



HAMILTON AQUATICS  
SWIMMING CLUB  
PARENT HANDBOOK  
Nov 2024

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## Contact Details

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## Committee Members

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<b>Vice President</b>		
<b>Secretary</b>	Neil Shirreffs	
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## **About the Club**

**Welcome to Hamilton Aquatics Swim Club.** The HAQ Swim Club is based at Waterworld and Hamilton Boys High. We also provide Learn to Swim programmes based at Hillcrest Normal School and Hamilton West Primary School during Terms 1 and 4. Hamilton Aquatics is a large friendly swimming club catering to swimmers of all ages and abilities. We are affiliated with Swimming Waikato. We offer a wide variety of lessons and training regimes for swimmers of ALL ages and competency levels. From Learn to Swim right up to competitive swimming at the highest levels (national and international competition). We also cater for athletes focusing on multi-discipline events such as triathlon and Para Swimming.

## **Mission Statement**

*“Our mission is to ‘deliver a community-based aquatics club that enables members across Hamilton to connect, have fun and achieve their aquatic goals’ and we will create an environment that reflects this.”*

### **Values**

The values of the HAQ swimming club are:

- Respect – yourself and your team
- Self-control – both in winning and losing
- Responsibility – learning to stand up when right and wrong
- Attitude – always creating a positive mindset
- Honesty and Courage – the willingness to stand up for what you believe
- Hard Work - The ability to push yourself to be better

### **Aims**

To have a squad of “elite” swimmers who are capable of National Standard Competition with the aim of reaching their potential

- To have individual swimmers who compete at SNZ National Opens
- To have HAQ swimmers qualify for all National competitions and to make finals.
- To have HAQ swimmers compete at SNZ Division II's and to also make finals
- To have HAQ swimmers qualify for SNZ Juniors
- To provide a quality Learn to Swim program for the community and aim to move swimmers into club training squads as they progress.
- To develop swimmers who are self-motivated and apply themselves daily to improve their performance

### **How we get there**

How we get there is determined by several factors which are developed in the following:

- Swimmers in the club are categorised according to ability, potential, age and skill level.
- Water times for the assigned training squads are shown on the website

- Improve the quality of the swimmer's technique so that they can move efficiently through the water, teaching self-awareness through athlete centred coaching.
- The Transition Squads (Sharks, Otters & Seals) will help develop a link between learn to swim programs and the competitive swimming club.
- A group set up for those who wish to swim for fitness for both adults and age group level.
- A competitive calendar that will let swimmers compete at different levels to gain experience.

## Training

All swimmers will be put into the appropriate squad for their swimming ability. It is not a race to see how fast swimmers can progress through the squads, so please be patient and let the coach decide when it is the right time for the swimmer to progress.

Coaches will look at:

- Ability
- Age
- Attendance at both training and meets
- Attitude
- Technical Ability
- Skill Execution

If you think your child has been overlooked, make time to speak to the coach after the session, or email them. There is probably a good reason why your child has not been moved up.

Training times need to change from summer to winter due to lane allocation. The coaching team will try to keep up the timetable so that all squads have the best possible training times available to them. The timetable is designed at the discretion of the Head Coach.

## **Good Training Practices**

- Make sure that you have all the correct equipment before you leave home
- Always bring a drink bottle to training
- Be punctual. Your coach expects you to be poolside and ready to go 5 minutes before the session starts.
- Use correct starts and turns during training sessions. As swimmers progress through the levels, they will learn these.
- Start and finish each length at the wall, not halfway down the pool.
- Do not stand up during a length as this creates chaos for other swimmers in your lane – keep swimming.
- When you have finished a set, move out of the way so the rest of your group can also finish.
- If you need to leave a session early, this should be agreed with your coach prior to the start of the session.
- Coaches expect everyone to listen to instructions.
- A positive attitude and determination to do your best.
- Any problems can be discussed with the coaches at a suitable time agreed upon by both parties.
- Parents **please DO NOT** approach coaches during training sessions as this disrupts the session for all swimmers.

## **Swimming Gear**

A basic gear list of swimming gear is included under the squad summaries.

As a swimmer progresses, they will become more aware of other equipment available. Always talk with your coach before making any purchases of specific training equipment. We have a discount of 10% arrangement with SwimT3 <https://swimt3.co.nz/pages/hamilton-aquatics>

### **Goggles**

You can buy these at any sports store or swim shop. Goggles should fit snugly around the eye and your swimmer should feel a slight suck. They may need to try on a number of different brands and styles until they find ones that are both comfortable and watertight on them. If your swimmer's goggles come off during a dive, it may be because of a technical problem with the dive rather than the goggles.

### **Swimming Cap**

A swim cap can protect hair from water/chlorine damage and promote your swimmer's team.

Hamilton Aquatics swimmers are expected to wear a HAQ cap during training Hamilton Aquatics Caps are purchased from [admin@hamiltonaquatics.nz](mailto:admin@hamiltonaquatics.nz). Training Caps cost \$15, and Competition Caps cost \$22.

