

# Willoughby Swim Squads Parent information



[www.willoughbyswimsquads.com.au](http://www.willoughbyswimsquads.com.au)

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This handbook contains forms part of Willoughby Swim Squads Terms and Conditions.

# Our Centres

## Willoughby Swim Squads

Willoughby Swim Squads based at Willoughby Leisure Centre and directed by Head Coach Paul Hardman provides a development pathway for swimmers from mini squads to national level competitors and caters for all swimmers in between, including adults, triathletes and school-based swimmers.

Our Willoughby program provides:

- Mini squads
- Junior Development squads
- Senior and National level squads
- Swim Fit squads for teenagers
- Adult training

For the young developing swimmer our program focuses on the development and refinement of great technique and progresses towards the learning of sound training techniques.

At the highest level, our program nurtures the competitive swimmer competing at State and National Championships to be the best that they can be.

## The Value of Swimming

Swimming offers many benefits, both in the competitive and recreational environments. In squads, swimmers develop self-discipline, the ability to accept and apply feedback, good sportsmanship and achievement through consistent application. Extending to competitive swimming allows the swimmer to experience success and to learn how to deal with defeat; to plan and work towards set objectives, time management skills while becoming healthy and physically fit. Learning to be a part of a team and developing enduring friendships is an invaluable part of the sport of swimming.

## Roseville Swim School

Under the direction Paul and Kristin Hardman, Roseville Swim School provides learn to swim (from 4 years of age) and squad swimming programs aimed at encouraging and challenging swimmers.

Operating in Term 4 and Term 1 with holiday intensives through January, our 25 metre, five lane heated outdoor pool is an ideal location and setting for the whole family to enjoy their swimming through the summer months. Our program is open to all Roseville College students and siblings as well as non-Roseville College families.

Our program provides:

- Learn to Swim classes from 4 years of age
- Mini squads
- Junior Development squads
- Squads for fitness
- Adult classes

Given Willoughby and Roseville's proximity many of our customers use both centres to fulfil their swimming requirements



# Enrolment Process

Our program runs year-round and enrolments are accepted at any time of the year. An assessment will be arranged to determine the most suitable squad for your child. All new enrolments must complete an online enrolment form via our website [www.willoughbyswimsquads.com.au](http://www.willoughbyswimsquads.com.au)

Your booking is perpetual, meaning it will roll over from term to term, eliminating the need to re-book each term. Your booking remains until you inform us of your intention to withdrawal from the program.

Bookings are subject to availability and we cannot guarantee there will be space available on your preferred day and time. We will always endeavour to offer you your first preference, but unfortunately this is not always possible.

Children must swim in their allocated time only.

## School Holiday Programs

At Willoughby Swim Squads we offer a flexible training program each school holidays which means your child can continue his/her swimming through the term break.

Holiday program enrolments can be made through our website under the **Customer Portal** tab.

Schedules and prices for each school holiday program are distributed to all customer's mid-term.

## Customer Portal

As a customer of Willoughby Swim Squads you will be given a link to register for our Customer Portal. The customer portal will allow you to:

- Enrol into school holiday programs.
- View your current bookings.
- Notify us of any absences.
- Stingray & Sealion - book your make - up

The customer portal does not allow you to cancel or change any of your bookings. To amend your booking email Kristin [willswim@optusnet.com.au](mailto:willswim@optusnet.com.au)

## Changes to your Booking

It is possible to make changes to your booking via email to Kristin at [willswim@optusnet.com.au](mailto:willswim@optusnet.com.au)

We will always do our best to accommodate your preferences, however changes are only possible if there are vacancies in the requested class.

If you are a Swordfish swimmer please see note below.

## Swordfish Bookings

At the commencement of each term, Swordfish swimmers are required to email any changes to your weekly session attendance so rolls accurately reflect when swimmers will be in attendance. Email [willswim@optusnet.com.au](mailto:willswim@optusnet.com.au)

## Missed lessons

At Willoughby Swim Squads we encourage swimmers not to miss their classes. Make up classes are only possible if space permitting.

Notify your absence and book your make-up via the customer portal.

**Covid -19** - Make - up classes are available if you miss a class due to illness or the need to isolate.

Credits or refunds are not provided for missed classes



# Fees and Payments

Fees are paid in-advance each term. All accounts are to be paid before the start of term. Our pricing schedule is listed under the fees section of the term schedule distributed to all customers, and on our website.

<http://willoughbyswimsquads.com.au/current-schedule/>

A pro-rata amount will apply if you commence enrolment part way through the term. You will not be charged for public holidays. Our preferred method of payment is EFT or cash.

