 1 point for each 25m event (regardless of placing).

Seeding of swimmers in heats, where required, will be based on their fastest time recorded in the event on club nights throughout the season.

7.2. Club Championships Eligibility

The right to participate in Club Championships is based on the principle that a swimmer should be an active member of the club. Accordingly, to be eligible to swim at the Club Championships Meet, a swimmer must participate in at least eight (**8**) club nights during the season ("Participation Threshold").

For Swimmers who join for a half-season only (i.e. in Term 1), the Participation Threshold is reduced to five (**5**) club nights, provided the swimmer is not a member of another swimming club.

If a swimmer has met the relevant Participation Threshold, they may nominate to swim at the Club Championships Meet. The number of swims undertaken at club nights during the season will determine the number of events that a swimmer may nominate for at Club Championships.

Total number of club nights swims*		**Number of event nominations allowed**
Full Season Members *(8 night / max of 66 swims)*	**Half-Season Members** *(7 night / max of 32 swims)*	
11 to 14 *(15 - 21%)*	4 to 6 *(13 – 19%)*	1
15 to 19 *(23 – 29%)*	7 to 9 *(22 – 28%)*	2
20 to 26 *(30 – 40%)*	10 to 14 *(31 – 44%)*	3

27 to 33 *(41% - 50%)*	15 to 18 *(47 – 56%)*	4
34 or more *(>50%)*	19 or more *(>60%)*	5

** Including Specials*

The Committee will exercise its discretion in relation to determining eligibility for:

- Swimmers that transition from Little-Uns status to Timed Swimmer status part-way through a season; and
- Swimmers who commence swimming a stroke for the first time part-way through a season.

The Committee will also consider written applications for Club Championships participation for swimmers who have not met the Participation Threshold due to extenuating circumstances. Note, clashes with other events or commitments are not considered extenuating circumstances.

At all times the decision of the Committee is final.

7.3. Age Champions

Places are awarded according to times swum, regardless of the heat.

The decision of the championship referee will be final.

Age Champions are determined based on the number of points gained at the Club Championships Meet.

Points will be awarded as follows:

Place	Points
1st	10
2nd	7
3rd	5
4th	3
5th	2
All other swimmers	1

8. Trophy Night

At the end of each season, the Club holds its annual Trophy Night. The Committee will advise the format of the evening towards the latter part of the season.

The following trophies and awards are presented on Trophy Night:

- Participation awards
  - All swimmers (including Little-Uns) receive a participation award.
- Most Improved medals

- Determined by the number of points accumulated through the season. Awarded per age group as a whole; NOT age group and gender.

- Age Champion Trophies
  - The Age Champions are determined by the number of points gained by swimmers at the Club Championship Meet.

9. Club Captains

Club Captains are selected from our swimmers and represent the club at carnivals and other events. The role of the Club Captains is to promote the CSS Swim Club, provide leadership, supervise younger children, assist with the running of the club and to make thank you speeches.

Nominations for Club Captains are typically received at the start of the new calendar year.

10. Communications

The club works hard to keep members informed of events, carnivals and other activities.

The club's website and Facebook page are the main communication channels. Please refer to these regularly through the course of the season to stay informed.

The Registrar maintains a database of member email addresses to allow distribution of the results. Please let the Registrar know if you change your contact details.

If you wish to contact the Committee, please email to: coorparooswimclub@gmail.com.

11. CPR & First Aid

So as to ensure the safe running of events, a CPR certified adult must be present before children enter the pool for warm up and be in attendance for the duration of the event. Please assist the committee by volunteering for this important role. The Club can assist parents with obtaining the necessary qualifications.

The First Aid Kit is situated in the Canteen and shall remain unlocked and readily accessible at all times when the pool facilities including canteen are in use.

12. Lost Property

The Club will not be responsible for any lost or damaged clothing or property. A lost property box will be kept for the duration of the swimming season.

13. Club Rules

The Committee reserves the right to eject any swimmer or supporter who fails to adhere to the club's rules.