### **Fins**

Short fins with a soft flexible medium sized blade are best when starting.

### **Drink Bottles**

Hydration is very important when swim training, it is essential that every swimmer has a drink bottle with their name on it and uses it every session. Never share bottles for hygiene reasons.

## **Health & Safety**

Hamilton Aquatics advocates being a family-friendly environment and we ask for all members to contribute to that aim. Our expectations of all families to help us run a safe, supportive environment for our coaches, swimmers and their caregivers include:

- Children within a facility who are not participating in a swimming session must be actively supervised by a caregiver. They are not the responsibility of Hamilton Aquatics staff.
- Please refer to the facilities rules around supervision and parental responsibilities when dropping off swimmers.
- At no time do we expect our swim instructors to be left alone with one child. If you are the second last to collect a swimmer at the end of the session you may be asked to wait with the instructor until the last child's caregiver arrives. Likewise, if you drop a swimmer for a lesson and no other participants or parents are present, please do not leave until another club member arrives.
- If you are delayed on route to collect a swimmer, please contact another parent on-site or a coach to explain.
- Help us to keep tidy safe environments by ensuring gear/school bags, bikes, seating etc is kept away from emergency exits and walkways.
- Only swimming attire is to be worn in our lessons and squad sessions. Have long hair tied back or under a swimming cap.

- We have an expectation that if any person experiences a collision, or harm from others or equipment, during a lesson/training, it will be reported promptly to the instructor or coach.
- Through affiliation members come under the Swim Waikato Member Protection Policy, accessed at: <https://swimmingwaikato.co.nz/member-protection/> this includes free confidential access to a member protection advisor for any concerns or queries around member protection.

**Volunteers at events** – we run Splash nights and interclub competitions during the season which relies heavily on member support in various roles, e.g. timekeepers, recorders, managers. We ask that members volunteering at events wear sensible footwear to minimise slips, protect themselves against the sun, keep a tidy environment, heed the emergency procedures distributed before and outlined at the event, and are not to be under the influence of drugs or alcohol.

**Swim camps and team trips** away to compete at events. It is club policy that all coaches, team managers and assistants travelling away with swimmers will undergo police vetting. Club policy also states that alcohol is not to be consumed by anyone on any training site or in the presence of swimmers at any time.

## **Swimming Programs**

### **Learn to Swim**

Primary school age upwards, Hamilton Aquatics provides a comprehensive Learn to Swim program with a range of classes operating out of several handy locations in Hamilton.

- Hillcrest Normal School - HNS
- Hamilton West Primary School

From floating, breathing and kicking through to mastering the four key swimming strokes, your child will learn to swim while having fun in a safe nurturing environment.

Our structured program monitors weekly progress giving your child a sense of accomplishment as they improve. Children will continuously move forward through the levels as they develop skills and build confidence. Swimming, like any other physical activity, needs to be practised and re-enforced continually.

Our instructors are a passionate and experienced team who undergo extensive training every term to ensure they deliver the best program possible. All staff are First Aid certified and NZ Police vetted.

Free Swimming Assessment - All new members are required to complete a free-swimming assessment; this will ensure that they are placed at the correct level for their current skill set.

## **Squad Program**

### **Sharks:**

Our entry-level squad, the Sharks are a place where we learn what it is like to be part of a squad whilst learning technical and skill fundamentals. Swimmers may try competing via Hamilton Aquatics Splash Nights initially

### **Otters:**

Otters are capable of swimming all strokes efficiently over 25m. This squad incorporates more refined technique work as well as integrating skills into multiple lap swims. Swimmers may compete via Splash Nights or local club competitions.

### **Seals:**

The Seals squad build on the fundamental skills learned in the Otters squad and are challenged to maintain these skills over multiple laps. Swimmers are encouraged to compete in local club competitions.

### **Dolphins:**

The Dolphins start to learn more complex training sets. A strong technical focus remains whilst achieving this. Swimmers are encouraged to race at a club level.

### **Junior Development:**

Junior Development is our top junior squad. In this squad, swimmers will complete complex sets whilst maintaining technical focus. Swimmers are encouraged to compete at a club and regional level.

### **Waikato Age:**

Waikato Age is a squad for swimmers 13 and over who want to enjoy swimming and achieve at their desired level from National Championships to Club level competitions.

### **National Age:**

National Age is a squad for swimmers 13 and over who want to achieve at their desired level from National Championships to Open Water Championships.

### **Waikato Regional Performance Centre (RPC):**

The RPC is a by application squad dedicated to enhancing the performance of competitive swimmers through advanced training methodologies, support services and facilities. It is a joint venture between Hamilton Aquatics and Swimming Waikato. More information can be found at:

<https://swimmingwaikato.co.nz/regional-performance-centre/>

### **SportFit:**

A fitness program for swimmers who may not want to compete but want a program to follow to build or maintain fitness or improve swimming for other sports.

