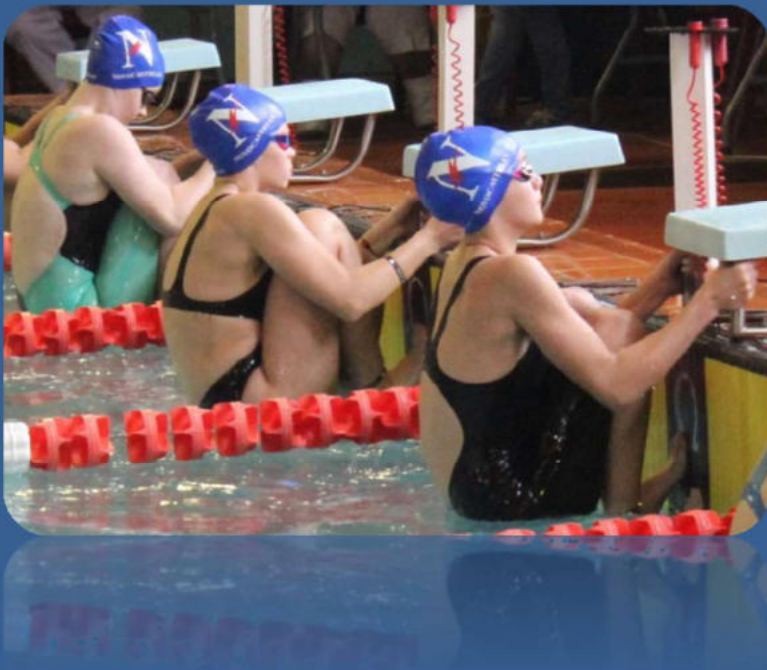




Member Handbook

The Novocastrian Swimming Club is an organisation run by families and supported by professional coaches, who wish to build an environment where children can be safe and enjoy both the social and competitive aspects of swimming.

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Introduction

Welcome to the Novocastrian Swimming Club!

On behalf of the Club Committee and members, we would like to welcome all new swimmers and their families to the club. We look forward to a very successful and enjoyable season. You will find some important information on the following pages to help you understand the club organisation, structure and activities.

The Novocastrian Swimming Club is a non-profit organisation run by parents who wish to build an environment where children can enjoy both the social and competitive side of swimming. As we are a club run by volunteers, it is essential that we have willing helpers join us in our endeavours. We would encourage you as a new member to come forward and participate in the running of club nights, club carnivals, fundraising and committee meetings. It's a great way to meet new friends and feel part of the club. You may also gain new skills and develop a greater understanding of how our club and competitive swimming works.

If you have any further questions after reading through this booklet, please feel free to email secretary@novoswimclub.com.au. We will do our best to answer any of your questions. We cannot stress enough that your assistance is essential to the success of our club. Please don't hesitate to offer your help! Have a great time in the pool.



The Club Committee

The committee consists of:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Race Secretary
- Sponsorship and Grants Officer
- up to 5 committee members.

In addition to these positions, we also have representation from Coughlan's Swim Centre and its coaching staff. From time to time our Club Captains may be called to put forward the position of the youth of the club.

A new committee is elected each year as part of the AGM (Annual General Meeting). This meeting is held at the conclusion of the summer season. Nominations are open to all capitated members of the Club and interested parties. Only capitated members are able to participate in the voting process. Membership needs to have been purchased by the end of October the prior year.

All committee positions are voluntary, with meetings held once a month. All members and parents are encouraged to participate to make the Novocastrian Swimming Club the best it can possibly be.

Code of Conduct

In Australia, we are proud of our sporting ability and our reputation as a nation of good sports. Our society expects high standards of behaviour from all people involved in sport and it is vital the integrity of sport is maintained. At every level of sport, the principles of fairness, respect, responsibility and safety should be maintained.

Novocastrian Swimming Club is at all levels, committed to upholding the principles of:

Fairness: Operating within the spirit of the rules, never taking an unfair advantage and making informed and honourable decisions at all times.

Respect: Recognising the contribution that people make to sport, treating them with dignity and consideration, as well as caring for the property and equipment they use.

Responsibility: Taking responsibility for one's actions and being a positive role model at all times.

Safety: Encouraging healthy and safe procedures, preventing and reporting dangerous behaviours, while demonstrating concern for others.

All Novocastrian Swimming Club Inc Members, including swimmers, officials, parents and caregivers are expected to abide by the principles of and within the Novocastrian Code of Conduct. Our Code of Conduct will be enforced, both with respect to our members, and with respect to officials and members of other clubs and sporting associations who we interact with.

All Members (and a Parent/Caregiver if the member is under 18 years of age) are required to SIGN a copy of the Code of Conduct EACH YEAR. Our Code of Conduct applies to all members of the member's family as well as any spectators participating in or attending Novocastrian Swimming Club activities, including club night, squad training, swim meets, development days, team building activities, camps, clinics, and lectures.

The Novocastrian Swimming Club Committee will investigate any breaches of the Code of Conduct reported in writing to the Committee. The complaint and any disciplinary action will be dealt with under the Safe Sport Framework or the Board may by resolution establish a Disciplinary Hearing Committee to convene to hear a matter against any member and to determine what action to take against that Member (Disciplinary Hearing), and that Member, will be subject to, and submits unreservedly to the jurisdiction, disciplinary procedures, penalties and the appeal mechanisms of the Club in this Constitution.

Member Handbook

Swimmer and General Behavioural Guidelines:

- Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnicity, cultural background, or religion.
- Be fair, considerate, and honest in all dealings with others.
- Be a good sport and applaud all good performances whether they are made by your team or the opposition.
- Treat all participants with respect. Don't interfere with or bully another swimmer.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Work equally hard for yourself and your team.
- Cooperate with your coaches, teammates and opponents, management, event staff and officials.
- Never argue with an official. Use the appropriate rules and guidelines to resolve a dispute.
- At all times, control your temper. Verbal or physical abuse is not acceptable.
- Never deliberately distract or provoke an opponent.
- Refrain from any form of abuse, harassment, discrimination, or victimization towards others.
- Never take banned performance-enhancing or other illegal substances.
- Operate within the rules of Swimming NSW and Novocastrian Swimming Club.
- Be a positive role model, be professional and accept responsibility for, one's own actions.

Parents, Guardian, and Spectator Behavioural Guidelines:

- Remember that children participate in sport for their enjoyment and benefit - not yours.
- Encourage children to participate - do not force them.
- Focus on the child's efforts and performance, rather than winning or losing.
- Encourage children always to operate according to the rules and to settle disagreements with officials and club committee members using the appropriate rules and guidelines, not resorting to hostility or violence.
- Never criticise or ridicule your child's performance for not swimming well.
- Do not bring Novocastrian Swimming Club's reputation into disrepute by displaying poor behaviours including but not limited to foul language, sledging or harassing others at training, Club night, swim meets or any other representative activity.
- Remember that children learn best by example.
- Support all efforts to remove verbal, electronic (email/text/social media) and physical abuse from sporting activities.
- Respect club committee and officials' decisions and teach children to do likewise.
- Show appreciation for coaches, officials & administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

By joining the Novocastrian Swim Club (Full, Club-Only, or Dry Membership), all members agree to follow this Code of Conduct and act in the best interests of all swimmers, families, and the Club.