## Bank Details:

Account name: Willoughby Swim Squads  
BSB: 032196  
Account number: 449809  
Reference: Childs surname and initial, plus 'T' for term or 'H' for holiday program.

## Late payment fee

Please note a late payment fee of \$25 per family will apply to all accounts paid after week 4 of each term. This fee is necessary to cover administration costs involved in the time it takes to chase up late payments. Please be sure to pay your fees on time to avoid this extra charge.

## Credits and refunds

Credits are only given if your child has an Injury/illness requiring them to miss an extended period (3 weeks or more). For a credit, a doctor's certificate is required. Refunds are not given.

## Entry to Willoughby Leisure Centre

Please note that fees **do not** include entry to Willoughby Leisure Centre. You must obtain an entry pass from WLC before admittance. It is recommended that you purchase a 20 visit squad pass.

Before you purchase a 20 visit squad pass, you will need to see one of our coaches to receive a token that gets you the squad discount.

For families who have more than 1 child and who whose parents might want to use the facilities at Willoughby, I would enquire about a family membership as an economical way of gaining entry.

## Notification of withdrawal

If your child no longer wishes to continue in our program, a Notification of Withdrawal is required 4 weeks before the commencement of each term. This ensures that we can offer your allocated position to a new or existing customer. Withdrawal notifications submitted after the commencement of term will incur a 4-week fee payment.

Email all notification of withdrawals to [willswim@optusnet.com.au](mailto:willswim@optusnet.com.au)

# Active Kids Vouchers

Willoughby Swim Squads are able to accept Active Kids Vouchers. Below are our Terms and Conditions, these help to minimise administration time and costs involved in accepting, recording and processing the vouchers. Please read carefully.

1. **Please make sure to pay the Term fees due (minus the voucher amount) before you lodge your voucher with us.** Vouchers lodged with Willoughby Swim Squads without the balance of term fees paid will not be submitted to the Office of Sport in the current term and you will be liable for full fee payment.
2. Vouchers to be redeemed must be lodged with Willoughby Swim Squads **no later than the end of week 1 of each term along with the balance of term fees paid.**
3. Lodge via our website [www.willoughbyswimsquads.com.au](http://www.willoughbyswimsquads.com.au) Click on the Active Kids tab, fill in your details and submit.
4. Only one voucher per child per term can be redeemed.
5. Willoughby Swim Squads will submit all vouchers to the Office of Sport at the end of week 2 each term. Vouchers received without balance of fees paid will be retained for the following term.
6. Customers are responsible for paying any owing amount if a submitted voucher is not accepted by the Office of Sport.



# Our Coaches

## Paul Hardman - Head Coach

### Achievements

- Two-time Olympic Coach – in Seoul 1988 and Atlanta 1996.
- Australian National Team Coach for World Championships, Commonwealth Games, Pan Pacific Games and World University Games.
- Platinum Licence Coach.
- Diploma Teaching – Physical Education.
- Two Time NSW Coach of the Year.
- Australian Age Group Coach of the Year.
- Recipient Australian Sports Medal.

### History

Paul has been involved within the Aquatics industry for many years with an extensive competitive swimmer's background that spanned 10 years of formal training and competition at the national level, and more than 30 years of coaching at all levels of swimming. His career path as a coach commenced under the guidance of renowned swim coach and scientist Forbes Carlile, a mentorship that spanned 18 years and continues to underpin his philosophy as a coach to this day. This relationship gave him exposure to some of the great coaches that have pioneered our sport.

### Motivation

Paul enjoys nothing more than bringing his experience and knowledge to the next wave of developing athletes, whether that be through the refinement and development of great technique in our youngsters or encouraging athletes to explore the next level in their sport.

## Rudy Burratini - Senior Coach

Rudy is a Bronze licence coach with more than 20 years coaching experience who has completed studies in sports science and coaching. Rudy is known as a drill master with expansive knowledge on specific drills utilised to develop and master great technique. A strong understanding of human physiology allows Rudy to plan and execute targeted sessions to achieve desirable outcomes. A proponent of allowing the swimmer to develop gradually, supports our philosophy of nurturing the athletes towards their late teens where we know they are better equipped to take on the challenges of the sport at the elite level.

Rudy has been involved with Willoughby Swim Club since 2005 and continues to play a vital hand in the development of all of Willoughby's elite swimmer and club success.

## Haydn Belshaw - Senior Coach

Haydn is a Gold Licence/ Performance. Haydn has industry wide experience and is held in high regard for his aquatic knowledge, management skills and demonstrated success at working with a range of stakeholders to encourage success within teams.

