



CARDINIA PIRANHAS

2026/2027 CLUB HANDBOOK

Cardiniapiranahas.com.au
cardiniapiranahas@hotmail.com



Dear Members,

Welcome to Cardinia Piranhas Swimming Club!

The Cardinia Piranhas Swim Club Inc. (formerly known as the Piranhas Swimming Club of Pakenham Inc.) is a community-based swimming club formed to promote swimming as a sport and activity for a fit and healthy lifestyle. Established in 1998 at the Pakenham Bicentennial Heated Pool the club moved to our new home at Cardinia Life in July, 2006.

Cardinia Piranhas Swimming Club is delighted to welcome you and your family to be part of our swimming club community.

At Cardinia Piranhas we cater for swimmers of different levels from the end of their swimming lessons to competitive level swimming.

Our vision is to promote fun, fitness and community through a lifelong passion for swimming. Our coaches focus on delivering a training program to build technique, strength, endurance, teamwork and confidence to help our swimmers reach their potential.

We are committed to creating a safe environment for your children to grow with our club and to making the sport accessible to all ages and abilities. We also encourage active participation at the competitive level for those that wish to take that path.

This handbook contains valuable Information for new families to help explain how the club, training and competition works. For existing members, this guide will advise of any new changes that have been implemented. We hope you find it useful, and we look forward to having you as part of our swimming family.

Cardinia Piranhas Committee

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COMMITTEE MEMBERS AND COMMUNICATING WITH THE CLUB

COMMITTEE FOR 25/26

President: Mandy Pawluk

Vice President: Erin McNerney

Secretary: Julia Grave

Treasurer: Adam Jaworski

Competition Secretary: Julia Grave

Club photographer and social media: Melinda Eagleton

Ordinary members: Jad Carrozza , Kelly Lucas, Melinda Cranston, Stacey Baker

TEAM APP

All members should have access to 'Stack Team App' for communication (available on all smart phones). To join Team App you will need to download the app from your applicable app store. You will need to search for the 'Cardinia Piranhas' (you will see our logo). You will be asked to fill in your details and your swimmers' details. The information you fill in can only be seen by the club administrators. Team App allows coaches to have emergency numbers accessible at all times. It also allows members to see up to date correspondence, club records and notify when a swimmer is unavailable to train.

EMAIL

cardininapiranhas@hotmail.com

The above email address can be used at any time to contact the committee.

FACEBOOK

Search for Cardinia Piranhas Swimming Club - this is our public access club Facebook Page.

Search also for Cardinia Piranhas Swimming Club group - this is our closed access Facebook page ie you must request access.

Both pages have access to Facebook Messenger if you prefer to contact administration this way.

WEBSITE

www.cardiniapiranhas.com.au

This is a great resource for all parents and swimmers. It contains information about training, equipment, uniform and upcoming competitions. Club records can also be found on this page.

SWIMMING VICTORIA WEBSITE AND SWIM CENTRAL

Swimming Victoria provides general information, swim meet information and updates for the swimming community. www.swimmingvictoria.org.au –

Swim Central is run through Swimming Victoria. Through this website memberships can be purchased, and swimming meets can be entered. Swimmer's results can also be tracked through this website. Before a swimmer can begin to train they must register with Swim Central -

<https://swimcentral.swimming.org.au/home>

REGISTERING A MEMBERSHIP FOR THE FIRST TIME (NEW MEMBERS)

All swimmers must be members of Swimming Victoria. You first need to register with Swim Central before purchasing your memberships.

You can follow these directions on how to register for an account with swim central.

<https://support.swimming.org.au/hc/en-us/articles/360002101036-How-To-Register-With-Swim-Central>

Follow these instructions to create a family as a parent will need to be a dry member when the child is under 18 years.

<https://support.swimming.org.au/hc/en-us/articles/360002101096-How-To-Create-A-Family-Group>

Then once you have a family set up you can purchase the memberships from the store by following these instructions.

<https://support.swimming.org.au/hc/en-us/articles/360002102915-How-To-Purchase-A-Membership>

FEE STRUCTURE

SWIMMING VICTORIA AND CLUB MEMBERSHIP FEES

Before a swimmer can begin training, registration needs to be set up with Swim Central and the relevant fees need to be paid. The Swimming Victoria fees registers the swimmer with the governing State body (Swim Victoria) and covers swimmers for insurance at both training and swim meets. It allows swimmers to compete in competitions. Club membership fees are also paid through Swimming Victoria and help to cover the cost of the general running of the club.

Membership fees are set by Swimming Victoria in June, for the upcoming season and must be renewed each year. If payments are not made by July 1, the swimmer can't train until payment is made. Swimming Victoria membership fees are set by swimming Victoria in June for the upcoming season. For the 25/26 Year the swimming Victoria fees come to a total of \$306.64.