### **Masters:**

A fitness program for adults who want to improve technique, skills, overall fitness and speed. Hamilton Aquatics is registered with NZ Masters Swimming. To join NZ Masters register at:

<https://www.nzmastersswimming.org.nz/>



## **Hamilton Aquatic – Sharks**

### **Squad Goal/Season Focus**

Introduction to Racing via Club events  
Develop all strokes

### **Training Goals**

- To improve technique and skills in all four strokes
- Learn and develop basic skills ie starts and turns

### **Training Expectations**

- It is recommended all swimmers attend a minimum of 2 sessions per week
- Arrive 10 minutes early – Dive in on time
- A positive attitude in training

### **Equipment**

- Fins – Short fins are highly recommended. DMC or TYR Hydroblade
- Kickboard – As small as possible.

## **Hamilton Aquatics – Otters**

### **Squad Goal/Season Focus**

Introduction to Racing  
Develop all strokes

### **Training Goals**

- To improve technique and skills in all four strokes
- Learn training fundamentals

### **Training Expectations**

- It is recommended all swimmers attend a minimum of 2 sessions per week
- Arrive 10 minutes early – Dive in on time
- A positive attitude in training

### **Equipment**

- Fins – Short fins are highly recommended. DMC or TYR Hydroblade
- Kickboard – As small as possible.

## **Hamilton Aquatics – Seals**

### **Squad Goal/Season Focus**

Introduction to Racing

Develop all strokes for racing capability

### **Training Goals**

- To improve technique and skills in all four strokes
- Learn training fundamentals

### **Training Expectations**

- It is recommended swimmers attend a minimum of 2-3 sessions per week.
- Arrive 10 minutes early – Dive in on time
- A positive attitude in training

### **Equipment**

- Fins – Short fins are highly recommended. DMC or TYR Hydroblade
- Kickboard – As small as possible.
- Pull Buoy

### **The “Little Things”**

- Start with a push-off
- Body position
- Turns & Streamline

## **Hamilton Aquatics – Dolphins**

### **Squad Goal/Season Focus**

Introduction to Racing

Achievement at Zonal Junior Festival / Waikato Juniors

Improve XLR8 score

### **Training Goals**

- To improve technique and skills
- To develop aerobic capacity
- Learn training fundamentals

### **Training Expectations**

- It is recommended swimmers attend 3-4 sessions per week. Achieving this training volume will mean you may be considered for squad movement.
- Arrive 10 minutes early – Dive in on time
- A positive attitude in training

### **Equipment**

- Fins – Short fins are highly recommended. DMC or TYR Hydroblade
- Kickboard – As small as possible.

- Pull Buoy
- Paddles

## **Hamilton Aquatics - Junior Development**

### **Squad Goal/Season Focus**

Achievement at Zonal Junior Festival / Waikato Juniors

Improve XLR8 score

### **Training Goals**

- To improve technique and skills
- To develop aerobic capacity and speed
- Learn training fundamentals
- Become the most skilful junior squad in Waikato

### **Training Expectations**

- It is recommended swimmers are attending a minimum of 3-4 sessions per week. 6 sessions is recommended for swimmers at 12 years of age.
- Arrive 10 minutes early - Dive in on Time
- A positive attitude in training

### **Equipment**

- Fins – Short fins are highly recommended. DMC or TYR hydroblade
- Kickboard – As small as possible.
- Pull Buoy
- Hand Paddles – I favour TYR Catalyst and Stroke makers. I would strongly recommend flat paddles only without any curvature. This will reduce shoulder damage.

### **The “Little Things”**

- Start every push-off with a hand on the wall, ON The right TIME
- Body position
- Set a minimum number of strong kicks off EVERY wall and stick to it
- Turns & Streamline
- No breath at the finish. Last 5m minimum
- Maintain SC focus and count/technique on easy & hard swims

## **Hamilton Aquatics - Waikato Age**

### **Squad Goal/Season Focus**

Achievement at National Meets and Regional Championships

### **Training Goals**

- To improve technique and skills
- To develop aerobic capacity and speed
- Learn training fundamentals
- Aim for qualification to National Competitions

### **Training Expectations**

- It is recommended that all athletes attend 4 sessions per week as a minimum. For those aiming for National Age Group Qualification 7-8 sessions would be recommended.
- You need to text the coach if you going to be late
- Arrive 20 minutes prior to complete dryland routine. Those who are late need to complete this prior to swimming - Dive in on time
- A positive attitude in training

### **Strength & Conditioning Program**

- 2 x Dryland sessions per week at First Place Fitness
- Strength training is carried out by SpeedWorks and led by Barrie Jennings. Barrie is very experienced in developing strength and movement patterns that are beneficial for generic athlete development as well as swimming specific for senior athletes.
- Swimmers will progress from functional movement and bodyweight exercises to light weights where they can develop these movement patterns needed for the gym. Once basic gym skills are mastered they will move into a weight based program with the aim to develop strength, power and speed.
- This program is run externally and will be individually invoiced. Cost will be dependent upon the level each swimmer is participating at in the gym.