Haydn has previously worked as manager and performance coach at the successful Aquabliss organisation. As Director of Aquatics / Head coach at Barker, he has led the Barker team of coaches and swimmers towards ongoing success and growth.

Haydn makes a strong contribution at Willoughby, assisting where possible with the club operation, attendance at competitions and meets supporting swimmers, coaches, and parents on their journey in this sport.

### **Lucas Anderson - Assistant Coach**

Lucas Anderson coaches at both Willoughby Swim Squads and Roseville Swim School.

Lucas has an impressive career as a swimmer, all established at Willoughby. A Willoughby Swim Club old boy, Lucas is the last Willoughby swimmer to win an Australian Age group gold medal. He did so in the 200 Individual Medley which makes him a master of the 4 strokes.

He has a lot to contribute as a coach. An extensive training and competition background gives Lucas great knowledge of both the training processes and the competitive arena. A fantastic athlete Lucas is skilful at athletics and basketball and has always been close to sport.

Lucas presents with a calm demeanour, can explain drills at length and writes healthy challenging programs at all levels of swimming. We are really lucky to have Lucas on deck at Willoughby.

Lucas is currently studying Vet Medicine at The University of Sydney.

### **Jacqui Shaffer - Assistant coach**

Jacqui has had a swimming career nearly as long as what she is young! A Willoughby Swim Club captain, national level swimmer and medallist, her swimming career spanned more than 15 years culminating in a 4-year swimming scholarship at Nebraska University. Selected to captain the team in her final year, she understands team, team support, and what consistent hard work and enthusiasm will bring to performance. Jacqui also remembers the importance of the fun she enjoyed whilst swimming at Willoughby and will be sure to inject that into her lessons. Jacqui will be assisting Haydn on Wednesday morning and will conduct the Saturday afternoons squads and where possible on other days. Jacqui is studying computer data on a level I find hard to explain!

### **Katie Kelly - Assistant coach**

Katie has been assisting with the morning squads and making a big impact with our Sealion and Stingray swimmers. Katie, another former national level swimmer brings a great swimming mindset and a wealth of experience as a former national level swimmer and now qualified coach. As a mother of her own competitive swimmer with a total of 4 children, she enjoys her time working with all the swimmers assisting them to become better swimmers while balancing the demands of a busy family life. Katie is studying swimming coaching, family life and motherhood! and has a business degree as well. Katie will be on deck working with Sealions and Stingrays on Monday, Tuesday, Thursday, and Friday morning and afternoons.

### **Jo Howe - Assistant coach**

Jo grew up spending a lot of time in and around the water; starting swimming at a young age, before taking up sailing and then later becoming involved in competitive diving. As a swimming instructor Jo is passionate about teaching each child to find the things about swimming that they love the best. Coming from a background of teaching and coaching juniors within local swim clubs, she has a strong focus on technique and racing skills, can explain drills at length and teaches healthy challenging programs at all levels of swimming. Jo has been involved with both Roseville and our program at Willoughby Swim Squads for many years and continues to play a vital hand in the development of all Roseville's swimmers.

### **Co-Coaching**

Haydn, Rudy, Lucas, Katie, Jacqui and Jo work together at all levels of the Willoughby Swim Squads program. Collaboratively sharing ideas, coaching philosophy, and coaching responsibilities. They stand together as team coaches supporting all athletes at all levels. Their expectation is that all swimmers will engage all coaches throughout their competitive swimming journey.



# Swimming Pathways

Squads turn people who can swim into confident, fun, fit and healthy athletes who thrive on commitment and teamwork. Willoughby Swim Squads provides a range of squads aimed at encouraging and challenging swimmers to explore, develop and exceed their potential.

Under the direction of two times Olympic Swimming Coach Paul Hardman, our squads provide a development pathway for swimmers from mini squads to national level competitors.

All staff are nationally accredited instructors and coaches

At Willoughby Swim Squads we encourage our swimmers to swim a minimum of twice a week. Whilst we do offer some lessons once per week we prefer our swimmers to swim regularly. Coach Paul Hardman suggests that the fitness component that is introduced when swimming regularly ensures the rate of improvement in our swimmer is sustained. Swimming is a sport that requires patience, consistency of application and regularity. There are many new skills to learn in 4 strokes before we see our children swimming well. Coordination at this young age is constantly being challenged and improved consistency of practice will ensure that your child join the ranks of being a strong and capable swimmer.

**Willoughby Swim Squads also cater for Adults, Triathletes, surf swimmers and school-based swimmers.** Many of our adults compete regularly and successfully in ocean swimming events whilst our triathletes and surf swimmers are recognised amongst the best in Australia in their respective age groups.

