



Member Handbook

Welcome to Perth City Swim Club



We warmly welcome you to our swim club.

This handbook aims to provide important information to all members of Perth City (Masters) Swim Club.

Whether you want to improve your swimming, fitness or to meet other like-minded people, we hope you find us a very friendly bunch. We support and encourage all our members to get involved in our club whether it is at regularly training, club run events (100 x 100s, Jon Haines 1K Cup) or competing in the many open water swimming events in summer or Masters pool carnivals throughout the year.

It can be quite daunting, especially for new Club members to fully comprehend all the club's services, activities and rules. Hopefully this booklet will provide you with a better understanding of our Club. If this booklet does not answer all of your questions, please feel free to reach out to any one of the Committee members or coaches.

Message from our President

Welcome new members and thank you to our existing members for your continued support.

Our club is a community club run by volunteers and our aim is to help swimmers of all abilities reach their swimming goals in a safe and supportive environment.

We have a strong background in open water swimming events including mainland to Rottnest swims.

We often conduct introductions to open water swimming to help your confidence in the ocean and waterways.

We also participate in many pool events throughout the year.

We offer swimming to all.

Looking forward to seeing you around the pool, and helping out on occasion, whether it be putting covers on at the end of a session, coffee and cake morning teas or flipping snags at one of our Saturday BBQs!

Peter Kuhre



Club History

Perth City Swim Club (Masters) was established in 1984. We are a proud club that has been going for 40 years strong and has had outstanding success at State, Australian and International levels over this time.

Perth City Swim Club is well known in WA as a strong open water swimming club with many members over the years competing in Rottnest Channel Swim and Port to Pub events. The Club has had great success at the annual Masters Swimming WA Open Water Championships/Mullaloo Mile event each year with a number of current members performing extremely well in the Swimming WA Open Water Series each year as well.

Club Member Profile

Total Membership (March 2025)	Age demographic
90 members	18-30 years – 7.3%
Female – 49	31- 40 years – 25.6%
Male – 33	41-50 years – 26.8%
	51-60 years – 32.9%
	61-70 years – 7.3%

Club Contact Info

Home Pool: [Perth College Anglican School for Girls](#)

Email: info.perthcityswimclub@gmail.com

Website: www.perthcityswimclub.org.au

Facebook - [Perth City Swim Club Facebook](#)

Instagram - [Perth City Swim Club \(MSWA\)](#)



Our Mission

1. To promote the objectives of Masters Swimming in Australia known nationally as “Masters Swimming Australia” and affiliated locally as “Masters Swimming WA” (MSWA).
2. To provide a safe, managed environment to encourage all adults, regardless of age or ability, to swim regularly in order to promote fitness and improve their general well-being.
3. To embrace the Masters Swimming Australia motto of “fitness, friendship and fun”, via provision of coaching by qualified Masters Swimming Coaches wherever practical, social events, interclub swim meets, time-trials, endurance swims and club-badged clothing.

Our Values

1. To be inclusive and respectful.
2. Promote ‘fitness, friendship and fun’
3. To be recognised and respected as one of the strongest performing open water swimming masters’ club in WA.

Our Committee

The affairs of the Club are managed exclusively by a committee elected on an annual basis consisting of:

- President
- Vice President
- Secretary
- Treasurer
- At least three (3) Committee Members

Committee Members roles include New Member Liaison, Merchandise Officer, Communications Officer, Website Maintenance Officer, Social Committee Member and General committee member/s.

The Committee meets at least three (3) times a year and is the avenue for members to discuss or share items, feedback or suggestions on club operations.

Members should advise the Club Secretary (preferably in writing via email) if they wish to raise an issue formally with the committee.

