



2019/20 Information Book

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Find us on Social Media

Welcome

Thank you for considering Albany Swim Club. We encourage you to read through this booklet to learn more about our club – including all the details about training, competition and progression through our swimming pathway.

At Albany Swim Club, we seek to foster a supportive environment for swimmers through:

- Promoting health and well-being
- Allowing swimmers to proceed at their own pace
- Encouraging team building and squad development
- To be transparent and accountable with funding and membership fees
- To promote swimming within the community
- To sustain the club with appropriate fundraising and value-adding activities
- To be seen as a good community citizen associated with health and sport

After reading this booklet, if you have any questions about Albany Swim Club, please contact a committee member (see page 13).

About us

Our club was established in 1986, and has grown into a very supportive, active club thanks to the hard work put in by both the swimmers and our coaches.

Our swimmers are always well-represented at the State Long Course and Short Course championships, and we are proud to compete in the A-grade at Country Pennants. Some of our swimmers have also achieved national qualifying times in more recent years. And, throughout the year, there is always strong participation in our regular Club Nights.

In the 2018/19 season, Albany Swim Club swimmers performed exceptionally well, representing the club on numerous occasions in WA and beyond.

- 1 individual swimmer and inaugural relay team competed at the 2019 Australian Age Championships
- 10 swimmers competed at the State Junior LC championships, 8 at State Junior SC championships
- 8 swimmers competed at the State Age LC championships, 7 at State Age SC championships
- 1 swimmer competed at the State Open SC championships
- 2 swimmers were selected for 2019 WA School Sport Team
- 1 swimmer was selected for 2018 WA Short Course Team
- 17 swimmers competed at the 2019 Country Pennants in Karratha
- 37 swimmers competed at the SunSmart Country Championships
- Numerous Regional records and many Club records

The Club operates under the [Constitution of the Albany Swimming Club Inc.](#) ("The Rules of Albany Swim Club Inc."). It is affiliated with Swimming WA and all our swimmers are required to be registered with Swimming WA.

Our coaches

Albany Swim Club aims to provide quality coaching and instruction in all areas of competitive swimming i.e. technique, fitness and racing skill development.

We strive to give all swimmers the opportunity to reach their full potential, and swimmers are supported and encouraged to reach their individual goals.

Please note: Albany Swim Club does not offer swimming lessons. If your child needs swimming instruction, please approach ALAC Swim School.



*Left to Right: Head Coach & Marlins Coach **George Harnetty** (Advanced Licence); Sharks Coach **Nicole Beattie** (SAT – Bronze Licence) and Dolphins Coaches **Erin McAleese** and **Teleya Beattie** (SAT – CS Licence)*

Our Head Coach is responsible for designing the overall training plan for all squads. The Head Coach meets regularly with the coaching team to support session planning and coach development. The Dolphins and Sharks program is run on a 5 week rotation of strokes. Each block of 5 weeks has its own focus as shown in the example below:

Week 1 – Free Week 2 – Breast Week 3 – IM Week 4 – Back Week 5 – Fly	Block 1 – Body position and Head Position Block 2 – Recovery and Kick Block 3 – Body position and Head Position Block 4 – Catch
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For all coach related questions please email our Head Coach head.coach@albanyswimming.org.au and he will arrange a suitable time for discussion **after training**. Albany Swim Club has a "**No Parent on Pool deck Policy**" and we ask that all parents avoid sitting on pool deck during training time.

Squad pathway

Placement of swimmers in squads is at the discretion of the Head Coach and is based on swimmers' level of performance, degree of application and ability. New members will be assessed and then advised which squad is appropriate to commence training in. Swimmers may be offered promotion from one squad to another by the Head Coach when they are ready based on the swimmer's training attendance and punctuality, attitude and the ability to meet progression targets.

There are three squads at Albany Swim Club:

Dolphins

Swimmer is between 7 and 12 years old and is looking to compete competitively and developing strokes and skills.

Training: Demonstration of correct technique in freestyle, backstroke and breaststroke as well as basic butterfly technique. 1km – 1.5 km per session.

Sessions: Expected to attend a minimum of 2 sessions per week.

Sharks

Swimmer is between 8 and 13 years old, is working towards achieving State qualifying times, building fitness and developing strokes and skills.