For Competitive swimmers who aspire to compete successfully at Metropolitan, State and National Championships, Paul recommends swimmers train at half their Chronological age . ie if a swimmer is 10 years of age swimming 5 x per week is the guideline. If a swimmer is 12 years of age we are encouraging them to swim 6 times per week and if a swimmer is 14 years of age we are recommending 7 sessions per week. Please note these are guidelines and sessions per week do go up and down according to the time of the year, how close we are to competition, the level of competitive success we aim for and external commitments including school homework and activities and other sports. Communication with your coach at this level of training becomes vital to ensure coach, swimmer and parents are all on the same page. Consistency of application must always be considered.

## Racing and Swimming Club

Joining a swimming club is a vital component of a swimmer's competitive pathway. I encourage all swimmers to join **Willoughby Swim Club** as an introduction to racing, to meet new friends and to measure improvement with their training. Swimmers love to race; they like to test and challenge themselves and importantly thrive on being with their friends and sharing experiences around a swimming pool as a part of a team. If you want to extend your child's time as a regular swimmer, swimming club will help keep them engaged longer, well into their late teens and sometimes beyond.

For competitive swimmers regular racing is the most specific type of training a swimmer can do. State and National level swimmers are racing monthly and sometimes more often as competition approaches.

## SQUAD PATHWAY

LEVEL		DURATION
Stingray	- mini squad/Stroke development	45 minutes
Sealions	- development squad	60 minutes
Competitive Transition	- development / competitive squad	60 – 90 minutes
Swordfish	- competitive squad	90 minutes + dry land training
Swim Fit	- non-competitive fitness	60 minutes
Adults	- fitness	60-90 minutes

## SQUAD OVERVIEW

Stingrays	45 Minute duration
Age	8 – 11 years, at coach's discretion
Ability	Competent in swimming 50-100 metres in all 4 strokes. Must have the swimming fitness to move up and down the pool in squad formation maintaining the pace of the squad. Able to listen, receive instruction and respond appropriately
Commitment	Minimum of 2 sessions per week up to 4 sessions per week. Encouraged to join Willoughby Swim Club
Training focus	All Stingray lessons focus on the common characteristics of good technique and the refinement of these skills to master the 4 strokes. Basic drills are introduced to support good technique. Simple Squad training techniques are practised with dive and turns being recognised as important developmental steps. Fast swimming practice is introduced as regular practice. Strong kicking emphasis recognises the importance of kicking in swimming.
Competition	Encouraged to join Willoughby Swim Club. Club nights and external comps.
Training equipment	Fins and Drink bottles

Sealions	60 mins duration
Age	10 – 15 years, at coach's discretion
Ability	Competent in all 4 strokes and must demonstrate the fitness to move up and down the pool at the pace of the squad.
Commitment	Train 2-5 times weekly. Encouraged to join Willoughby Swim Club
Training focus	Our Sealion classes progress swimmers to the next level of swimming. We continue to develop the common characteristics of good technique and include drills to achieve this. We promote basic squad training disciplines including reading the clock, reading the program and the importance of regular training to improve the swimmer.
Competition	Encouraged to join Willoughby Swim Club. Club nights and external comps.
Training equipment	Fins and water bottle

<b>Competitive Transition</b>	
Age	11 years to Open
Ability	Wants to be a competitive swimmer. Demonstrates potential in swimming and is willing to take on regular training and racing as a part of their development.
Commitment	Competitive Transition swimmers select a combination of Sealion and Swordfish sessions to achieve 3+ sessions per week. A commitment to year-round swimming. Willoughby Swim Club member who competes regularly
Training focus	Competitive Transition selects our best Sealion swimmers and prepares them for regular participation in the competitive Swordfish Squad. It recognises that the transition up to the Swordfish squad takes times and increased commitment. It aims to get swimmers to become a Swordfish squad member within 12-24 months
Competition	Willoughby Swim Club member. Regular racing at club and external comps.
Training equipment	Fins, Paddles, pull band and pull buoy, snorkel and water bottle.

<b>Swordfish 90 -120minute Minute duration</b>	
Age	11 years to Open
Ability	Wants to be a competitive swimmer. Demonstrates potential in swimming and is willing to take on regular training and racing as a part of their development
Commitment	5 plus weekly sessions, A commitment to year-round swimming. Willoughby Swim Club member, local and state and National level competitions are encouraged
Training focus	Commitment to the training program on a year round basis is essential at this level. Training sets are designed to challenge the swimmer and their fitness and physical capacity becomes an important part of the swimmer's development. Technique continues to evolve, and swimmers may start to specialise and develop a preference for specific strokes and distances. Both endurance and sprint training are used to diversify training.
Competition	Encouraged to join Willoughby Swim Club races, Regular racing is undertaken as a part of their development. Local, district, state and national level comps.
Training equipment	Fins, Paddles, Pull band and Pull Buoy, Snorkel and water bottle.