### **Equipment**

- Fins – Short fins are highly recommended. DMC or TYR hydroblade
- Kickboard – As small as possible.
- Pull Buoy
- Band – Ask a tyre store for an old inner tube and you can make 25 bands free of charge!!
- Hand Paddles – I favour TYR Catalyst and Stroke makers. Recommended flat paddles only without any curvature. This will reduce shoulder damage.
- Snorkel – optional (recommended)
- Skipping Rope

### **The “Little Things”**

- Start every push-off with a hand on the wall, ON The right TIME
- Body position
- Set a minimum number of strong kicks off EVERY wall and stick to it
- Turns & Streamline
- No breath at the finish. Last 5m Regional, Last 10 National, Last 15 International
- Maintain SC focus and count/technique on easy & hard swims

## **Hamilton Aquatics - National Age**

### **Squad Goal/Season Focus**

NZ Age Short Course and Open Water Championships

### **Training Goals**

- To improve technique and skills
- To develop aerobic capacity and speed
- Develop event specific speed
- Develop an understanding of training principles
- Become the most skilful age group squad in Waikato

### **Training Expectations**

- Attend all sessions, as agreed with coach aligned to your goals, make up sessions where appropriate
- You need to text the coach if you going to be late
- Arrive 20 minutes prior to complete dryland routine. Those who are late need to complete this prior to swimming - Dive in on time
- A positive attitude in training

### **Strength & Conditioning Program**

- 2 x Dryland sessions per week at First Place Fitness
- Strength training is carried out by SpeedWorks and led by Barrie Jennings. Barrie is very experienced in developing strength and movement patterns that are beneficial for generic athlete development as well as swimming specific for senior athletes.
- Swimmers will progress from functional movement and bodyweight exercises to light weights where they can develop these movement patterns needed for the gym. Once basic gym skills are mastered they will move into a weight based program with the aim to develop strength, power and speed.
- This program is run externally and will be individually invoiced. Cost will be dependent upon the level each swimmer is participating at in the gym.

### **Equipment**

- Fins – Short fins are highly recommended. DMC or TYR Hydroblade
- Kickboard – As small as possible.
- Pull Buoy
- Band – Ask a tyre store for an old inner tube and you can make 25 bands free of charge!!
- Hand Paddles – I favour TYR Catalyst and Stroke makers. Recommended flat paddles only without any curvature. This will reduce shoulder damage.
- Snorkel – Recommended
- Skipping Rope

### **The “Little Things”**

- Start every session with a racing start.
- Start every push-off with a hand on the wall, ON The right TIME
- Body position
- Set a minimum number of strong kicks off EVERY wall and stick to it

- Turns & Streamline
- No breath at the finish. Last 5m Regional, Last 10 National, Last 15 International
- Maintain SC focus and count/technique on easy & hard swims
- Complete drills with intention. You should have something to work on with every stroke/skill

## **Hamilton Aquatics - Sports Fit**

### **Squad Goal/Season Focus**

Maintain and develop swimming fitness and speed

### **Training Goals**

- To improve technique and skills
- To develop aerobic capacity and speed

### **Training Expectations**

- Attend as required
- **Arrive on time** – Dive in on time
- A positive attitude in training

### **Equipment (recommended)**

- Fins – Short fins are highly recommended. DMC or TYR hydroblade
- Kickboard – As small as possible.

## **Hamilton Aquatics – Masters**

### **Squad Goal/Season Focus**

Develop Speed and Fitness in an adult environment

### **Training Goals**

- To improve technique and skills
- Perfect for adults who compete in master's competitions, multisport or maintain a healthy lifestyle.

### **Training Expectations**

- Attend as required
- **Arrive on time** – Dive in on time
- A positive attitude in training

### **Equipment (recommended)**

- Fins – Short fins are highly recommended. DMC or TYR hydroblade
- Kickboard – As small as possible.
- Pull Buoy
- Hand Paddles – Recommended TYR Catalyst and Stroke makers. Recommended flat paddles only without any curvature. This will reduce shoulder damage.

## **Splash Nights**

Splash nights are an informal club event held on selected Friday nights year-round. Swimmers take part in events that they have selected. The main aim of Splash night is for new swimmers to be able to experience racing in a friendly atmosphere with their teammates. It is also for seasoned swimmers to try new events and new distances. The events are held in racing format and are seeded informally by the club night marshal. All ages and genders swim together. The coaches will attend Splash night to observe and provide tips to swimmers on their performance. Splash nights are held in a fun and friendly environment and are an ideal introduction to competition and an opportunity to meet and socialise with other swimmers. Splash nights are designed in accordance with the XLR8 philosophy.

Swimmers attend Splash night for various reasons, including:

- To gain times for different strokes and distances in the SNZ database
- To fine tune racing starts, turns and finishes
- To plan and trial race strategies
- To swim against friends in a friendly low-key atmosphere
- To learn about race procedures
- To have some fun with friends

**To enter Splash night events:** Entries are completed via the Swim New Zealand Fastlane Website.

## **Swim Meet Information**

### **Entering a Meet online**

All swimmers are encouraged to use the quick and easy online entry system that is part of the SNZ online system. You will require a login and password to the 'Fast Lane' on this system. If you do not have them, please contact the club recorder who will send you the link to get one.