Training: Demonstration of correct technique in all four competitive strokes. Must be able to hold a 100m cycle of 1.50-2.10 mins. 1.8km – 3km per session.

Sessions: Expected to attend a minimum of 3 sessions per week.

Sharks Gold

Swimmer is between 9 and 13 years old, is building towards achieving State qualifying times, building fitness and developing strokes and skills.

Training: Demonstration of correct technique in all four competitive strokes. Must be able to hold a 100m cycle of 1.40-1.50 mins. 1.8km – 3km per session.

Sessions: Expected to attend a minimum of 4 sessions per week one of which is with the Marlins squad.

Junior Marlins

Swimmer is between 11 and 14 years old and has achieved State qualifying times or within 5%. Building an understanding of training basis and stroke correction in further detail.

Training: Must be able to hold a 100m cycle of 1.25-1.35. 3km – 4.5km per session.

Sessions: Expected to attend a minimum of 4-5 sessions per week.

Senior Marlins

Swimmer is 12 years and above and has State qualifying times and working towards National times.

Training: Must be able to hold a 100m cycle of 1.15-1.25. 4.2-6km per session.

Sessions: Expected to attend a minimum of 6 sessions per week and expected to attend the Strength and conditioning session currently held on Monday morning.

Training times

The amount of training a swimmer does depends on the squad they are in. All swimmers are expected to be at the pool 15 minutes prior to the start of training to take part in mobility exercises and stretches.

	Dolphins	Sharks	Sharks G	Jr Marlins	Sr Marlins
	Max 3 sessions	Max 3 sessions	Max 5 sessions	Min 4-5 sessions	Min 5-6 sessions
Monday	4.30-5.30pm	6.00-7.00am	6.00-7.00am	5.00-6.30pm	5.00-7.00pm
Tuesday	4.00-5.00pm	4.00-5.00pm	6.00-7.30am 4.00-5.30pm	6.00-7.30am 5.00-6.30pm	6.00-7.30am 5.00-7.00pm
Wednesday	4.00-5.00pm	5.00-6.30pm	5.00-6.30pm	6.00-7.30am	6.00-7.30am
Thursday	4.00-5.00pm	4.00-5.00pm	4.00-5.30pm	5.00-6.30pm	5.00-7.00pm
Friday	6.00-7.00am	6.00-7.00am	6.00-7.30am	6.00-7.30am 5.00-7.00pm	6.00-7.30am 5.00-7.00pm
Saturday	---	---	---	8.00-10.00am	8.00-10.00am

Training equipment

Swimmers are required to bring the equipment below to every training session. Please ensure it is labelled clearly.

Squad	Kickboard	Fins	Pull Buoy	Paddles	Snorkel	Foam Roller	Spikey Ball
Dolphins	X	X					
Sharks	X	X	X	X			
Marlins	X	X	X	X	X	X	X

Uniforms

Swimmers are encouraged to wear club uniform/colours when representing the club at swim meets and functions.

Order forms for Albany Swim Club bathers, caps, t-shirts and jumpers are available through Barefoot Clothing at competitive prices (ph 9841 7432).

Competition

Club nights

Club nights are held on selected Fridays during the season from 5:30pm to 7:30pm. Details and dates are posted on the [club's website](#). New swimmers are encouraged to come along to learn the process and get used to competition in a non-threatening environment.

To ensure smooth running of club nights, please note:

- Late entries will not be accepted
- Events start at 6pm sharp; warm-up starts at 5:30pm
- Swimmers must check in with the meet coordinator at the club room by 5:45pm at the latest
- Failure to register by 5:45pm will result in scratching
- Disqualification is at the discretion of the Referee
- Swimmers are under the supervision and control of Club Officials
- All swimmers are to stay in the stand until the last swim has been conducted

Club Championships

Club Championships will be held over three separate meets (1 Medley Night, 1 Distance Night and 1 Sprint Night) and swimmers **must** have competed in at least one club night prior to each championship meet in order to enter.