Member Registration



Capitation

Capitation is registration within Swimming NSW Ltd. Every person wishing to join a swim club regardless of age or ability must pay a capitation fee which is renewed annually from October 1.

Capitation fees incorporate an insurance premium that means the swimmer is covered by insurance through Swimming NSW whilst competing in carnivals. Swimming NSW sets the capitation fee. The Novocastrian Swimming Club has no control over these fees and receives no benefit from the payment.

The Swimming NSW website <https://nsw.swimming.org.au/> is a good one to bookmark in your favourites as it provides valuable information for competitive swimmers, including a regularly updated carnival calendar, results and qualifying times for local, State and Country meets.

Registration

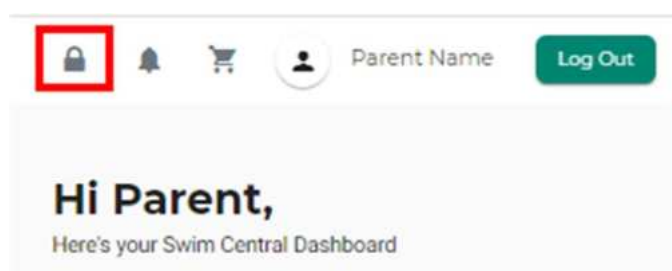
Membership fees are effective from 1 October - 30 September. Please note, memberships expire on the 30th of September of any given year. We only offer a discounted membership for Club Only swimmers from 1st April each year. All other membership fees are not pro-rata. Fees incorporate a Swimming NSW fee, Club fee and local area affiliations, such as Coast and Valley Swimming Association.

To become a new member the first step is to join Swim Central by accessing: <https://swimcentral.swimming.org.au/>. Click **Sign In** and then **Register**. Follow the registration process and then proceed to memberships.

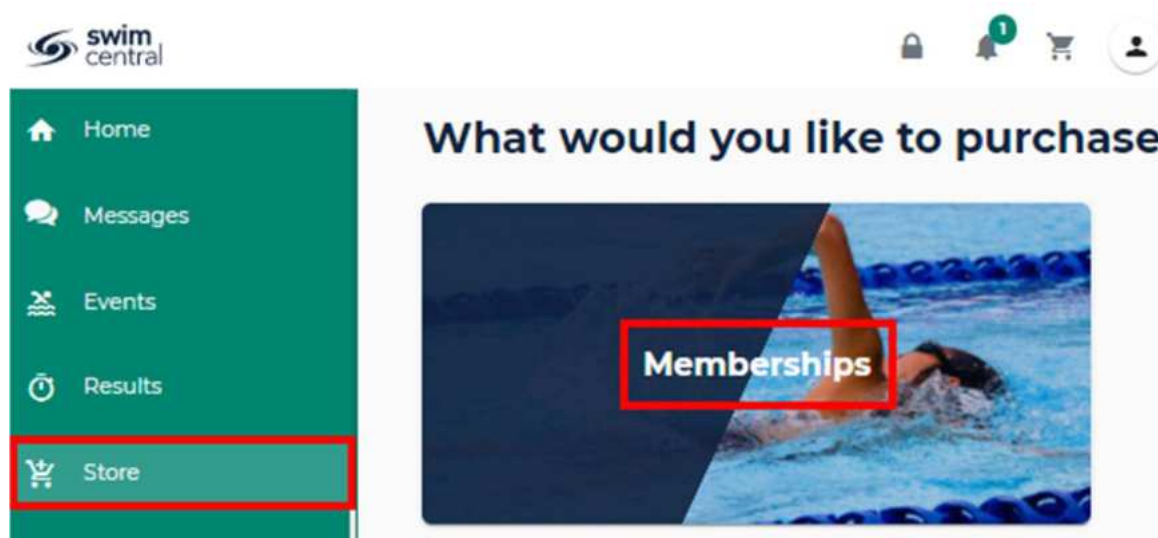
How to purchase a membership

To become a member of the Novocastrian Swim Club, you will need to purchase a membership product in Swim Central.

1. Login to Swim Central and select the padlock at the top right corner and enter your 'PIN'.
Note - If you are an individual not attached to a family group, purchasing for yourself, you will not require a pin.



2. From the menu options select **Store**, then select **Memberships**.



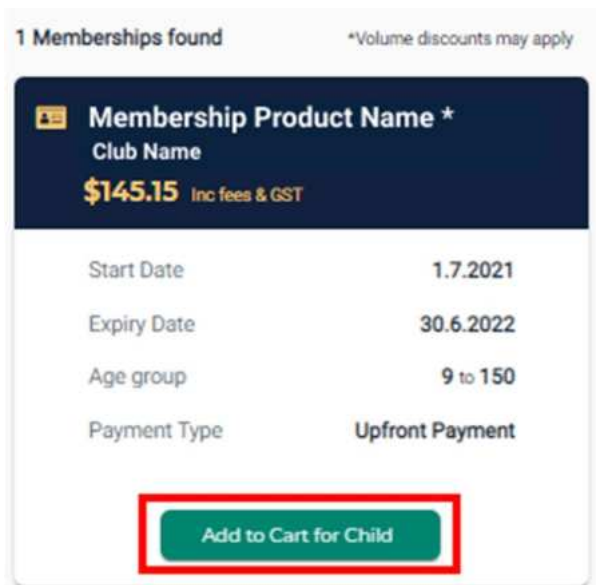
3. Search by club name, postcode or suburb.
4. Select the member who you are purchasing a membership for.



Member Handbook

5. A list of available memberships for which they meet the age criteria will display.
6. Select the appropriate membership by selecting **Add to Cart for Name** at the bottom of the product tile.

Please note that membership filtering for age is based on the age of the member on the day you registered - e.g. swimmer is 9 years old but was 8 on the start date of the membership (1/07/21), therefore only the 8 & Under membership will show in the store.



7. Continue to add memberships to your cart by selecting the member and then finding the appropriate membership then adding to cart as required.
8. Once all memberships have been added to your cart select the **Shopping Trolley** at the top of the page.



9. At the **Checkout**:
 - Confirm all details are correct and assigned to the correct name.
 - Enter name on credit card.
 - Enter card number, expiry date and CVC.
 - Read and agree with Terms and Conditions.
 - Select **Buy Now**.

Checkout

[Continue Shopping](#)

CN Child **1** [Delete All](#)

Membership Product Name Club Name	\$145.15 x
subtotal	\$145.15

Payment Method

[Credit](#)

Name on Card
Parent Name

Visa 4242 exp. 4/24
[Use a different Credit Card](#)

☒ Agree with [Terms & Conditions](#)
☐ Remember card details

Buy Now

GST	\$13.20
Fees	\$1.95
TOTAL	\$145.15*

*includes components

10. A screen saying **Thank you for your purchase** will show with a summary of your purchases. A confirmation email will also be sent to your registered email address.

Thank you for your purchase

Child Name

Membership Product Name Club Name	\$145.15
GST	\$13.20
Fees	\$1.95
TOTAL	\$145.15*

*includes components

[Go to Purchases](#)

Continue Shopping

Note: If your membership requires a document upload, please see [here](#) for clarification on this process.

Club Nights

Our club nights commence at 6.30pm on Friday nights during the school term. Club nights are usually fortnightly but are adjusted to accommodate swim meets/holidays/club events etc. Remember, your child must be a registered member of the club to swim at club nights. On the following pages, we have our club night guidelines and procedures.