Please send emails to the club inbox – info.perthcityswimclub@gmail.com

Club Committee



President
Peter Kuhne



Vice President
Perry Molendijk



Secretary
Alastair Burvill



Co-Treasurer
Clairly Lance



Co-Treasurer
Leon Staude



**Co-Club Captain &
Safety Officer**
Jackie Gardiner



Co-Club Captain
Georgia Armstrong



Head Coach
Shannon Harben



New Member Liaison
Kelli Dawson



**Communications/
Social Media Coordinator**
Jo Edmondson



Social Coordinator
Andrea Dixon



**General Committee
(and Club brains trust)**
Jon Haines



General Committee
Fiona Wilkins






General Committee
Amy Mulholland

Life Membership

Life membership is awarded to those members who have given outstanding and significant contribution to the club over an extended period.

Perth City has formally recognised the following members for their sustained contribution to the club:

Life Member	Year Awarded
Fiona Wilkins 	2012
Jon Haines 	2018
Allison Hass 	2022

President Honour Board

President	Tenure
Pat Hahnel	1984 -1985
Don Williamson	1985 -1989
Jon Williamson	1989 -1994
John McConnell	1994 - 1998
Jo Gosling	1998 - 1999
Fiona Wilkins	1999 - 2009
Jon Haines	2009 - 2023
Peter Kuhne	2023 - present

Venue Information

Perth College

Address: 31 Lawley Crescent, Mount Lawley

A minimum of 5 lanes (often up to 8 lanes) will be available for every training session which means we can accommodate most speeds and abilities. There is no entry fee payable as we swim at a private school facility.



Parking for Perth College

Free street parking on both sides of Queens Crescent (blue)

Limited number of parking bays located inside the school gates, enter via Beaufort Street (yellow).

Pool entrance is here



Training Schedule

The master training schedule can be found on our club website under the Coaching Program menu.

www.perthcityswimclub.org.au/trainingroster

Any changes made to the training schedule will be posted on the Club website. Queries about the club training schedule should be directed to the Head Coach, either send an email to info.perthcityswimclub@gmail.com or chat with the coach on pool deck.

Our weekly training sessions are:

Tuesday 6:45pm – 8:15pm

Thursday 6:45pm – 8:15pm

Saturday 8:00am – 9:30am (summer)

Saturday 9:00am – 10:30am (winter)

We swim all strokes in training, but most of our main sets are freestyle. For new members they should be able to swim 1km freestyle by themselves confidently (20 laps, with lots of rest breaks of course!).

- Any potential new members can swim for up to three (3) training sessions before they need to join to continue swimming.
- All training sessions start with a warm-up and end with a cool down with Lanes 1 & 2 swimming about 2.5km per session with each lane varying up to Lanes 7 & 8 who will swim between 4km to 5km a session.
- Members are encouraged to bring their own training equipment (e.g. pull buoy, kickboard, hand paddles, fins, snorkel) if they have it. If you forget the club has spares of most items in the portable locker (Blue Tardis) available for members to borrow.



Club Events/Important Dates

We encourage our members to participate in the various pool and ocean swim events held throughout the year.

Perth City Swim Club has strong participation in all ocean events held in the Masters Swimming WOW series and the Open Water Swimming (OWS) series each year. An annual event calendar is circulated to members at the start of the season usually around September/October. We also host a number of Club pool and ocean events throughout the year.

Keep an eye out on the Club Facebook page for any upcoming events or have a chat with our Head Coach.

Perth City 100 x 100s	Late January/Early February
Busselton Jetty Swim	Early February
Rottneest Channel Swim	Late February
State Open Water Championships/ Mullaloo Mile	Early March
Port to Pub Channel Swim	Mid March
Rotto Crossing Gloat Night/s	Late February and Late March
Masters Swimming WA State Long Course Championships	April/May
Jon Haines 1K Cup	April/May
Golden Gropers Relay Carnival	July
Club annual membership expiry	31 December
Club Annual membership renewal	By 31 December
Club Annual General Meeting (AGM)	November/ December
Club Christmas Party	December
Club Boxing Day Swim (Cottesloe Beach)	26 December



2023 Club 100 x 100s – Perth College Pool

Club Awards

Each year the Club will present annual awards (at a time and place to be determined) voted by members. Voting is usually conducted online via a voting ballot.