For the 25/26 swimming year Swimming Victoria will continue its family discount alongside the above individual membership fees. A family discount only applies when all family members purchase a membership in one transaction on Swim Central. Details of the discount are below:

CLUB TRAINING FEES

These fees cover coaching and lane hire and are invoiced monthly to your nominated email address.

Squad	Monthly Training Fees
Ken Rich Introductory Squad A	\$90
Ken Rich Introductory Squad B	\$70
Development Squad	\$120
Junior Performance	\$130
Senior Performance	\$150

- Payments are to be made to the Cardinia Piranhas Club account within 7 days of invoice.
- Cash for club training fees is not accepted, and all invoices are to be paid by direct deposit.
- To make tracking of payments easier please use the invoice number as reference when making this payment.
- If payments are not received within 7 days you will receive email reminders until payment is made.
- Failure to pay invoices within 4 weeks will result in swimmer no longer being able to train and their place in the Squad will not be held.
- Monthly training fees are not reduced or returned if the swimmer does not attend training.
- In the event your swimmer is significantly injured or ill and cannot participate for an extended period of time, a doctor's certificate will hold their place and suspend the fees for up to 3 months.
- One months' notice is required to remove your swimmer from the club and coaching fees are not transferrable.

CARDINIA LIFE POOL ENTRY

Pool entry is not part of your monthly fee and is to be paid separately to Cardinia Life. Each member is to have an aquatic membership paid by direct debit with Cardinia Life - please tell them you are part of the Swimming Club and they will not charge you the joining fee. This needs to be paid at the pool, not online.

SQUAD PATHWAYS

At our club, we're proud to offer a supportive pathway for every swimmer—from those just starting out to those chasing national goals. Our squad structure is designed to help each child grow in skill and confidence every step of the way.

KEN RICH SQUAD

The Ken Rich Squad is designed as a vital bridge between learn-to-swim programs and our broader club pathway. Aimed at swimmers aged 7–12, this entry-level squad builds on foundational skills with a focus on refining all four strokes, particularly freestyle and backstroke. With one session per week, it offers a gentle yet purposeful introduction to squad training and the competitive environment, helping young swimmers gain confidence, consistency, and a sense of belonging as they take their first steps into club life.

DEVELOPMENT SQUAD

Designed for swimmers aged 9–13, the Development Squad offers 2–3 sessions per week focused on refining technique, improving stroke coordination, and building race-readiness. Swimmers continue to strengthen all four strokes while learning to compete regularly in a supportive, skill-driven environment. This squad lays the foundation for confident racing and prepares athletes for higher-level training and competition.

JUNIOR PERFORMANCE

For swimmers aged 11–14 who are ready to commit to the sport, the Junior Performance Squad offers a focused training environment with a minimum of four sessions per week. This squad is designed to build a strong technical and physical foundation while continually improving race performance and confidence. With regular training across all strokes, swimmers are supported in their development toward Victorian and National-level competition goals.

SENIOR PERFORMANCE

For swimmers aged 13 and over with a strong commitment to the sport, the Senior Performance Squad offers intensive training across 5–6 sessions per week. This squad is focused on preparing athletes to compete regularly at Victorian State Level competitions, with a clear pathway toward achieving National Qualifying times. With high expectations and targeted support, swimmers continue to refine technique, build endurance, and develop the mindset required for elite performance.

TRAINING

Training schedules in 25/26 will be as follows.

Swimmers are encouraged to attend as many training sessions as possible.

KEN RICH SQUAD

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM						
PM	7-8pm					2.30-3.30pm

DEVELOPMENT SQUAD

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	6-7.30am				6-7.30am	
PM	6-7pm	7-8pm		7-8pm	6.30-7.45pm	3.30-4.30pm

JUNIOR AND SENIOR PERFORMANCE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	6-7.30am	6-7.30am		6-7.30am	6-7.30am	
PM	6.30-8.30pm		6.30-8pm		6.30-7.45pm	4.30-6.30pm

MEDICAL INFORMATION

If your swimmer suffers from a medical condition, please ensure that you notify the coach so that training and race schedules can be altered accordingly and that the swimmer can be monitored

EQUIPMENT

Each swimmer is to come to training with a complete kit. It is preferable that each swimmer has their own gear in a net bag to ensure their kit stays together and items are not lost. The equipment needed is squad dependent

KEN RICH SQUAD

- Kickboard (Speedo or Zoggs)
- Fins (Long Blade)
- Soft Pool Buoy
<https://intersport.com.au/products/pull-buoy?srsId=AfmBOogp6gPChDUe4qSyugAj14GI8uUJbJkpMlcwLgcCqnnYqp5kLU2j>
- Foam Mat