Age	IM Champs	Distance Champs	Sprint Champs
6 years - 9 years	100m IM	200m Free	50m Fly, Back, Breast, Free
10 years - 12 years	200m IM	400m Free	50m Fly, Back, Breast, Free
13 years and above	400m IM	800m Free	100m Fly, Back, Breast, Free

Championship nights are seeded by **age group** to promote the aim of age group competition. Points are cumulative for each event towards the overall Champion Male and Female in each age group.

Points awarded for each Championship Night will be:

- 1st: 40, 2nd: 32, 3rd: 24, 4th: 16, 5th: 8, Participation: 4, as the Sprint Night is made up of 4 swims each swim will be allocated $\frac{1}{4}$ of the points for each place
- Trophies are presented at the end of year function to the best Male and Female in each age group from 8 - 17 years and Open
- Tied total points over all races will produce equal Champions and trophies will be presented to each swimmer

A swimmer's age (for Albany Swim Club events) is their age on **30 September of that year**. This is the age group they will swim in for the entire season, for club nights and Club Championships.

Club awards

At the end of the season, at the club's AGM and awards night, a number of awards are given out.

In each age group, two awards are given:

- **Annual Age Group Championship Points Winner:** to the swimmer who accrued the most points at the three Championship nights.
- **Age Group Award:** to the swimmer who accrued the most points at regular club nights. Points are awarded for a range of factors including participation, if a swimmer is competing in an event for the first time, and improvement against entry times. This points system is used extensively by swimming clubs around Australia. (Note: swimmers must attend at least 60% of club nights to be eligible for this award.)

The club also recognises an overall Points Winner across all age groups. Other awards include:

- **Annette O'Neill Shining Star Award:** to the swimmer that is a role model to others
- **Coaches Encouragement Awards:** one for each squad
- **Sporton-Redmond Cup:** Based on Long Course times (matrix used)

The committee are currently reviewing annual awards with a view to broaden recognition and enhance club spirit. Members will be updated as plans are finalised by the committee.

Club records

Club records may be established or broken at club nights, Club Championships or any **official** swim meet where there are three experienced time keepers and official results are received by the club.

- Long distance records may be set at other times by arrangement with coaches and officials.
- Swimmers may set records for their actual age on the date of the swim, not their age group for the club season.

Target meets

A target meet is a swim meet where there will be coaches from our club present to give help and advice to your children before and after they swim. Target meets are selected to tie in with the training program.

Albany is a competitive club and has the following expectations:

- **Marlins:** to attend all target meets identified by the coach (please inform the coach if unable to attend in advance of meet)
- **Sharks & Dolphins:** are strongly encouraged to attend target meets. Check with your coach about readiness and suitability for each event.

The pool swimming season in Australia is broken into a Long Course (Summer) and Short Course Season (Winter), with meets that run throughout both seasons. At the beginning of each swimming season, a season planner developed by the Head Coach will be distributed to members and will be available from our website.

Competition entries

It is your responsibility as a swimmer (or parent of younger swimmers) to be aware of any upcoming competitions and ensure that you have your entry in by the closing date and **also have your entry checked by your primary coach**. Entries are subject to closure prior to the published closing date so please make sure entries are in as early as possible and it is recommended not to leave entry to the last minute to avoid disappointment.

The process for entering for meets is online via [MySwimResults](https://www.myswimresults.com.au) website where Personal Best Times can also be obtained. For further information regarding competition entries please email the Registrar, at registrar@albanyswimming.org.au

Note: if your child enters a swim meet, there will be a requirement that they have an adult available for time keeping or other roles allocated on the day. All swimming clubs in WA are required to provide volunteers to fulfil these roles in line with Swimming WA policy.

Swim Meet Preparation

Prior to any swim meet:-

- Check for entry due date on [MySwimResults](https://www.myswimresults.com.au) calendar – email notices for entry dates will be advertised for target meets.
- Swim entries must be submitted online at [MySwimResults](https://www.myswimresults.com.au) by the due date.
- Keep a copy of your entry and get your swimmer to check events and event numbers prior to coming. It may be a good idea to write their event numbers on their hand for the day to remind them.