Novocastrian Swim Club will often run a BBQ on these nights from 4pm; with the proceeds going towards club activities for all our swimmers. We always need volunteers to help run this.

As you will appreciate, we need assistance running club nights. Each family is required to assist during the season. This may be as a timekeeper, marshaller, check starter or working on the BBQ. Please feel free to offer your assistance whenever you are able. If you have never timed before, don't worry, we are only too happy to show you!

Remember:

- ✓ Swimmers are to report promptly to marshalling at 6.25pm
- ✓ Volunteers are needed weekly
- ✓ Encourage your child with praise and positive feedback – do not force them to swim
- ✓ At club night, the only person they need to better is themselves
- ✓ Not every swim can be a personal best (PB)

Sample club night program



FRIDAY NIGHT CLUB NIGHT

2025

Wk	Date	8 and under		Swim 1			Swim 2			Swim 3		
		Swim 1	Swim 2									
1	2 May	25 Free	25 Kick	100 Free	50 Free	25 Free	50 Back	25 Back		100 Fly	50 Fly	25 Fly
2	16 May	25 Free	25 Back	100 Fly	50 Fly	25 Fly	200 IM	100 IM	50 IM	50 Breast	25 Breast	
Coast and Valley Championships 13 - 15 Jun 25												
3	20 Jun	25 Free	25 Kick	100 Back	50 Back	25 Back	50 Fly	25 Fly		50 Free	25 Free	
4	27 Jun	25 Free	25 Back	100 Breast	50 Breast	25 Breast	100 Free	50 Free	25 Free	50 Back	25 Back	
NSW Country Championships 4 - 6 Jul 25												
School Holidays 7 - 18 Jul 25												
5	25 Jul	25 Free	25 Kick	100 IM	50 IM		50 Free	25 Free		100 Breast	50 Breast	25 Breast
6	8 Aug	25 Free	25 Back	100 Breast	50 Breast	25 Breast	100 Free	50 Free	25 Free	50 Fly	25 Fly	
7	15 Aug	25 Free	25 Kick	100 Free	50 Free	25 Free	50 Back	25 Back		100 IM	50 IM	
NSW Senior State Age Championships 22 - 24 Aug 25												
8	29 Aug	25 Free	25 Back	100 Fly	50 Fly	25 Fly	50 Back	25 Back		50 Breast	25 Breast	
9	5 Sep	25 Free	25 Kick	100 Back	50 Back	25 Back	50 Free	25 Free		50 Fly	25 Fly	
NSW Youth State Age Championships 13 - 14 Sep 25												
10	19 Sep	25 Free	25 Back	200 IM	100 IM	50 IM	100 Fly	50 Fly	25 Fly	50 Back	25 Back	
Fun Winter Club Championships 26 Sep 25												

NOTES:

Races commence at 6.30pm. Minimum of 1 Parent Timekeeper required per lane before we can start!

Entries in Swim Club Connect. Maximum of 3 races per week, 1 race per stroke. QTs as per table below.

All 8 and under races floaties & SWIM aids are allowed, incl. in pool assistance from older swimmers/parents.

50 IM = 25 Breast, 25 Free

Point Score Points are only awarded to swimmers once they become financial members. Trial "2" swims only count to attendance.

Club Championship eligibility and entries - minimum of 15 swims during the season.

Parents must help 2 nights and/or club fundraisers to be eligible for Age and Major Awards at Club Championship.

However, all club swimmers can participate.

This Program is subject to change without notice at the discretion of the Committee.

QTs

	50				100					200
	Free	Breast	Back	Fly	Free	Breast	Back	Fly	IM	IM
25	20	25	22	24	18	23.5	21	20		
50	45	1.00	50	50	37	52	45	42	55	45
100					1.20	1.40	1.35	1.30	1.45	1.30
200										3.10



Note: No QTs for 25 m events (including 8 and under) and 50 IM.

Club night - Guidelines & swimmer registrations

Swim Club is fun and open to swimmers of all abilities. Our club nights commence at 6.30pm on fortnightly Fridays during school terms. To be eligible to swim at club nights you must be a registered member of Novocastrian Swim Club. For all registration enquiries, please email the Club Registrar at registrar@novoswimclub.com.au

Details are also on the club website novoswimclub.com.au

To enter the club night races, Novocastrian Swim Club use **Swim Club Connect App**.

New swimmers	Newcomers are encouraged to come and try club night up to two (2) times only before they pay to register. Please email registrar@novoswimclub.com.au to arrange this. Note: times and points for the season point score are only awarded for swims after a swimmer becomes a registered member of the club.
Insurance	Swimmers and parents - for insurance purposes you must ensure you/your child is registered prior to competing at their third (3 rd) club night. Note: if you are not registered after the two (2) free trials, you are not allowed to swim/compete. If there are any questions or issues with registration please email the club's registrar .
Club night program	A program detailing club night events for the season is located on both the Notice Board and Race Board at the pool as well as on STACK Team App and Swim Club Connect. Each week, three (3) races of three (3) different strokes are programmed.
Volunteers for club night	Club night cannot function without the assistance of the families of our swimmers. Each week we need a minimum of eight (8) timekeepers, one (1) check starter and one (1) marshall. Occasionally we run a fundraising BBQ from 4pm and cooks, servers, and cashiers are required. The Committee thanks all families for their assistance each season. In order for kids to compete at Club Championships, parents or carers must have volunteered two (2) times in any of these roles.
Entry procedure	There is only one (1) way to enter club night races – nominate your events in SWIM CLUB CONNECT . If you have entered and are not able to attend, please remove nominations in Swim Club Connect.

Club night – Qualifying Times (QTs)

All new swimmers will start by swimming the 25 m events (50 m for medley) to get a seed time that will then allow them to swim the longer distance events based on the QTs shown below. The app will let you know if you don't have the required QT for the event you are nominating for.

QTs

	50				100					200
	Free	Breast	Back	Fly	Free	Breast	Back	Fly	IM	IM
25	20	25	22	24	18	23.5	21	20		
50	45	1.00	50	50	37	52	45	42	55	45
100					1.20	1.40	1.35	1.30	1.45	1.30
200										3.10

Note: No QTs for 25 m events (including 8 and under) and 50 IM.

Note: 50 IM = 25 breast, 25 free.

Best times achieved at club night

Personal best times count from when a swimmer registers with the club. These are times swum at club night only and are used as entry times for Club Championships. They are also the times that determine points earned for the overall point score.

Club night - Point score

Point score is calculated over the season with the emphasis on improvement of the individual swimmers' times, not on placings.

At the end of the season, as part of the Presentation Night, a Point Score Award is presented to the top three (3) point scorers in each stroke, that is, freestyle, backstroke, butterfly and breaststroke. All swimmers are eligible for these awards.

Club Championship results are not taken into consideration when these awards are calculated.

The point score table is as follows:

Points	Details
4	First time event swum
1	2.5 or more seconds over best time.
2	1.5 to 2.5 seconds over best time.
3	0.5 to 1.5 second over best time.
4	0.5 second slower or faster than best time.
5	0.5 to 1.5 seconds under best time.
6	1.5 to 2.5 seconds under best time.
7	2.5 or more seconds under best time.

It is important to note that these points are accumulated over the course of the season. Swimmers have a better chance of achieving a point score placing if they maintain a high attendance at club nights.