<b>Swim Fit 60 Minute duration</b>	
Age	From 14 years
Ability	Competency to swim 4 strokes and maintain the pace of the squad.
Commitment	Minimum of 1-3 times weekly training when combined with Sealions
Training focus	Our swim fit classes get together for a challenging yet social, fun hour of swimming. We practice all types of training. We don't get too serious, but we do like to practice well and improve skills with a healthy focus on improving steady endurance and speed.
Competition	No competition commitments are required at this level.
Training equipment	Fins and water bottle

<b>Adults 60 Minute duration</b>	
Ability	To participate in these squads, you will need to repeat swim at 1.40 per minute or faster and be able to sustain that pace of swimming for up to 3 kilometres. Swim 4-5 kilometres per session
Commitment	Our Adults can come once per week but do a lot better when regular.
Training focus	You will be challenged with up to 1.5 hours of swimming at a range of intensities and will be surrounded by developing competitive swimmers
Training equipment	Fins paddles pull buoy and pull band and water bottle



Willoughby Swim Club (WSC) was formed in 1990 in order to enable competitive swimmers within our local community the opportunity to join and compete for a swim club. Our club is one of only five in Australia to earn Platinum status, the highest level recognised by Swimming Australia.

**Willoughby Swim Squads provide the coaching services for Willoughby Swim Club.** Willoughby Swim Club is a separate organisation and charge an annual membership fee which includes registration with Swimming NSW Ltd.

Willoughby Swim Club offers its members a real sense of belonging to a professional club, backed by excellent coaches, well-grounded swimmers and supportive parents. Our focus is on competitive development by providing top level coaching and training programs, participation in club swimming and external competitions, subsidised tours and social activities.

We are proud to have Paul Hardman as our Head Coach. Paul possesses an abundance of knowledge and experience, holding a Platinum Licence in Swimming Coaching - the highest level attainable - and being one of the very few coaches in NSW to have achieved this qualification.

Paul has won several accolades for his achievements to date, including 1991 Australian Age Group Coach of the Year, has twice been announced as NSW Coach of the Year and is listed on the ASCTA Honour Roll for FINA World Champion Coaches.

Becoming a swimming club member is integral to improving one's swimming. Willoughby Swim Club offers regular racing in a fun and family orientated environment. Joining a Swimming Club is a part of the pathway to swimming faster, developing racing skills and enjoying your time around a pool with your friends.

The club is non-discriminatory and welcomes members regardless of age, gender, race or disability.

For more information on joining our swimming club please go to [www.willswim.org.au](http://www.willswim.org.au)



# How to become a Willoughby Swim Club member

Willoughby Swim Club is a separate entity from Swim Squads. WSC is a not-for-profit organisation run by Swim Club parents providing opportunities for swimmers to compete either at club level (Friday night races) or externally at local, district, state or national meets. Fees are paid **separately** to Willoughby Swim Club

To receive Swim Club communications and participate in Club activities, both swimmers and at least one parent must be paid members of Willoughby Swim Club, this means prior to participating in Friday night races you must first become a member of the Swim Club.

Please follow the directions below to join WSC.

All memberships must be purchased through Swimcentral (<https://swimcentral.swimming.org.au/>) which is the portal for all swim clubs in NSW.

1) Register on SwimCentral: You will first need to register yourself on the Swimcentral database as the head of the family and then register your children as dependents (unless you have already been members of a different swim club and are therefore already registered).

2) Purchase Club Membership: Now you need to purchase the actual memberships - One for yourself as a Non-Swimmer and also for your child(ren) either as a Friday Club Night Only OR Competitive member (which allows both Friday club night and also external race meet participation). At least one parent/guardian per family must be registered as a Non-swimmer for insurance purposes. Please see the link below or attached pdf for the how to guide.

[https://nsw.swimming.org.au/sites/default/files/assets/documents/How%20to%20join%20SC%20as%20a%20brand%20new%20member\\_0.pdf](https://nsw.swimming.org.au/sites/default/files/assets/documents/How%20to%20join%20SC%20as%20a%20brand%20new%20member_0.pdf)

Please do not hesitate to contact the WSC Registrar at [wsc.registrars@gmail.com](mailto:wsc.registrars@gmail.com) should you have any questions regarding Willoughby Swim Club membership or contact Swimming NSW on 9763 5833 for any questions or issues regarding the SwimCentral process.