Day of Swim Meet:-

- If you are not attending a meet and have placed in an entry, please advise the Swim Meet Officer that has been noted on the program guide, check the SWA website for details.
- Any late scratching's during the meet must be approved by your coach.
- Your coaches will advise the appropriate time for you to arrive for a swim meet (this is usually an hour and a half before your first event)
- On arrival please see an Albany coach to confirm your warmup, if not already known.
- Each event number will be placed on the marshalling board during the meet. It is up to the swimmer to keep an eye on the board and arrive promptly in the marshalling area when required.
- Swimmers to remain in the marshalling area and behave in an orderly manner.
- If you miss your event it is not possible to enter another heat.
- Real time results are generally made available on [Meet Mobile app](#) – download via Google shop or the App Store.

All swimmers must:-

- Wear Albany Swim Club uniform
- Sit with the Albany Swim Team
- Report to coaches before and after each event
- Pack healthy foods



Your first swim meet

Some helpful tips to get you through your first meet successfully

BEFORE THE MEET

Before you attend a meet, check with your coach to see what time you should arrive for warm up.

Pack the following in your bag

- List of events you are entered in
- Cash for entry into the meet and to buy a program (not all venues accept card payment)
- Highlight pen and biro (for marking your events in the program)
- Healthy snacks, and meals if you will be at the meet for an extended period of time
- Water
- Swimming gear (training suit x 2, goggles x 2, club cap x 2, club shirt)
- Towels x 2
- Dry clothes
- Dry bag or plastic bag to put your dry or wet clothes (keep them separate)
- Extra clothes to keep you warm (even in the summer!) – Ugg boots, socks, jumpers, club jacket, warm pants
- If you haven't done so already, label your gear with your name.

If the meet is outside then you may wish to pack:

- Sunscreen and sunglasses
- Warm clothes
- Chairs
- Blankets or sleeping bags (in cold weather)
- First Aid Kit
- Tent or beach umbrella

WHEN YOU ARRIVE

- Pay any applicable entry fees and ensure you get a program
- Look up the events you will be swimming in and highlight them
- Find your fellow club member area at the venue
- Find your coach – let him/her know you have arrived
- Find out where you need to go for marshalling and how far in advance you need to present yourself (usually two events before yours).
- Remind yourself when you need to be in marshalling. It is your responsibility to get there on time – do not be late
- Follow your coach's instructions to warm up
- Keep warm when you get out of the pool
- Ask your coach what you need to do to warm down after you have swum in your event(s)
- Go to the marshalling area
- Make yourself known to the Check Starter and follow their instructions. The Check Starter will lead you out on to pool deck before you compete in your event.

Team selection criteria

ALL ALBANY MEMBERS ARE SUBJECT TO SELECTION UNLESS A RELEASE HAS BEEN GIVEN BY THE SELECTION COMMITTEE

Country Pennants and State Championships Relays: Selection will be in accordance with the Albany Swim Club Relay Team Selection Policy which can be viewed on the club website.

Swimmers can be selected for relays even if they do not have individual qualifying times for the relevant meet.

All selections will be based on the maximum benefit to the club. Reserves will be selected and need to attend the meets. Should any changes or amendments to any selection policies be made these will be displayed on the website and members will be notified.

Country Pennants team

Country Pennants gives Albany swimmers a chance to travel and swim as a team and helps to foster strong relationships between swimmers of all ages. The Club pays all race entry fees and commits to covering 50% of the travel, accommodation and food costs of the team selected. It also selects parent helpers for the meet and covers 50% of their travel, accommodation and food costs.

Our club adheres to the following protocols for selection into this squad:

- Selection occurs after Country Championships each January – nominated swimmers will be asked to indicate if they are available to compete at the Country Pennants, which is on the long weekend in March of the same year
- The final Country Pennants team will be announced in February
- Swimmers will not be informed of the events that they have been selected to swim in until the Country Pennants Team Meeting held on the Friday prior to competition
- Each swimmer is permitted to swim in a maximum of 4 individual events. There is no limit on the number of relays a swimmer can be entered into.
- Relay teams will be selected based on the fastest relay combination for that age group based on My Swim Results calculation and the Country Pennant Head Coach assessment of current swimming performance.
- The swimmer with the fastest times at a sanctioned long course meets from the current season is selected for their own age group individual event e.g. the swimmer with the fastest 50m Freestyle will swim in that event for that age group
- If there are no eligible swimmers from a selected age group a younger swimmer will be selected to compete in these individual events

Annual club and coaching fees for 2019/2020 season

Our committee have been working diligently to ensure value for money for all members. For the 2019/2020 season there has been no increase to coaching and club fees while the club will trial extending the Dolphins and Sharks programs to offer 50 weeks of training.