Club night - Championships and Presentation Night

Championships

Club Championships are held at the end of each season and are contested in age groups. Age group based on age at start of season. To be eligible to compete at the championships, swimmers must:

1. Be a financial member of the Novocastrian Swimming Club.
2. Have member(s) of their family **volunteer to assist on club nights throughout the season a minimum 2 times**. For example, timekeeping, BBQ and fundraising.

To be eligible for Club Championship Awards, swimmers must have **attended and swum at a minimum of 15 non-novelty event swims during the season**. All swimmers are credited a night for any club night that is cancelled. Outside meets are not counted. Special consideration is given to senior swimmers (years 10 to 12 and Uni students) as well as for sickness and other special circumstances. Written requests to the Committee for an adjustment to the number of swims must be made prior to the close of Club Championship entries. Email secretary@novoswimclub.com.au

Gold and silver squad members are able to time keep throughout the season and will be credited with 3 swims for each occasion to a maximum of 2 times (maximum 6 swims). Their name must be recorded in the Swim Club Connect app for this adjustment to be made.

Presentation night

Club night Point Score Trophies	Awarded based on the point scores calculated over the season for 1 st , 2 nd and 3 rd place in each stroke. i.e. freestyle, backstroke, butterfly and breaststroke.
Club Championship Awards (male & female)	Presented for 1 st , 2 nd and 3 rd place in each age group based on combined results for the age events. Age groups are 7&U, 8-13 yrs, 14&O.
Participation Awards	Presented to all swimmers who competed at and/or qualified for Club Championships (including if did not swim) and did not receive a place award in their age group.
Perpetual Trophies	- Male Open Champion (Club Championships) donated by Les & Dorothy Lazarus - Female Open Champion (Club Championships) donated by Peter & Leanne Coughlin - 12 Yrs & Under Most Improved Jnr (Club nights) donated by Lings Trophies - 13 Yrs & Over Most Improved Snr (Club nights) donated by Dowling Real Estate Warmers Bay - Highest Point Score at State Age Championships (9-12 yrs) Dorothy Lazarus Award - Highest Point Score at State Age Championships (13 & over) Les Lazarus Award - Chris Power Encouragement Award In memory of Chris Power and her contribution to swimming in the Hunter. This award honours a young swimmer who has shown remarkable commitment, resilience, and heart. - Jade Frith Spirit of Swimming Award In memory of young swimmer Jade Frith. Jade was more than just a talented swimmer—she was the heartbeat of the pool: full of joy, grit, generosity, and unwavering spirit.

Club Captains

Club Captains are elected in conjunction with the Novocastrian Swimming Club Annual General Meeting. Two captains will be elected – one male and one female. The following guidelines apply to those seeking the position of Club Captain:

1. Club Captains must be 13 years or older.
2. The term of captaincy is 1 year at a time up to a total of 3 years.
3. Swimmers wishing to be considered for Captain will submit a nomination form complete with photograph to the Committee. Nominees may be requested to attend an interview with a panel convened by the Committee of Novocastrian Swimming Club.
4. Club Captain Nomination Forms will be emailed to all members.
5. Captains must demonstrate exemplary behaviour and act as role models for the younger members of the Novocastrian Swimming Club in all instances.
6. It is at the discretion of the Committee (in consultation with Coaches) to appoint Club Captains.



Club Uniform

We do not keep stock for Club Members. A uniform order is placed as recommended by the Committee or when there is enough demand. For uniform enquiries please email secretary@novoswimclub.com.au



You can check out the current range on the website novoswimclub.com.au/shop

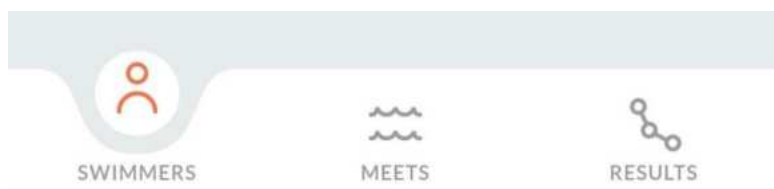
A swim cap can be purchased all year round for \$20 from Coughlan's reception.



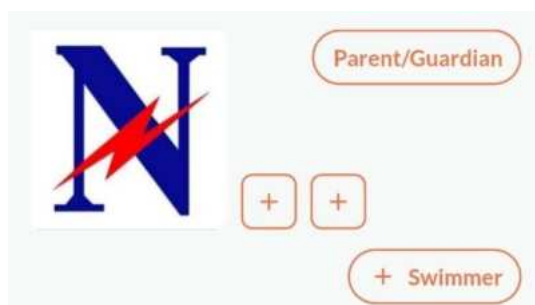
Swim Club Connect App

Novocastrian Swim Club uses Swim Club Connect to run Club nights.

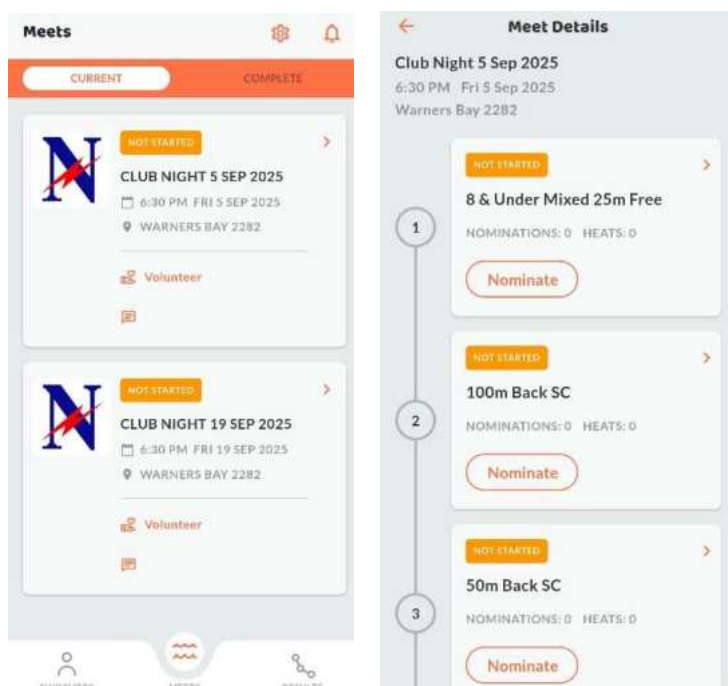
The app has 3 main components Swimmers, Meets and Results.



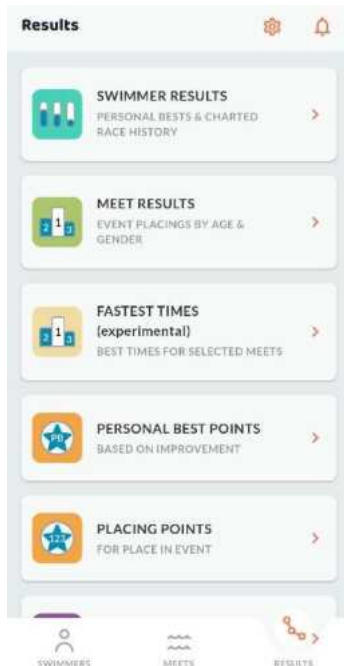
Swimmers – This is where you can add new Swimmers and manage existing swimmers.