When entering online please notify the club recorder you have entered so results can be uploaded into the club database post event.

If you have any queries, please contact the club recorder.

### **Entering a Meet – when online is not available**

1. Email entries should be sent to the club recorder at [recorder@hamiltonaquatics.nz](mailto:recorder@hamiltonaquatics.nz)
2. In the subject line, type in the NAME of the meet. If entering multiple meets, create a new email for each meet.
3. Type in your swimmer's FULL NAME, then list the names of the events entered:

i.e.: Joe Swimmer, 100 Free, 200 Back

The meet flyer will have a specific date for when entries close. *The date will be specified on the relevant email from Hamilton Aquatics.*

It is easier for our Club Treasurer if payments (for meet entries) are made following them sending you an invoice for that meet.

This invoice will be sent to you **after** the entry closure deadline. This way the treasurer can reconcile events entered with the cost of events for each swimmer.

Payment to be made via Direct Credit into Club “Meet” Account Details below:

Bank Account No: **38-9020-0694725-00**

Please **enter your meet invoice no. as a Reference.** (If paying for multiple meets please try to list all invoice numbers)

***Following these simple guidelines will make things much easier for all of us at the business end of things.***

## **What to Expect at a Swim Meet**

### **On arrival / warm-up**

- Arrive at least 15 minutes prior to the scheduled warm-up
- Report to the coaching staff present
- The Team Manager will assist with getting you to marshalling but all swimmers must take responsibility to get to their race
- Warm-up
- Key to a successful swimming performance – start with a land-based stretching and loosening 10 minutes – swimming warm-up 30 mins + depending on what is available
- All swimmers sit together as a Hamilton Aquatics Team
- Swimmers should wear HAQ apparel on the poolside (see uniform policy)
- If using a swimming cap during the race, then this should be your Hamilton Aquatics Competitive Swim Cap.

### **Racing at the Meet**

- Swimmers must always report to the coach to review race strategy and goals
- Swimmers should always take with them, spare goggles and spare cap
- Swimmers should obtain their official time (either from scoreboard or lane timekeepers)
- Report immediately back to the coach after your race
- Swimmers should then immediately swim-down
- *It is expected that any swimmer making a final will compete in it.*
- In between races, swimmers should rest and stay warm
- Presentations must always be attended wearing some item of HAQ Swimming club.



### **What to bring to a Meet**

- HAQ Poolside clothing
- HAQ Swim cap
- 2 pairs of goggles
- Socks and soft soled shoes
- At least 2 towels
- Warm clothing
- Drinks and snacks
- Pen and highlighter
- Positive attitude

### **Meet Expectations**

No matter where the meet is, swimmers come under the direction of club coaches and managers. Full cooperation and respect are required. This will make trips, meets and camps enjoyable and safer for everyone.

Swimmers are required to wear HAQ gear when competing for HAQ (please see uniform policy).

All swimmers, coaches and parents are expected to follow the principles of FAIR PLAY.

Coaches aim to make the sport challenging and enjoyable while taking reasonable steps to ensure that the physical and emotional safety of each swimmer is maximised.

### **Parent Participation**

Each swimmer (family) who enters a competition is required to assist in the running of that competition. It is expected that if you enter your child into a swim meet, you make yourself available to help out should you be called upon. You will not always be called upon, but it helps with the running of the roster.

Assistance may take the form of help in any one or more of the following:

- Timekeeper (TK)
- Turn judge (IOT)
- Kitchen or catering Duty
- Set-up and set-down of equipment
- Computing (AOD and Admin room)
- Door Sales
- Marshalling
- Team management

These are not onerous tasks if spread amongst many. It only becomes so when only a few come forward to help. Helping at meets helps your swimmer and ensures meets run to schedule and finish on time.

Parents are required to take a turn in supporting the functioning of the club by assisting in the running of the meets. Many hands make light work. Come forward, you will enjoy the experience.

## Fees Policy

As a 'not for profit' organisation, Hamilton Aquatics aims to keep fees as low as possible. However, the Club has a number of fixed and fluctuating costs to cover such as coaching, pool hire and administration. Therefore, the Club is unable to offer 'part fee' options. Each squad member is charged at the full rate irrespective of attendance. This approach ensures that:

- We can budget more accurately
- That swimmers are entitled to attend all sessions
- We are promoting swimming as a primary activity
- Those on waiting lists (where applicable) are not disadvantaged

An Annual Club fee is invoiced in July/August which also helps with administration, prize giving, and splash night costs.

### Fees

The training fee reflects the number of sessions, the amount of coaching time, and the maximum group size for each squad.