The club has the following awards:

Golden Swan Award (Club's Best and Fairest): this award is co-ordinated by the committee and is determined by anonymous votes from members. The award is for someone who demonstrates sportsmanship and clubmanship (not necessarily our best swimmer).

Most Improved Award: this award is co-ordinated by the Head Coach and is determined by votes from the coaches and given to the swimmer who has shown the most improvement throughout the year.

The club may have other awards from time to time at the discretion of the committee.



Club Membership

Our membership season runs over a 12 month period commencing on 1 January and ending on 31 December of each year. Memberships for the following year open on 1 December the previous year.

New swimmers who join throughout the year have an option to pay either 6 months (from 1 July), 12 months (from 1 December) or 16 months (from 1 September) depending on date of joining.

For new members joining or previous members re-joining the Club, membership is deemed complete when details are submitted via Swim Central and payment of the required membership fee has been received.

Club membership covers affiliation fees, pool hire, coaching, use of swimming equipment and insurances. It also includes affiliation membership for Masters Swimming WA which allows all masters members access to a range of ocean and pool events throughout the year.

Members are considered a lapsed or expired member if they have not paid their annual membership fee by 28 February each year. Lapsed members will not be able to attend training until the required annual fee has been received by the Club via Swim Central.

If you have any membership enquiries, please contact the Club Member Liaison via email on info.perthcityswimclub@gmail.com.

Communications

Perth City Swim Club (Masters) is conscious of the need to have regular communication with its members to ensure everyone is kept up to date with accurate information.

The club's main communication channels are:

- Regular email updates from the Club President or Communications Coordinator
- Member newsletter (Club Swanny) – Quarterly
- Club website - www.perthcityswimclub.org.au
- Instagram - <https://www.facebook.com/groups/171886129519114/>
- Facebook - <https://www.facebook.com/groups/171886129519114/>



Club Merchandise

We have a club uniform and our club colours are black and red. We encourage our members to wear the Club uniform when completing and attending external swim meets where possible.

The following uniform items are available for purchase from our merchandise committee member (name here).

- Polo Shirt
- T-shirt
- Deck Coat
- Hoodie/Jumper
- Bathers (men and women - various styles)
- Swimming Cap (white for open water events and black for pool events)

If you would like to purchase merchandise, please email the club and our merchandise committee member will be in contact with you.

Email: info.perthcityswimclub@gmail.com



All payments for merchandise to be made directly to the Club's bank account.

- Account Name: Perth City Swim Club
- BSB: 036001
- Account No: 219156
- Payment Reference – Member Name and item purchased.

Swimmer Welfare

Perth City Swim Club emphasises the importance of looking out for fellow swimmers.

It is important to be aware that Perth College does not have lifeguards. This means we must always look out for each other in the pool.

If you see a fellow swimmer in trouble, immediately try and help them, raise the alarm and get the attention of the coach on deck and ask your fellow swimmers to assist.

If a member has a concern about coaching or training they should discuss their query with the Head Coach or the coach on deck outside of the session.

Safety Precautions

As a MSWA Club we:

1. Provide up-to-date information to members about the safety and first aid facilities (including emergency telephone) available at Perth College Pool.
2. Record all incidents by completing an Injury Report Form immediately after an incident.

We have a Medical Emergency Response Plan in place and encourage any members who want to train in first aid or resuscitation qualifications to do so. Please email info.perthcityswimclub@gmail.com for more information.

In the event of an emergency

Emergencies are by nature rare and unpredictable but they can happen. If you witness an incident or you happen to get into trouble whilst at the pool, please ensure do the following:

1. Raise the alarm. Get the attention of the coach or get another member to do so for you.
2. Contact Emergency Services by calling 000., Provide venue and incident details and stay on the line until assistance arrives and record incident details of the incident and responses as they come to hand.
3. Direct the ambulance and accompany the injured person to hospital.
4. Collate all the information needed for responding to a medical emergency in a Medical Emergency Plan (refer to **Appendix 1 – Medial emergency plan form** in this handbook).