Meets – This is where you enter Club nights. You will receive notification in the app when the Club night is open and can then nominate swimmers in events and parents in volunteer roles.



Results – This is where you can see results for individual swimmers (Swimmer Results) and for Club Nights (Meet Results).



There are settings and notifications buttons where you can turn on notifications, manage your account and see a history of previous notifications from the app.



**** Please ensure you have notifications turned on so you will know when Club Night nominations have opened. ****

STACK Team App

Novocastrian Swim Club use STACK Team App to communicate information to our members. Features include:

- ✓ Meets – All meet information is now accessible through Swim Central. However, we will use the STACK Team App to communicate major event closing date reminders, timekeeping rosters and any other information relevant to big championship meets.
- ✓ Chat rooms – We have one access for **All Swimmer news**. This app is a way for coaches to communicate with swimmers and for our committee to communicate with swimmers and parents. **Posting of messages is requested to be between the hours of 7am and 8pm ONLY.**
- ✓ Social media – Linking you to our Facebook and Instagram.

**** Be sure to activate your notifications so you will be alerted when new information is added ****



Sponsorship

Sponsorship takes many forms at the Novocastrian Swim Club and is extended to our youngest of club representatives through to our national and international competitors. Sponsorship can range from representative breakfasts, Coast & Valley representative swim caps, gifts for NSW Country or State and National Swimmers, and financial support for our national swimmers.

To be eligible for sponsorship the swimmers must:

- ✓ be financial members of Novocastrian Swim Club
- ✓ wear the Novocastrian Swim Club cap and uniform whilst representing the club
- ✓ be actively involved in fundraising, timekeeping and club activities as an individual or in a family capacity.

If a swimmer is genuinely unable to meet these conditions, they should forward a letter to the committee stating their case.

▪ Sponsorship levels

- ✓ Coast & Valley representative - club representative cap (first timers, winter or summer).
Replacement caps due to loss or damage can be purchased for \$15.
- ✓ Country representative - club representative cap (first timers, winter or summer).
Replacement caps due to loss or damage can be purchased for \$15.
- ✓ State representative - gift club gear bag (first timers) – individual event qualifier – must have been member for minimum six (6) months - Club representative cap (first timers, and relay swimmers only).
- ✓ National Age / Open representative:
 - National uniform bundle (Polo shirt, Training shirt, Warm item, Training cap, Competition cap, Towel) – at the discretion of the committee yearly
 - First 3 events sponsored by the Club (Reimbursement)
- ✓ Each of following events attended by a swimmer earns 10% of National competition funding (Uniform bundle and event sponsorship).
 - 1) Club Championships (winter)
 - 2) Club Championships (summer)
 - 3) Coast & Valley Championships (winter)
 - 4) Coast & Valley Championships (summer)
 - 5) NSW Country Championships (winter)
 - 6) NSW Country Championships (summer)
 - 7) State Age / Open (winter)
 - 8) State Age / Open (summer)
 - 9) Novocastrian Carnival
 - 10) In addition, the swimmer or family / parents must be actively involved in club duties (timekeeping, fundraising, club night BBQ).



Meet Entry

- All meets are 'booked' through Swim Central. Very few are done manually and direct with individual clubs. The Novocastrian swim club is affiliated with the Coast and Valley Swimming Association (CVSA). You can check upcoming swim meets in the area by regularly checking the CVSA website

<https://coastandvalleynsw.swimmingclub.org.au/meet-programs/>

The CVSA competition structure encourages swimmers to compete at various levels of competition in accordance with their own ability, along with providing a clear pathway for our swimmers, parents, coaches and technical officials.

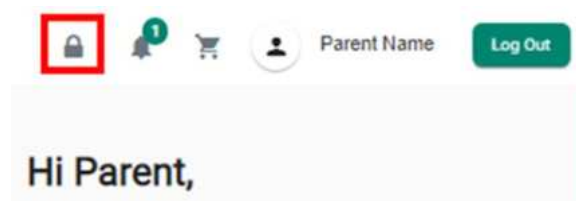
The CVSA Competition opportunities are as follows –

- Development Meets – **It is advised to enter a development meet FIRST to obtain official race times with Swimming NSW.** A development meet means you are competing with swimmers of similar ability and competition experience. Swimmers can enter an open meet prior to having swum at a development meet however an open meet can be quite overwhelming and have many experienced swimmers with much faster times. Once you have times, you can enter other event types in accordance with each event rules and regulations (age based; you must meet certain qualifying times; etc).
 - Championship Meets
 - Qualifying Meets
 - Open Meets
 - Picnic Meets / Club Nights
 - Time Trials
- Make sure you are an **active** and **financial** member of Novocastrian Swim Club for the upcoming season - otherwise, you will **not be able to enter** in swim meets.

If you have any questions or problems, please do not hesitate to email our Race secretary racesecretary@novoswimclub.com.au

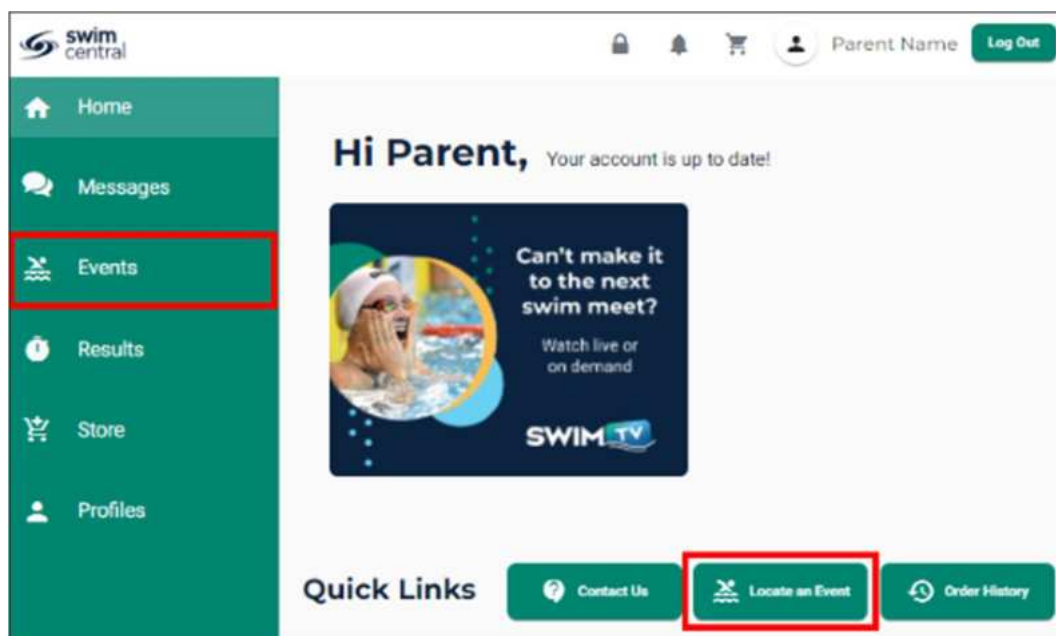
How to enter a meet

1. Login to Swim Central, select the padlock at the top right corner and enter your 'PIN'.
Note: If you are an individual not attached to a family group purchasing for yourself you will not require a pin.