National Age	\$170 per month
Waikato Age	\$160 per month
Junior Development	\$137 per month
Dolphins	\$112 per month
Seals	\$87 per month
Otters	\$87 per month
SportFit	\$85 per month
Masters	\$85 per month
Sharks	\$65 per month
Club Membership Fee	\$98 annual fee (billed 1st July)
Swim Waikato & SNZ Affiliation fee – Competitive Swimmers	\$121.50 per annum (payable via Fast Lane from 1 <sup>st</sup> July each year)
Swim Waikato & SNZ Affiliation fee – All Club Swimmers	\$121.50 per annum (payable via Fast Lane from 1 <sup>st</sup> July each year)

We have tried to keep our fees as low as possible and continue to be one of the best value swim clubs in the Waikato.

**NOTE:** Training fees for all squads include the cost for training during school holidays. Training fees are based on 12 monthly payments per year. Hamilton Aquatics will place all squads on break for 2 x 1 week per year based around school holidays and national competitions

### **Affiliation Fee - Competitive Swimmers**

All swimmers who wish to compete at competitions hosted by other clubs or by Swim Waikato must pay an affiliation fee. This fee is not part of our club income and as you pay online via your child's Fast Lane it goes directly to SNZ and SW.

### **Affiliation Fee - Club Swimmer**

SW will be offering additional development and competitive opportunities for these swimmers including –

- Entry level 'Festival' meets for them to compete in during the year
- the opportunity for our 12/U swimmers to attend the relay meets

SW are keen to make the pathway into competitive swimming easier and more enjoyable for our club swimmers and we're confident that our Festival Meets and Relay Days will provide the steppingstone that many of our club swimmers are looking for.

The Club swimmer affiliation fee will also be collected via the Swimming NZ database as swimmers will need to be 'financial' prior to being able to take part in a meet.

### **Invoicing and Payment Information**

All squad fees will be invoiced monthly. Learn to Swim will be invoiced at the beginning of each term.

All monthly squad families are required to pay by Automatic payment or Direct credit.

All fees should be paid on receipt of invoice at the start of each month.

Swimmers who are overdue will be unable to train until all fees are paid. (Unless prior arrangements have been made with the committee – in the first instance all correspondence needs to be with the club Treasurer)

**Our Bank Account is: 38-9020-0694725-00**

**Please enter your Invoice number as a reference and/or your surname.**

If you are having difficulty paying your fees, please let the Treasurer know so that we can work out an arrangement to avoid extra charges. Such requests may need to be considered by the Committee.

If fees are constantly not being paid and no other arrangement has been made, membership will be reviewed, with membership potentially being revoked.

**Swimmers are not eligible to swim in any events the club participates in, unless fees are up to date. This includes all meets, camps and away trips**

## Leaving the Club

Should you decide to leave Hamilton Aquatics Swim Club, we require you to give in advance one month's paid notice in writing to our Administrator. During this time the swimmer can train as normal. This benefits all members by giving us time to ensure that squad numbers are stable and correctly balanced. You will of course need to make sure all fees due are up to date before leaving.

If a swimmer wishes to take a break from training, then a Notification of Absence form must be completed and forwarded to the administrator. There are no guarantees that a swimmer will have access to the same squad they vacated as each squad has a finite number and the club will continue to intake new members. If a swimmer wishes to maintain their place within the squad, they may choose to continue to pay fees as usual. In this instance, their place in the squad will be held for them.

In case of an injury or illness preventing you from swimming, you need to advise the Treasurer/ Administrator and Coach of your absence. A Notification of Absence form must be completed. Medical certificates presented will ensure you do not need to pay for the period missed. Otherwise, fees are due as normal.

### **Transferring**

Transfers to another club must be cleared by the Hamilton Aquatics Swim Club committee. All fees must be up to date before clearance is given. All trophies are to be returned to the Hamilton Aquatics Swim Club president.

### **Cancellation of Sessions**

In general, **No Refunds** shall be given, and all sessions will be held rain, hail or shine except for unforeseen circumstances including:

- when the safety or health of swimmers is compromised
- when closure of the pool is necessary and outside Hamilton Aquatics control.

***NOTE: Catch up sessions will usually be offered where possible.***

### **Refunds**

In general, no refunds shall be given except under the following circumstances.

- When members are moving out of the district
- Where special circumstances exist

**NOTE:**

- Application for refunds **must be made in writing** to the Hamilton Aquatics Committee
- Where relevant medical certificates must accompany the application (if applicable)
- In all cases, the Hamilton Aquatics Committee reserves the right to decide whether a refund is granted.
- Any refund granted shall be less costs incurred by the club.

## **Uniform Policy**

Club uniform is compulsory and required to be worn by all swimmers when representing Hamilton Aquatic Swim Club at the following swim meets (except regional relays): NZ Short Course Champs, NZ Junior Championships, NZ Open Champs, Waikato Champs, National Age Group Champs (NAG's), Div II Champs. It is also encouraged (but not compulsory) that the club uniform be worn when representing Hamilton Aquatics Swim Club at all other major swim meets.

It is not compulsory for the club uniform to be worn at Club-only events such as club champs and club nights.