Fees 2019/2020	Coaching Fee	Club Fee	SWA Fee	Total
Marlins	\$ 900.00	\$ 130.00	\$ 121.00	\$ 1,151.00
Sharks Gold	\$ 650.00	\$ 130.00	\$ 121.00	\$ 901.00
Sharks	\$ 560.00	\$ 130.00	\$ 121.00	\$ 811.00
Dolphins	\$ 510.00	\$ 130.00	\$ 122.00	\$ 762.00
Junior Dolphins 8 yrs.	\$ 510.00	\$ 130.00	\$ 44.00	\$ 684.00
Junior Dolphins 7 yrs.	\$ 510.00	\$ 130.00	\$ 22.00	\$ 662.00

These fees include:

- **Club fees:** rent of the swim club rooms, utilities, insurance of equipment and assets, maintenance and cleaning fees, stationery, awards/functions, club and championship nights, target meet relay entries, contribution to away meets such as Country Pennants
- **Coaching fees:** coaching salaries and superannuation, coaching employment insurances, coaching professional development costs, coaching travel costs, venue hire for dry land programs
- **Swimming WA membership:** this is mandatory for all swimmers, and covers swimmer liability insurance and the ability to compete at sanctioned swim meets

Payment of Club and Coaching Fees

Club and coaching fees will be invoiced directly by the treasurer and must be paid in accordance with the payment terms below upon registration. Albany Swim Club is proudly a KidSport club, please contact treasurer@albanyswimming.org.au to apply. Fees are non-refundable with the exception of coaching fees when 6 months or greater membership remains and reasonable evidence of medical incapacity or residential relocation to a location other than Albany can be demonstrated.

Payment Plans

Payment plans for club and coaching fees are available where parents hold a current health care card or pension concession card or if they can demonstrate reasonable evidence of financial hardship. Payment plans incur a 10% loading on all membership fees due. An upfront deposit of 20% the total value is required prior to the swimmer commencing training. The remaining 80% of the balance is to be paid off over 6 months by monthly instalments due on the first day of each month. Payment plans are made by application to treasurer@albanyswimming.org.au.

Payment Terms

All invoices issued by the club are to be paid in full within 7 days from the date of invoice unless otherwise arranged with the treasurer. If you have difficulties paying within the 7 days you must ensure that you contact the treasurer to make suitable arrangements for delaying payment as soon as possible.

Payment in Arrears

1st Reminder - A courtesy email will be sent at 7-10 days overdue. We ask that you ensure that your registration email address is current and correct and that you check your spam folder regularly and whitelist treasurer@albanyswimming.org.au should our email fall into your spam folder.

2nd Reminder - A second reminder email will be sent requesting payment within 3 days at 14 days overdue.

Final Reminder - If an account is more than 21 days overdue the treasurer will attempt to call/text you to advise that unless payment is received within 3 days all coaching will cease for your child(ren) until payment is received in full for all overdue invoices. No further negotiation will be entered into. This will be confirmed in an email to you.

NB: Swimmers are only eligible to accrue points for the points trophies, establish records, represent the club at Inter-club swims or claim trophies **if all fees are paid and registration completed**.

Pool entry fees

Swimmers will also need to pay for pool entry each time they train. The Albany Leisure & Aquatic Centre (ALAC) offers a range of memberships, or you can pay for pool entry as you go. For the 2019/20 season, we have negotiated ALAC membership rates for swim club members. Please contact ALAC for more details about these rates: 459

Membership	Normal Price	Corp. Rate
12m Full Adult (16+)	\$880	\$748
12m Gym Adult (16+)	\$750	\$637.50
12m Aqua Adult (16+)	\$540	\$459
12m Aqua Child (-18yo)	\$460	\$445
Family Full	\$1770	\$1504.50
Family Aquatic	\$1080	\$918

Other costs

- Merchandise and apparel is ordered and paid for via Barefoot Clothing. In the event merchandise is bought through the club, this must be paid for at the time of purchase.
- All event nomination fees must be paid to the Registrar prior to the closing date of the meet. (Applies to manual entries.)
- All travel and accommodation costs, to and from meets, must be paid before club bus leaves.
- Should these payment arrangements cause any member concern, please contact the Treasurer to discuss alternate arrangements.