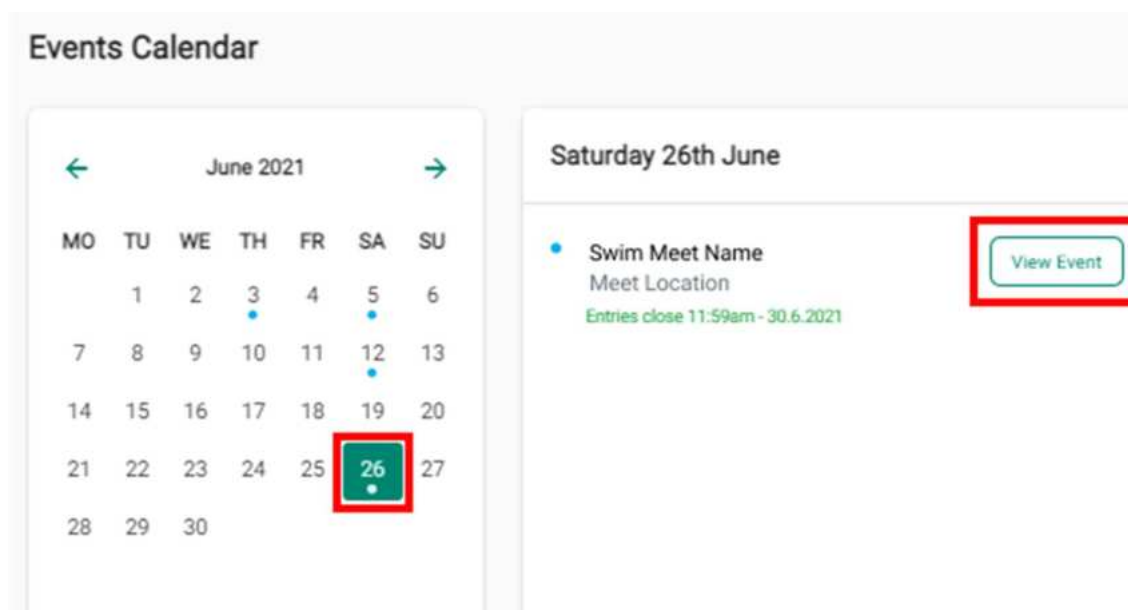


Finding a meet

2. Select **Events** from the left-hand menu, alternatively select **Locate an Event** from the **Quick Links**.

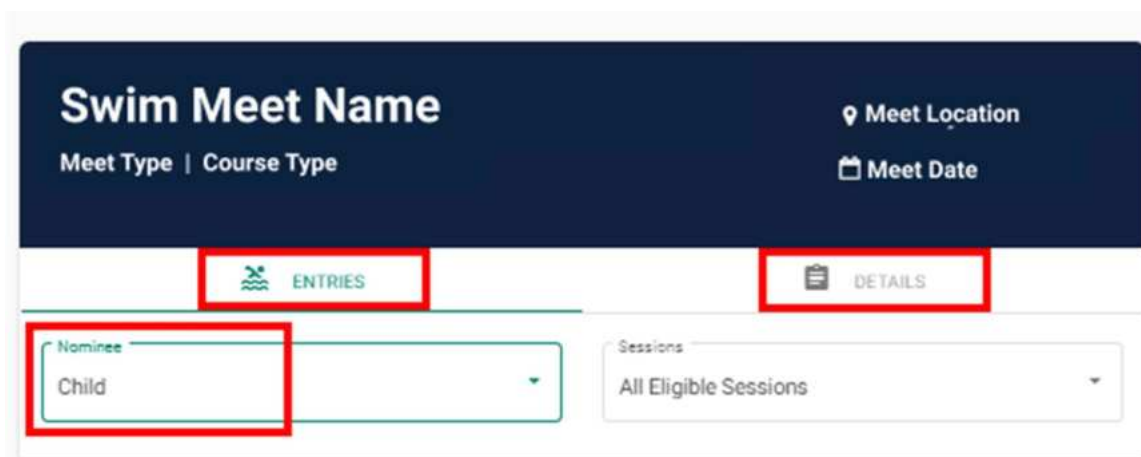


3. From the **My Events** tab, select the date the of the meet from the calendar.
4. Select **View Event** next to the meet you wish to nominate for.
5. If you are looking to enter a meet that is not shown on your events calendar, please contact your club to confirm this meet has been allocated to your club or select the **Locate an Event** tab and search for the event via the filters.



Event details

6. To view event details, select the **Details** tab.
7. Select the **Entries** tab to navigate to a list of eligible entries.
8. Select the swimmer you wish to enter.



The screenshot shows a web interface for a swim meet. At the top, there's a dark blue header with 'Swim Meet Name' on the left and 'Meet Location' and 'Meet Date' on the right. Below this is a white bar with two tabs: 'ENTRIES' (highlighted with a red box) and 'DETAILS' (also highlighted with a red box). Under the 'ENTRIES' tab, there's a 'Nominee' dropdown menu (highlighted with a red box) showing 'Child' as the selected option. To the right of the dropdown is a 'Sessions' dropdown menu showing 'All Eligible Sessions'.

Membership and relationship requirements

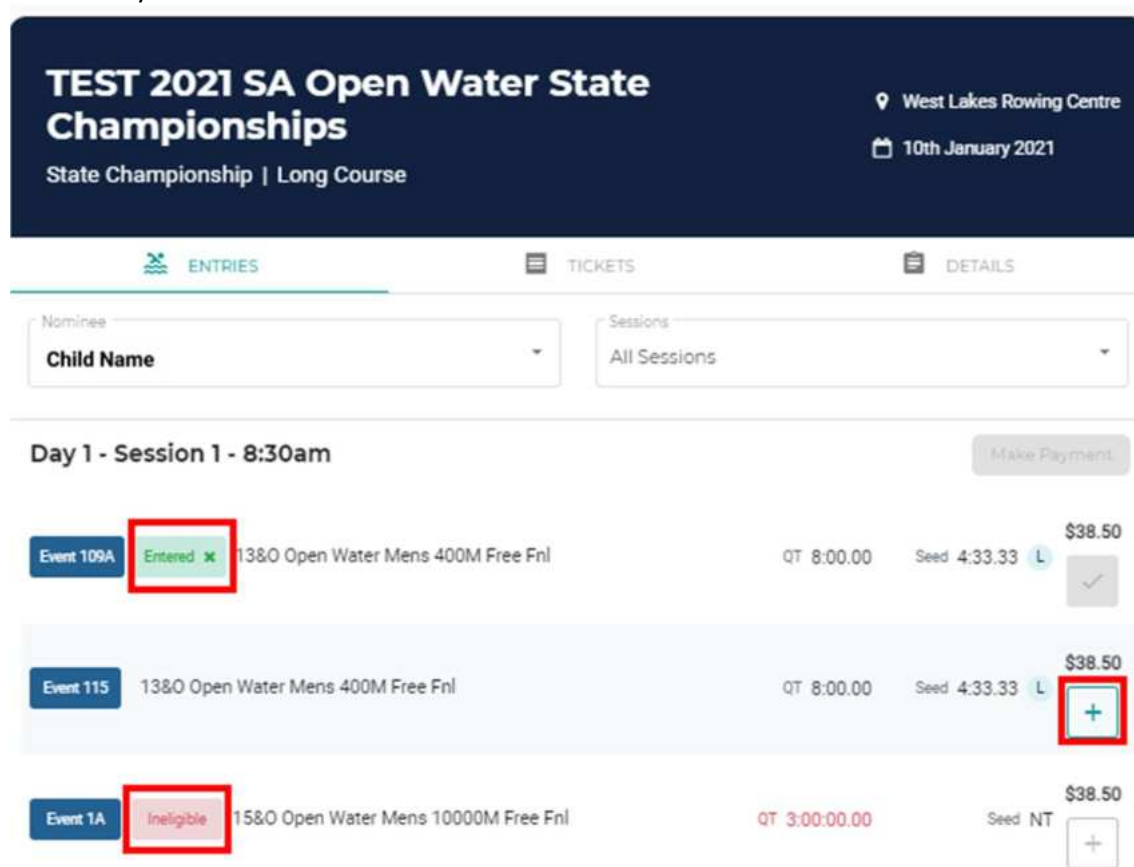
9. Membership and relationship requirements (i.e. the requirement for a swimmer to hold a valid membership or relationship with a club) will be checked to ensure you meet these requirements. You will be advised if you don't otherwise you will be taken straight to the race entries screen.