DEVELOPMENT SQUAD

- Kickboard (Speedo or Zoggs)
- Fins (Long Blade)
- Soft Pool Buoy
<https://intersport.com.au/products/pull-buoy?srsId=AfmBOogp6gPChDUe4qSyugAj14GI8uUJbJkpMlcwLgcCqnnYqp5kLU2j>
- Foam Mat

JUNIOR PERFORMANCE

- Kickboard (Speedo or Zoggs)
- Fins (Long Blade)
- Pool Buoy
- Foam Mat

SENIOR PERFORMANCE

- Kickboard (Speedo or Zoggs)
- Fins (Short Blade) – Preferably DMC Elite
- Pool Buoy
- Paddles (Hand Size)
- Foam Mat

CLUB UNIFORM

1. **Club swimming cap** - silver (either latex or silicone) with Cardinia Piranhas logo printed on both sides. The first cap will be provided for free. Subsequent caps can be purchased through the club.



2. **Polo Shirt** - it is preferable to wear the polo to and from training and is compulsory for all meets.



3. **Club Hoodie** - it is preferable to wear the hoodie to and from training and all meets during winter.



4. **Trackpants or Shorts** - it is preferable to wear the polo to and from training and is compulsory for all meets.



Uniforms are compulsory as it helps identify our club and unites our members, particularly at external meets and function events.

Uniforms can be purchased through Swimmerch:

<https://swimmerch.com.au/collections/cardinia-piranhas-swim-club>

COMPETITIVE SWIMMING

EXTERNAL MEETS

Cardinia Piranhas belongs to Metro South District Swimming.

While not compulsory all swimmers are encouraged to compete at swim meets. If you are interested in competing, please discuss with your coach which meets and events you should aim for this year.

Targeted meets will be published on the Club's website as well as TeamApp and Facebook. It is up to the individual to register for events.

All meets are entered via Swim Central and often payment is required per event nor per meet.

Some of the Swimming Victoria meets require swimmers to have gained qualifying times- this information will be on the Swimming Victoria Website. When entering a meet, Swim Central will open events your swimmer is eligible to attend.

Particular meets will be targeted by the club with a coach attending to provide feedback. Swimmers will sit together and cheer as a club.

SWIMWEAR REQUIREMENTS FOR EXTERNAL MEETS

There are specific requirements for 11 years and under swimsuits. Children 11 years and under are not permitted to wear technical/performance swimsuits. These suits use advance materials, and typically include special seams and tape. Traditional one-piece race suits for girls as well as briefs and trunks for boys are not technical/performance suits and are permitted under the policy. Knee length suits and 'jammers' (suits that end closer to the knee than the hip) are permitted provided they do not feature the key components of a technical/performance swimsuit.

The key, easily- identifiable component/s of a technical/performance suit that should be used when differentiating what is, and is not, permitted are the following:

- *Bonded/Sealed seams
- *Meshed seams
- Kinetic tape.

Please check the following link for up to date information regarding this policy if you have a swimmer 11 years or under.

<https://vic.swimming.org.au/about-us-0/our-business/rules-policies>

There is also now an inclusive swimwear policy to cover swimmers who prefer to cover more skin. You can find this new inclusive policy here:

<https://vic.swimming.org.au/news-articles/new-inclusive-swimwear-policy>

CLUB NIGHTS

Club nights are held bimonthly on a rotating basis so that all swimmers have the opportunity to attend and record their personal best times.

Races are held within the standard training times but with an extended completion (~7.45pm) to allow warm up and racing.

Club night dates are set 6 months in advance so in Jan we set February-June and in May we set July-December. Dates will be provided via TeamApp, Facebook and the Club's website.

CLUB RECORDS

The list of current club records will be placed on the webpage and linked to Team App.

A club record can be attained at either at club race nights or external meets.

Obtaining a club record is a reason to celebrate and the club will recognise these achievements.

AGM AND ELECTION OF THE CLUB COMMITTEE

The Annual General Meeting is held in July/August each year and is combined with our Annual Presentation Day. All positions on the Club Committee are opened to all members so if you would like to get involved consider taking a role on the committee.

Nomination forms will be sent out at least 30 days prior to the AGM and completed nomination forms are required to be delivered to the Secretary at least seven (7) days prior to the Annual General Meeting.

If the number of nominations received for a position is equal to or less than the number provided, they shall be declared elected at the Annual General Meeting.

If more nominations are received for a position than the number provided a secret ballot shall be held. Such a ballot shall be held at the Annual General Meeting each year. Votes must be cast personally.