Volunteering

Our club is run by and cannot survive without the support of many volunteers. There are many ongoing jobs within the club that don't require you to be a committee member. Volunteering is rewarding and is a great way to make new friendships and learn new skills. The club cannot function without active volunteerism, so please put your hand up, no matter how busy you are.

Parents are encouraged to take on a swimming official role within Swimming WA and the Club. There are introductory courses available through the season and we will advertise through our notices. Please contact our secretary@albanyswimming.org.au if you are interested in these roles.

When we host our own Albany Short Course Carnival, it is compulsory for the club membership to be actively involved in helping make the weekend a success - there are many jobs to be done before and during the actual event. It can't be run without your involvement and the funds raised at these events help keep our fees down.

Life Members

Mrs Kaye Bolger	Mr Brian Fuller	Mrs Jeanette Fuller
Mrs Louise Hinds	Mrs Wilma Spy	Mrs Karen Tompkin

2019/2020 Committee

Each year a new management committee is formed at our Annual General Meeting (AGM). Given the date of the 2019 AGM, the roles for 2019/20 Committee have not been confirmed at the time of publishing this handbook. However, you can contact current Committee members via the email addresses below.

President:	president@albanyswimming.org.au
Vice President:	vice.president@albanyswimming.org.au
Secretary:	secretary@albanyswimming.org.au
Treasurer:	treasurer@albanyswimming.org.au
Registrar:	registrar@albanyswimming.org.au
Communications Officer:	news@albanyswimming.org.au

Code of Conduct

Courtesy and respect for coaches and other club members is expected. For the safety of all swimmers and for the smooth running of all events all members of ASC are required to adhere to the following Code of Conduct:

1. Albany Swim Club operates in positive and safe environment. Swimmers are expected to ensure they maintain a healthy diet, drink plenty of fluids and be **SunSmart** at away trips and meets. At all indoor areas under our control, smoking is not permitted. This may include some outdoor areas as well.
2. Any member found to be in possession of or using an illegal substance whilst involved in a club activity will be expelled from the club. If this occurs during an away trip, they will be placed on the first available transport back to Albany at their own cost.
3. Whilst at club training sessions, swimmers are under the care of their coaches and should excuse themselves before leaving the session.
4. During training sessions, swimmers are under the instruction of their coach and must adhere to those instructions. Inappropriate behaviour will not be tolerated. Coaches are under instruction to pass such behaviour on to the Committee. Where appropriate, disciplinary action may be taken. Continued misbehaviour may result in expulsion.
5. When on away trips, members will be under the care of a Coach and a Team Manager. These people will be solely responsible for all Team activities.
6. Whilst involved in club activities, members are expected to conduct themselves in a responsible and appropriate manner and consider the needs of other members of the group.
7. During club nights, swimmers must remain seated in the grandstand area under the control and supervision of the Meet Marshall **until the conclusion of all events for the evening**. Prior arrangement for the swimmer to leave the pool early should be made with the Coach.
8. Any swimmer found behaving in an inappropriate manner or abusing club property may not be allowed into the Club Room. Siblings and friends are not to be left unaccompanied in the Club Room.
9. If a swimmer leaves the water or is asked to leave the water, either due to illness or a behavioural issue, they must remain on pool deck till the session is finished, unless a parent is available to take over responsibly of the swimmer.
10. Children 10 years and under must be accompanied by an adult whilst in the pool area.
11. ***Breaches of the swimmer's code of conduct may result in suspension or termination of Club membership.***

Signature of swimmer:

Date:

Code of Conduct – all members, parents and associates

All swimmers, parents and associates are expected to conduct themselves in a responsible and appropriate manner and consider the needs of other members of the club community.

Albany Swim Club has adopted the [Swimming Australia Codes of Conduct](#) and is committed to upholding the principles of;

FAIRNESS

Operating within the spirit of the rules, never taking an unfair advantage and making informed and honorable 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 behavior, while demonstrating concern for others.