Swim Cap order here: [admin@hamiltonaquatics.nz](mailto:admin@hamiltonaquatics.nz)

Uniform here: <https://www.hamiltonaquatics.nz/page/member-info/>

## **General Business**

You are responsible for the supervision of all non-swimming children in your care at any facilities Hamilton Aquatics is training or competing at. You are responsible for ensuring your swimmer is picked up immediately after scheduled training has finished. If you are unable to do this, please arrange another parent or suitable adult to do so.

- **Club Website** <https://www.hamiltonaquatics.nz/>

The club website contains all information you will need and forms an important part of our communication process. A Meet calendar and flyers of upcoming swim meets as well as uniform details and order forms are all on here.

It is a good idea to familiarise yourself with the site and to regularly check it for new information.

- **Facebook** <https://www.facebook.com/hamiltonaquaticsnz/>

The club has a Facebook page which is another form of communication. Follow us online.

We also have a Hamilton Aquatics buy, sell and exchange page for swimming equipment and uniform:

<https://www.facebook.com/share/g/RHGgeryyijWAev7c/>

- **Committee**

Hamilton Aquatics Inc. requires an active committee to operate. It welcomes new parents to join at the annual AGM. This is a hard-working group committed to the development of all swimmers, and to build the best swimming club to enable this

- **Funding**

A lot of our income is through grants that we apply for. Our funding officer co-ordinates funding applications for the club; this funding enables us as a club to keep our fees at an affordable level for families.

- **Fundraising**

The Club has various fundraisers throughout the year. The Club's main fundraisers are the annual Long Course Cash Meet in January, the Bill Grey Swim Meet and Rovers Chocolate Festival. Parents are encouraged to volunteer their time to this event whether it be in the kitchen, selling raffles, being an official such as a timekeeper or being the team manager. Many hands make light work. Raffles are held throughout the year and parents will be expected to donate items for these raffles. Any ideas for fundraising please contact the committee.

- **Sponsorship**

Sponsorship is required for the upkeep of the club. Sponsorship can be in the form of advertising (i.e., on the website). Please contact the Club president if you are interested in sponsoring the club in some way.

- **Feedback Process**

We value feedback on any aspect of the running of our Club and this can be sent to [admin@hamiltonaquatics.nz](mailto:admin@hamiltonaquatics.nz). With regards to Coaching matters of your swimmer please take this up with the Coach of your swimmer in the first instance. Should this not result in a satisfactory resolution for you, then the matter can be raised with the Head Coach, then President.

With regards complaints of a serious nature and complaints that cannot be resolved at a Club level.

- **Useful Websites**

Swimming Waikato  
Swimming NZ

[www.swimmingwaikato.co.nz](http://www.swimmingwaikato.co.nz)  
[www.swimming.org.nz](http://www.swimming.org.nz)

- **Member Discounts**

**SWIMT3** - [https://swimt3.co.nz/pages/hamilton-aquatics SWIMT3](https://swimt3.co.nz/pages/hamilton-aquatics-SWIMT3) provides a list of product ranges for Hamilton Aquatics Swim Club Members of preferred Equipment for their swimmers. PLUS, for every purchase made by Hamilton Aquatics Swim Club members online and in stores, 2.5% of the purchase value is credited to HAMILTON AQUATICS for the club to use for purchasing equipment. Please support this program & support your club! Hamilton Aquatics Swim Club Members can access your unique discount code - lovethetron - which will give you 10% off the purchase price of anything not already discounted or on sale on the website. Use the code at Checkout.

**TEAMLINER** - <https://www.teamline.co.nz/> TEAMLINE offer 10% off the purchase price on anything not already discounted or on sale on this website. Please use the code TEAMCLUB at checkout to get your 10% off.

## Glossary of Swimming Terms

**Affiliation fee:** Annual fee paid to Swim New Zealand which allows a swimmer to compete.

**Alternate:** In a meet with finals, the swimmers in 9th and 10th place. These swimmers must show up to marshalling at the final's session in case one of the finals swimmers cannot swim.

**Bilateral breathing:** Most common in freestyle. Breathing to both the left and right side, many different combinations of stroke patterns may be used to achieve this.

**Blocks:** The starting platforms located behind each lane. Blocks have a variety of designs and can be permanent or removable, but also incorporate a bar to allow swimmers to perform backstroke starts.

**Breaststroke:** Arms are moving simultaneously under the water horizontally, with legs doing a frog kick.

**Butterfly:** Arms move together in an 'up and over' motion, while legs complete two dolphin actions per stroke cycle.

**Chief timekeeper:** A swim meet official in charge of the timekeepers in each lane

**Converted time:** A time converted from a short course to a long course time, or vice-versa

**Div 2:** Division 2 National Meet for 13-18-year olds; qualification times required per age group.

**Deadline:** The date meet entries must be received by email to the recorder so that the entries can be sent to the meet host for processing. Entries cannot be made after this date.