Remember we are all about keeping our members safe.

Volunteering

As a club, we rely heavily on the commitment of our member volunteers to fulfil a variety of roles, and there is an expectation that all members offer to assist in some capacity.

Informal Roles

The pool covers and pool cleaner must be taken off/put in after each training session and this task requires a minimum of two people. If you are unsure how to help, please ask of the committee members or regular swimmers and they can show you how to do these important tasks. Many hands make light work.

As a club we do not expect the coaches to do these tasks at each session. Our coaches already contribute a considerable amount of time in keeping their qualifications current, preparing swim programs and providing coaching on deck during training.

Please be mindful that jobs like these are everyone's responsibility and to spread the workload we will be looking to introduce a rotation volunteer roster system in the future.

Formal Roles

There are a number of formal volunteer roles as a member of the Committee of Management for the club. The Committee is elected by the members at the Annual General Meeting held in December each year and is entrusted to oversee the business and affairs of PCSC. This encompasses both the training and social aspects of the Club. If this interests you, please let us know.

The Club's Head Coach role is responsible for the co-ordination of the training roster and program focus. This person also assists the Club Captain/s with the external swim meets that members may compete in such as State Championships, Club records, and timekeepers at meets run by other Clubs.

The Club's social committee member coordinates various Club functions including coffee mornings and barbeque breakfasts, club winter wine tour and the annual Christmas Party.

If you are interested in being part of the Club's committee, please feel free to contact any one of the Club's Committee Members for information. You will find the Committee member names and contact details are included at the front of this handbook.

Guidelines for Coaches and Swimmers

Coaches will always adjust the sessions to match the swimmers, and no swimmer will be left behind. As we have a minimum of 5 lanes available (more often eight lanes) which allows coaches to accommodate a wide variety of abilities. As a general guide:

- Lane 1: Use 'rest Intervals' of around 15 seconds per 50m. Total session distance roughly 2.5-3.0km
- Lane 2-3: Use cycles of 65 seconds per 50m, Total session distance roughly 3.0-3.5km
- Lane 4-6: Use cycles of 50-60 seconds per 50m, Total session distance roughly 3.5-4.0km
- Lane 7-8: Use cycles of 45-50 seconds per 50m. Total Session distance roughly 4.0-4.5km

Combining Lanes: If combining lanes, the rest cycle **MUST** match the requirements of the slowest lane.

Photo Gallery



Social Club Calendar

Throughout the year the Club will run various social club events. Look out for notices on the Club Facebook page.

<i>Coffee and Cake Mornings</i>	<i>Saturdays as announced</i>
<i>Rotto Channel Swim Gloat Night</i>	<i>Late February</i>
<i>Port to Pub Channel Swim Gloat Night</i>	<i>Late March</i>
<i>Jon Haines 1K Cup - BBQ Breakfast</i>	<i>April/May</i>
<i>Club Wine Tour</i>	<i>June/July</i>
<i>Rottneest Swim Seminar</i>	<i>October</i>
<i>Annual General Meeting Sausage Sizzle</i>	<i>Early December</i>
<i>Annual Club Christmas Party</i>	<i>Early December</i>



Pool Etiquette

How to get on with your lane mates and prevent lane rage!

To ensure our training sessions are safe, rewarding, consistent and fun, at Perth City Swim Club our swimmers observe the following guidelines. It's just how we do things at training.

1. Check the lane is clear!

- Never dive into the pool unless your lane is clear and you are at the deep end.

2. We swim on the left in a clockwise direction.

- The width of the pool lanes at Perth College is narrow (compared to public pool lanes).
- Please try to keep your arms in close when swimming (particularly when doing freestyle and butterfly). On many occasions, swimmers have accidentally knocked/locked arms with another swimmer in the next lane over. Not only can it be quite painful, it can also break a swimmer's concentration and focus.