FUNDRAISING

During the year the club will fundraise to purchase items for the club. In the past we have held BBQs, raffles and a trivia night. Although participation is not compulsory, we would appreciate if members could help out as all swimmers will all benefit from any fundraising revenue. If you have any ideas regarding fundraising, please let us know, we welcome all suggestions.

Please email us at cardiniapiranhas@hotmail.com if you can support us in any way.

CHILD SAFE CODE OF CONDUCT

This Code of Conduct outlines appropriate standards of behaviour by adults towards children. The Code of Conduct aims to protect children and reduce opportunities for abuse or harm. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in Cardinia Piranhas' activities, including coaches, officials, volunteers and parents.

All Cardinia Piranhas' staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other Cardinia Piranhas policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children
- Working with children in an open and transparent way –other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.
- **Cardinia Piranhas staff and volunteers MUST NOT:**
- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the committee of the Cardinia Piranhas.

This Code of Conduct will be reviewed by Cardinia Piranhas Committee annually.

CHILD SAFE POLICY

Purpose

This policy was written to demonstrate the strong commitment of the management, staff and volunteers of the Cardinia Piranhas Swim Club (the Club) to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

Commitment to Child Safety

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

Application of this Policy

This policy was developed by the Club and in collaboration with staff, volunteers and the children who use our services and their parents. This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Administrators
- Coaches
- Officials
- Participants
- Parents
- Spectators

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- Understand the indicators and risks of child abuse;
- Appropriately act on any concerns raised by children; and
- Understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Club is committed to reducing the risk of occurrence.

Children's Rights to Safety and Participation

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to

‘have a say’ about things that are important to them. We teach children about what they can do if they feel unsafe. We listen to and act on any concern’s children, or their parents, raise with us.

Valuing Diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this, we:

- Promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- Promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- Welcome children with a disability and their families and act to promote their participation; and
- Seek appropriate staff from diverse cultural backgrounds.

Recruiting staff and volunteers

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff and volunteers
- Require police Working with Children Checks for relevant positions.
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

Supporting staff and volunteers

The Club seeks to attract and retain the best staff and volunteers. We provide support and supervision, so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

Reporting a child safety concern or complaint.

The Club has appointed Rod Grave as Child Safety Officer with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. That person can be contacted in person poolside during any training session or in writing to: Cardinia Piranhas Swimming Club, PO Box 510, Officer 3809. Attention the Grievance Officer. Our complaints process is outlined under Grievance in the Club Constitution.

Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when using change room facilities;

- using accommodation or overnight stays;
- travel; or
- physical contact when coaching or managing children.

GRIEVANCE POLICY

For 25/26 the grievance officer is Mandy Pawluk

Where a member of the Club has a grievance arising from their involvement in the activities of the Club, whatever that may be, with another member, officer or employee of the Club, and that member considers that the grievance warrants investigation and action by the Club that member shall follow the procedure outlined below. If the grievance is a matter which is dealt with in the Member Protection Policy of Australian Swimming it shall be dealt with in accordance with the Member Protection Policy.

1. The member shall contact, the Club Grievance Officer, who has been appointed by the Committee, and advise that they have a grievance that they wish to discuss. The identity of the Club Grievance Officer will be listed in this Handbook and updated each year. Where a grievance is to be submitted in writing it should be addressed clearly to the Club Grievance Officer and marked "Private and Confidential". If the Club appointed Club Grievance Officer is unable to be unbiased against, or in favour of, the member concerned then the Committee shall Appoint a Grievance Officer without bias specifically to hear the matter.
2. Where a grievance has been received by the Club Grievance Officer, he/she shall, as soon as practicable, discuss the grievance with the aggrieved party. The Club Grievance Officer may take whatever steps and conduct whatever investigations necessary to determine whether a grievance is legitimate. In investigating a grievance and/or determining its legitimacy, the Club Grievance Officer shall observe the rules of natural justice and be fair to both sides.
3. Where the Club Grievance Officer determines that the grievance is legitimate. He/she shall take all necessary steps to resolve the grievance. He/She may recommend to the Committee what he/she considers an appropriate action.
4. Where the Club Grievance Officer determines that the grievance is not legitimate, he/she shall advise the aggrieved party accordingly in writing. If the aggrieved party is not satisfied with the Club Grievance Officer's determination they may appeal to the Club Committee.
5. Where the Club Grievance Officer is unable to resolve a grievance or considers the grievance of a very serious nature, he/she shall report the grievance to the Secretary and/or the Committee.
6. All grievances received by the Club Grievance Officer, and all information surrounding the circumstances of a grievance which is discovered by the Club Grievance Officer on investigation shall be confidential and may only be communicated to the Secretary and/or the Committee.