**DQ:** A disqualification; call made by the IOT

**Duty club:** The swim club rostered on at a regional meet to provide food/drink for officials

**Entry Times:** Some meets have entry times to qualify. These are the slowest time that are accepted. Note: the converted times are used for these. Also, some meets do not allow NT entries. Please speak to your coach if you are in this situation and wish to enter a meet. Times achieved at club race nights maybe able to be used as entry times but please check with the club recorder.

**Final Results:** The printed results with all placings for each event, usually by age group. These are posted on a bulletin board poolside.

**Flags:** Pennants that are suspended over the width of each end of the pool approximately 5 metres from the wall. A visual signal for the backstroke that the wall is approaching.

**Freestyle:** Another name for the front crawl.

**Heats:** All of the swimmers entered in the event are divided into heats, or groups of swimmers. The heats are most often swum from slowest group to fastest group for each event.

**IM:** Individual Medley. An event where a swimmer competes at a distance of 100, 200 or 400 metres in the following order: Fly, Back, Breast, Free

**Inspector of turns (IOT):** Observes turns from each end of the pool to ensure compliance with the rules applicable for each stroke.

**Juniors:** National swim meet for 12-year olds and younger; qualification times required per age group.

**Lane Ropes:** The dividers used to set out the lanes in a pool. Lane ropes are segmented 1m apart and are used to dissipate waves.

**Lap Counter:** Large numbered cards used during longer freestyle events 800m and 1500m. Used so swimmers can see how many laps they have to go.

**Long Course (LC):** Events swum in a 50 metre pool.

**Marshal:** Is responsible for assembling the swimmers prior to each event.

**Marshalling area:** The area in which swimmers gather prior to a race and are lined up by heat and lane by an official

**Medley:** All strokes are used. This can be an individual event with one person swimming all strokes. Or it can be a relay event with four people, each swimming a different stroke. The order for individual medley is butterfly, backstroke, breaststroke, freestyle. The order for medley relay events is: backstroke, breaststroke, butterfly, freestyle.

**Meet Director:** The official in charge of the administration of the meet.

**NAGS:** National Age Group Champs; Division 1 swimming; ages 13-18. Qualification times required per age group. Held in Wellington in April each year.

**NT:** No Time. Swimmer has not competed in this race before so has NT.

**Opens:** National Division 1 Meet for any swimmer over 13: tougher qualifications times than NAGS. Held in March each year.

**Open water swim:** Swimming in water other than in a pool including rivers, lakes or oceans.

**Pace clock:** The big clock on the wall or deck, used for interval training.

**PB:** A personal best time.

**Pool Deck:** The area around a swimming pool. During a meet, only 'authorised people' may be on deck. This is generally just team managers, officials, coaches and swimmers.

**Programme:** A compilation of all events and heats swum in a particular swim meet session. The proceeds from buying a programme at the door goes to the organisation which is running the meet.

**Psych Sheets:** The printed collection of all entries by event for a meet. These are available on the Swim Waikato website usually about 3-4 days prior to a meet.

**Pull:** A drill where swimmers place a pull buoy between their legs to keep them afloat, replacing kicking and staying balanced.



**Qualifying time:** The official time necessary to enter a particular event. If a meet has qualifying times, they will be printed with the flyer.

**Race entry fees:** Paid per race. Typical fees range from \$7.00-\$15.00. Race fees are invoiced by our treasurer once meet entries close.

**Referee:** The head official at a swim meet.

**Scratch:** To take a swimmer out of a race due to injury, sickness, fatigue. Must be approved by the coach

**Seed time:** The entry time for a race in which a swimmer has previously competed; their best time for that event

**Short Course (SC):** Events swum in a 25 metre pool.

**Six beat kick:** six kicks per full arm stroke. (3 kicks per 'hand hit').

**Springs:** National Short Course Champs: 13-18 year olds. Qualification times required per age group. Held in Wellington end of September each year

**Starter:** The starter is responsible for giving all swimmers a fair start. The starter will start

**Swim-Off:** In a meet with finals, in case of a tie which will determine whether a person will make a final or not, a swim off is held at the end of the session. Both swimmers compete in the event again with the winner making the final.

**Team Manager:** The club parent who is responsible for sending swimmers to marshalling on time. In bigger meets, this person also checks who has qualified for finals, collects ribbons and DQ notifications, and must scratch swimmers from upcoming races.

**TF:** Timed Finals. Each race is only swum once. Results are based on best times for each age group from all the heats.

**Timekeepers:** Use stopwatches to record the official time for the swimmer in their lane. Some venues use automatic timing systems with touch pads.

**Touch pads:** The removable plate (at the end of the pool) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race.

**Tumble turn:** Similar to a summersault under the water upon reaching the pool wall. A tumble turn is faster than a 'touch and go' once the technique is mastered.

**Warm up:** Usually an hour prior to a meet starting. Consists of stretching and a set of swim intervals to warm up the swimmer for racing. All competing swimmers must turn up on time for warm up and report to the coach.

**Whistle lap:** In a freestyle distance race (800 & 1500), a whistle is blown as the swimmer reaches their final lap.

**World Aquatics (WA):** The international body which oversees the rulemaking and administration of swimming world-wide