Note: If there are both membership and relationship requirements a participant must meet both requirements to enter.

Entering the meet

10. A list of all eligible events for the swimmer to enter based on their age and gender will appear.
11. If there are no qualification times, or the swimmer meets the qualification time, a **+** icon will be displayed. Select **+** to select the race.
12. If the competitor/swimmer does not meet the qualification time, an **Ineligible** icon will display.
13. Races already entered will display with **Entered**.

Note: Entry Time = The swimmer's time used at time of nomination.



TEST 2021 SA Open Water State Championships
State Championship | Long Course

West Lakes Rowing Centre
10th January 2021

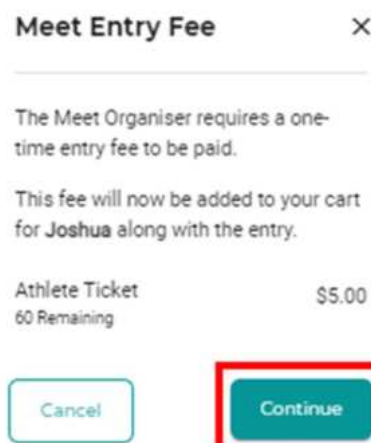
ENTRIES TICKETS DETAILS

Nominee: Child Name Sessions: All Sessions

Day 1 - Session 1 - 8:30am

Event	Status	Race Name	QT	Seed	Price
Event 109A	Entered	13&O Open Water Mens 400M Free Fnl	8:00.00	4:33.33 L	\$38.50
Event 115	+	13&O Open Water Mens 400M Free Fnl	8:00.00	4:33.33 L	\$38.50
Event 1A	Ineligible	15&O Open Water Mens 10000M Free Fnl	3:00:00.00	NT	\$38.50

14. If the meet requires a **Meet Entry Fee** then this screen will display – select **Continue** if this is applicable.



Meet Entry Fee

The Meet Organiser requires a one-time entry fee to be paid.

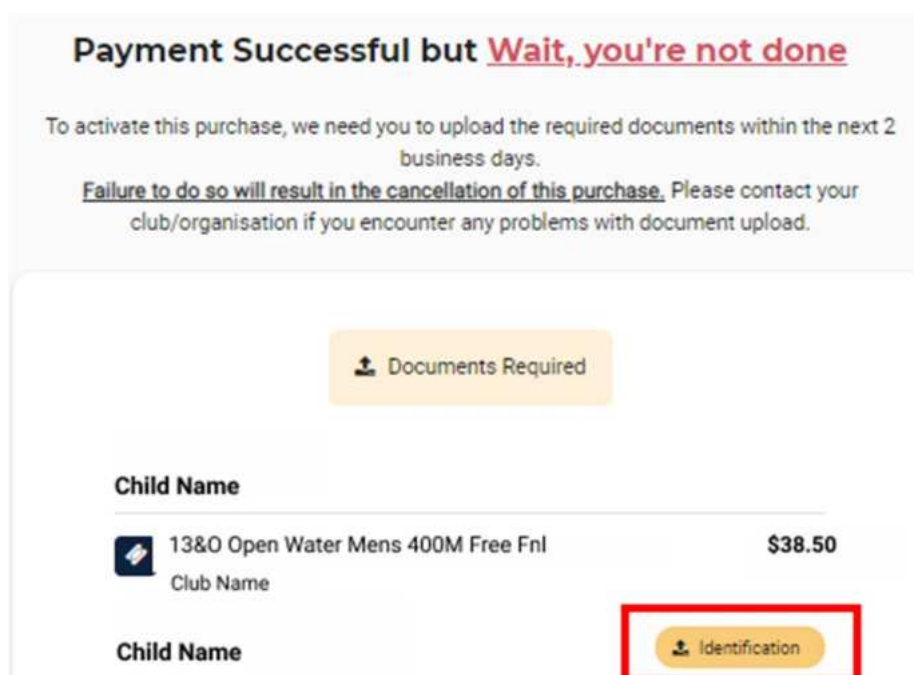
This fee will now be added to your cart for Joshua along with the entry.

Athlete Ticket \$5.00
60 Remaining

Cancel Continue

15. If the meet requires a **document** e.g. passport photo for identification, the below screen will display after payment has been completed.

Note: If the required document is not already present in the individuals document library it can be uploaded via the yellow **Identification** button next to the swimmer's name



Payment Successful but Wait, you're not done

To activate this purchase, we need you to upload the required documents within the next 2 business days.

Failure to do so will result in the cancellation of this purchase. Please contact your club/organisation if you encounter any problems with document upload.

 Documents Required

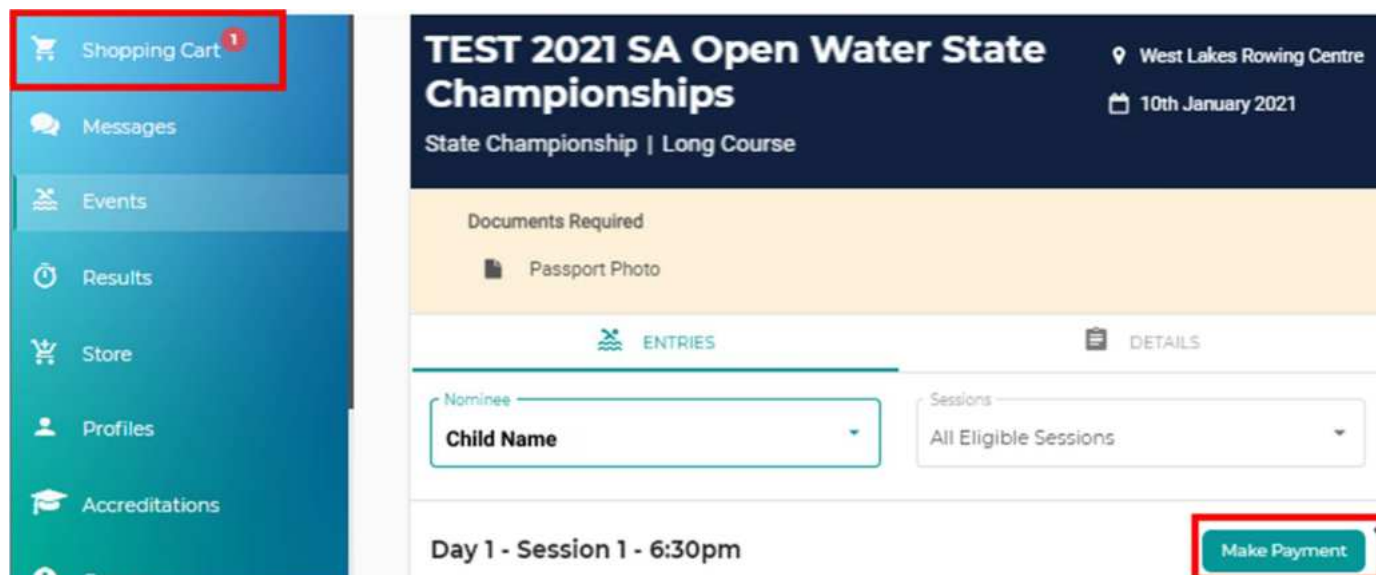
Child Name	
 13&O Open Water Mens 400M Free Fnl	\$38.50
Club Name	
Child Name	 Identification