3. Let everyone finish or turn on the wall - Stand to the side of the lane.

- If you have finished your set, skipping a lap, topping up with fluids, adjusting your goggles or chatting to another swimmer – stand to the side to allow others to finish their set or turn on the wall.
- This means you should finish on the wall (not at 47m, not at 30m - it can cause a mid-lane pile-up). Swim to the end of the lane and move immediately to the side.

4. Work out the pecking order and ALWAYS LEAVE 5-10 seconds apart!

- Ensure swimmers are ordered fastest to the slowest and leave a minimum 5 second gap between each swimmer. Better still, make it a 10 second gap.
- If you keep catching the swimmer in front, exchange places or leave 10 seconds apart.
- Often the coach will ask you to swim 10 seconds apart. This helps improve to everyone's swimming as no one is getting a free ride by drafting off the swimmer in front. It also makes turning easier!

5. Turning – Aim to hit the wall to the right of centre and push off on the right (now left!) side of the lane.

- Perth College lanes are narrow. Generally, when swimming at other public pools, you would aim to turn in the middle of the lane.
- swimmers should turn on the right or just to the right of centre. When you push off you should then be travelling on the left side of the lane. Only do this if you are leading the lane or have space between you and the swimmer in front.
- If you are turning in the shallow end and a fellow swimmer is standing in front of the wall, politely remind members to keep the wall ends free where possible.

6. We have two pool clocks

- There is a timing clock at each end of the pool. Get in the habit of working out your start time.
- If you are the lane leader, call it out to the others when you are starting the next set.
- If you can't see the clock, ask a lane buddy to count you down. Knowing when to swim makes for a smoother training session.

7. *Mark your own pool kit and keep it neat at the end of the pool.*

- To prevent your pool kit items ending up in the cage (and adding to the growing collection of odd hand paddles) mark your gear with either your name, initials, phone number or special symbol on it. Recommend using a black permanent marker pen and try to your gear together during the session.

8. *Drills and Technique sets are meant to be done s-l-o-w-l-y.*

- Don't feel pressured (or pressure others) into racing through a drill set.
- Aim to do them to the best of your ability. If you know you are faster or slower at a particular drill than others in your lane, change the swimming pecking order.

9. *Swim close to the lane rope but try to keep your arms within your lane.*

- Make sure the black line is well to your right.
- If you constantly hit the lane rope or clout another swimmer in the next lane ask the coach for drill, such as finger trails, to correct your wide arm swing.

10. *When doing form strokes watch out for others and modify if necessary.*

- Especially when performing butterfly and breaststroke. This is prime time for when you may find arms and legs going everywhere e.g. single arm fly, breast with fly dolphin kick.
- Also be aware when doing backstroke, it is easy to accidentally 'grope' your swim lane neighbours.

11. *Avoid the dreaded 'C' word (cramp) and bring some drink.*

- Although it is believed cramp occurs because of many things – lack of muscle condition, inadequate stretching, lack of magnesium, generally the possibility of cramp can be reduced if you are hydrated.
- Bring a plastic drink bottle (no glass bottles allowed on pool deck) of water, sports drink, cordial... and keep it at the end of the lane.
- Make sure your drink bottle is clearly marked with your name.

12. *Our motto is 'Fitness, Friendship & Fun' – so be all three.*

- Be nice to your fellow swimmers. You may have had a tough day at the office, with the kids or with the kids at the office but use pool time to de-stress and recharge your batteries, not a time to get grumpy with a fellow swimmer.
- If there's an issue in the pool and etiquette isn't being observed as it should, diplomatically address it with your swimming buddy or let the coach know.
- We all swim for different reasons and want to enjoy our training time so it brings a positive feeling of accomplishment afterwards.