All swimmers must obey the directions of club officials. Persistent of willful disobedience at Club Nights or other club events may result in a swimmer being excluded from club activities. Disqualifications for longer periods may be necessary depending on the severity of behavior.

Club Rules:

- No diving or jumping into the pool during the warm-up period.
- No playing around the pool deck.
- No running within the pool complex.
- No rough play.
- No sitting or lying on the lane ropes.
- The pool can only be used following approval from a member of the Committee.
- Children are to remain within the pool complex.
- Swimmers must report promptly to the marshalling area when called.
- Swimmers should not obstruct, at any time, the timekeepers or Club Officials in their duties.
- Absolute silence must be observed at the start of each race and at other times when the announcer requires it to ensure that all Swimmers are able to hear the starter.
- Damage to any equipment or the pool complex should be reported immediately to a member of the Committee.
- The chemicals room is strictly out of bounds.
- Swimming caps and togs must be of a style and nature acceptable to the Committee and are to be worn in the pool at all times.
- The pool is a smoke-free zone. Smoking is not permitted within the grounds of any Queensland school or public sporting facility.

14. Codes of Conduct

The Club promotes the following principles and values.

14.1. General

- Respect the rights, dignity and worth of others.
- Be ethical, considerate, fair and honest in all dealings with other people and organisations.
- Be professional in, and accept responsibility for your actions.
- Make a commitment to providing quality service.
- Be aware of Swimming Australia's standards, rules and policies.

- Operate within the rules and spirit of the sport, including the national and international guidelines that govern Swimming Australia.
- Understand the possible consequences of breaching Swimming Australia Member Welfare and Child Welfare Policies.
- Immediately report any breaches of the Swimming Australia Member Welfare and Child Welfare Policies to the appropriate authority.
- Refrain from any form of abuse towards others.
- Refrain from any form of harassment toward others.
- Refrain from any form of discrimination toward others.
- Refrain from intimate relations with members whom they have a supervisory role or power over.
- Refrain from any form of victimisation toward others.
- Provide a safe environment for the conduct of activities in accordance with any relevant Swimming Australia policy.
- Show concern and caution toward others that may be sick or injured.
- Be a positive role model.

14.2. Swimmers

- Give your best at all times.
- Never argue with an official. Use the appropriate rules and guidelines to resolve a dispute.
- Control your temper. Verbal or physical abuse is not acceptable.
- Work equally hard for yourself and/or your team.
- Be a good sport. Applaud good performances whether they are made by your team or the opposition.
- Treat all swimming participants, as you would like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coaches, teammates, opponents, management, event staff and officials.
- Participate for your own enjoyment and benefit, not to satisfy the expectations of others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnicity, cultural background or religion.

14.3. Parents / Carers

- Encourage your child to participate in sport for their individual enjoyment, personal satisfaction, and improvement.
- Focus on your child's effort and performance, rather than winning or losing.

- Encourage your child to abide by the rules and accept judgements made by officials.
- Never ridicule or yell at a child for making a mistake or performing below expectation.
- Be an example to your child and others. Appreciate good performances by all participants.
- Support all efforts to remove verbal and physical abuse from the sporting environment.
- Show appreciation and respect for all people involved in your child's swimming.
- Respect the rights, dignity and worth of all participants, regardless of their gender, ability, ethnicity, cultural background or religion.

14.4. Officials

- Act in good faith and in the best interests of the sport as a whole.
- Maintain confidentiality in regards to sensitive and /or commercial information.
- Resolve conflicts fairly and promptly through established procedures.
- Do not allow prejudice, conflict of interest or bias to affect your objectivity.
- Encourage all participants to uphold the 'essence of sport'.
- Be consistent, objective and courteous when making decisions.
- Address unsporting behaviour and promote respect for all competitors.
- Emphasise the spirit of fair competition.
- Promote rule changes that will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up-to-date with the latest rules and guidelines for officiating.
- Place the safety and welfare of the participants above all else.
- Give every participant a 'fair go' regardless of their gender, ability, ethnicity, cultural background or religion.