Entering more than one child

16. To complete entries for another child for the same meet select the next swimmer from the **Nominee box**.
17. To complete entries for a different meet, simply click on **Back to events** at the top of the page or **Events** in the menu.
18. You will see the total number of events entered for your family reflected in the Shopping Cart item count as you go along.

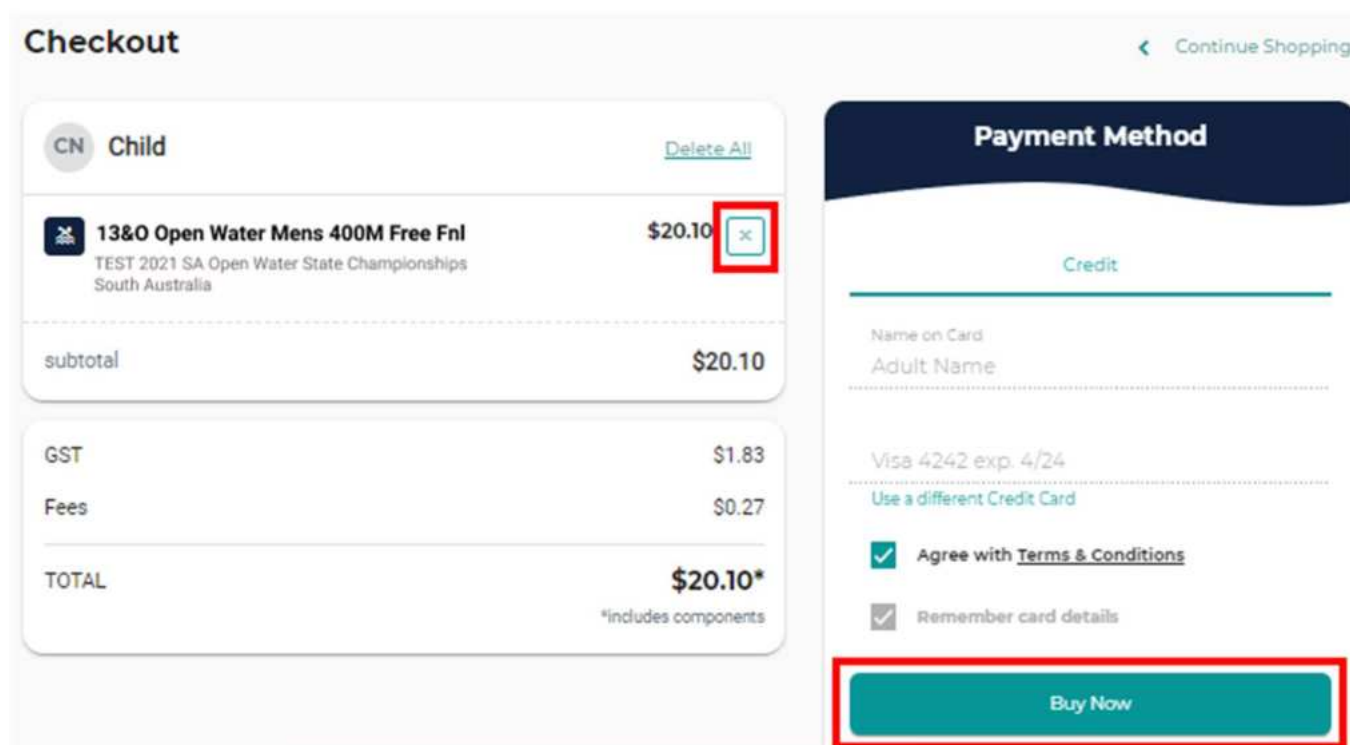
Checking your shopping cart

19. Once entries have been added to the Shopping Cart, click on the **cart icon** or select **Make Payment**.



The screenshot shows the website interface. On the left is a blue sidebar menu with icons and labels: Shopping Cart (with a red box around it and a '1' badge), Messages, Events, Results, Store, Profiles, and Accreditations. The main content area has a dark blue header for 'TEST 2021 SA Open Water State Championships' with location 'West Lakes Rowing Centre' and date '10th January 2021'. Below this is a yellow section for 'Documents Required' with a 'Passport Photo' icon. A green bar separates the 'ENTRIES' and 'DETAILS' tabs. Under 'ENTRIES', there's a 'Nominee' dropdown set to 'Child Name' and a 'Sessions' dropdown set to 'All Eligible Sessions'. Below these, it says 'Day 1 - Session 1 - 6:30pm'. A red box highlights a green 'Make Payment' button in the bottom right corner.

20. You will see a confirmation screen listing all events you entered for each swimmer and which meets have been entered.
21. Confirm all entries and, if necessary, remove any unwanted items by selecting the **X**.
22. Enter payment details and select **Agree with Terms & Conditions** in the Payment Method window.
23. Select **Buy Now** or **Complete Purchase** button to complete the purchase.



The screenshot shows the 'Checkout' page. On the left, under 'Child', there's a list of items. One item is '13&O Open Water Mens 400M Free Fnl' for '\$20.10', with a red box around the 'X' icon to remove it. Below the item list is a summary: 'subtotal \$20.10', 'GST \$1.83', 'Fees \$0.27', and 'TOTAL \$20.10*' (with a note '*includes components'). On the right, the 'Payment Method' section is active, showing 'Credit' as the selected method. It has fields for 'Name on Card' and 'Adult Name'. Below that, it shows 'Visa 4242 exp. 4/24' and a link 'Use a different Credit Card'. There are two checkboxes: 'Agree with Terms & Conditions' (checked) and 'Remember card details' (checked). A red box highlights a large green 'Buy Now' button at the bottom right.

24. A **Thank you for your purchase** screen will display and an email confirmation will be sent to your inbox verifying that your purchase is complete.
25. You can also select **Go to Purchases** where you will see that the purchase status is set to completed for the transaction.

Thank you for your purchase

Child Name

 **TEST 2021 SA Open Water State Championships: 13&O Open Mens 400M Free Fnl** **\$20.10**

South Australia

GST

\$1.83

Fees

\$0.27

TOTAL

\$20.10*

*includes components

Go to Purchases

Continue Shopping

We are happy to welcome you and your family as members of Novocastrian Swimming Club.

**Our club has great spirit and family atmosphere and
we hope you enjoy becoming part of our swimming community.**