13. *Respect Your Volunteer Coach*

- All our coaches are volunteers. They have given up their time and their swimming session to coach the rest of us. Yes, by all means have a laugh with your coach but give them respect.
- Listen to what the coach is saying and follow their instructions. Or if necessary, adapt the program to suit yourself but let the others in your lane know.
- A simple 'thank you' is a fantastic way to show your appreciation and acknowledge the work the coach has put in to provide you with a challenging and educational session.

Pool Facilities

Pool opening

Unlock the carpark gate and prop open with brick door stop.



At the shallow end of the pool open the left hand side seat box cover and locate the foot pedal. Plug in the pool cover roller to the power plug which is located under the seating. Use the foot pedal to roll in the pool covers. If the power is not working, check the plug on the wall is in the 'off' position.



Wheel out the blue tards and unlock (small key) from the storage room.



Pool lock-up

Important – For safety purposes the pool covers requires a minimum of 2 people to complete. Do not attempt to do this on your own, please ask a fellow member for assistance.

The pool cover machine is located in the storage cupboard under the stairs. Unplug the motorised roller and move to the deep end of the pool. Position in line with Lane 7.



Pull out the roller wheel and with the help of another person walk the strap to the other end of the pool. Attach the carabiner to the pool cover. Fold back each of the corners of the cover (this helps the cover glide over the water easily). Re-engage the wheel and start the motor. Also be mindful of the blue cable for the pool cleaner (if already in the pool) when putting the covers on as the cover can accidentally get tangled up with the cleaner.

Repeat the above process for all 3 covers, moving the roller to align with the centre of each cover. Put the roller back in the storage space and plug in the yellow power cord.



While the covers are being pulled out, check the pool cleaning robot is plugged in, switch it on, and place in the western side of the pool.



Close the blue Tardis and lock (small key) and wheel it into the store room.



Turn off the lights in the ladies change rooms, on the security panel press 'arm' button on top left, and using the large key from the store room, lock the change rooms. Note the men's changerooms do not have a lock on the door so there is no need to close up the men's changerooms.



Replace the key in the lock box, close the store room sliding doors, turn off the undercover lights, the three pool lights and close the carpark gate.



Code of Conduct

As a member of PCSC, we understand you have the right to:

- Enjoy the time you spend with us.
- Know who you can talk to if something's not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your swimming with our help and support.
- Be looked after if there's an accident or injury

As a member of PCSC or activity we expect you to:

Essentials

1. Keep yourself safe by listening to the coach or committee members, behave responsibly and speak out when something isn't right.
2. Take care of our equipment and premises as if they were your own.
3. Make it to training on time and if you're running late, let a member of the club know.
4. Bring your kit to training.
5. Follow the rules of the pool or club activity at all times.
6. Respect the privacy of others especially in the changing rooms.

Behaviour

1. Make our club and activity a fun, happy, friendly and welcoming place to be.
2. Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
3. Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
4. Not use any device to take photographs or footage of others in the changing rooms or cubicles.
5. Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
6. Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
7. Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
8. Treat other swimmers with respect and appreciate that everyone has a different level of skill or talent.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee. Any behaviour which may be a criminal offence will be reported to police by the club.



Medical Emergency Plan Phone 000 or Mobile 112		
Club Name		
Activity Address	Street Suburb Nearest Cross Street	
Club President and contact number	Name Mobile Number	
Medical Emergency signal - Three long whistle blasts		
In case of a Medical Emergency the following person is in charge. (if more than two people are available the first named shall take charge)	<i>(insert photo and name)</i>	<i>(insert photo and name)</i>
First Aid Officers	<i>(insert photo and name)</i>	<i>(insert photo and name)</i>
The first aid equipment is located –		
The defibrillator is located –		
Our members medical information is located –		
The closest access point for emergency services –		
Local medical facilities address and contact numbers:	Medical Centre Address Phone Hospital with Emergency facilities Address Phone	
Facility Manager:	Name Mobile	
Surf Life Saving Contact:	Name Mobile	
Map reference:		

