

# **FAIRFIELD SWIMMING CLUB SWIMMER / PARENT HANDBOOK**

Version: 2018 / 2019



**Fairfield Swimming Club**  
**PO Box 12293**  
**Hamilton**  
[www.fairfieldswimclub.co.nz](http://www.fairfieldswimclub.co.nz)

**Contact Details**

Postal Address

Fairfield Swimming Club  
PO Box 12293  
Chartwell  
Hamilton

Website: [www.fairfieldswimclub.co.nz](http://www.fairfieldswimclub.co.nz)  
Email: [fairfieldswimclub@gmail.com](mailto:fairfieldswimclub@gmail.com)

We are also on Facebook @ Fairfield Swim Club

**President:** Grant Sirl ph 027 447 1193

**Vice President:** Safraz Hapuku

**Secretary:** Peter Farrell  
email: [fairfieldswimclub@gmail.com](mailto:fairfieldswimclub@gmail.com)

**Treasurer:** Andrea McDuff

**Recorder:** TBA [fairfieldentries@gmail.com](mailto:fairfieldentries@gmail.com)

**Funding Officer:** Simon Gower

**LTS Admin:** [fairfieldswimclub@gmail.com](mailto:fairfieldswimclub@gmail.com)

**Committee:**

- Chrystal Hapuku
- Joelene Paea
- Stacey Gray
- Simon Gower
- Olivia Gower
- Linda Bulman (LIFE MEMBER)

**Welcome to Fairfield (FFD) Swim Club.** The FFD Swim Club has been providing swimming to the local community since 1967 and is currently based at the Fairfield College Pool during Terms 1 and 4 and is based at Water world during Terms 2 and 3. Fairfield Swim Club 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.

The Fairfield Swim Club is accredited by Swimming New Zealand as a Quality Swim School.

### **MISSION STATEMENT**

*“FFD Swim Club exists to promote and encourage swimming at all levels, while maintaining a family atmosphere. We aim to support competitive swimming in the local community by teaching, coaching and training of its swimmers. Swimming aims will be promoted to the highest achievable level striving for Local, Regional and National recognition”*

### **PHILOSOPHY**

*“To be able to move forward we must always be willing to look to the future and make the changes that are needed, never stand still, always keep moving”*

### **VALUES**

The values of the FFD 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 – creating a positive mind set at all times
- Honesty and Courage – the willingness to stand up for what you believe

### **AIMS**

- To have a squad of “elite” swimmers who are capable of National Standard Competition with the aim of making finals.
- To have individual swimmers who compete at SNZ National Opens
- To have FFD swimmers qualify for SNZ National Age Group Championship competitions and to make finals.
- To have FFD swimmers compete at SNZ Division II's and to also make finals
- To have FFD swimmers qualify for SNZ Juniors
- To provide a quality Learn to Swim program for the community and aim to move swimmers in to club training squads as they progress.

## 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 and potential.
- Water times for the assigned training squads are shown on the website and the club notice board.
- Improve the quality of the swimmers technique so that they can move effortlessly through the water, teaching self-awareness through athlete centred coaching.
- The Junior Program will help develop a link between learn to swim programs and the 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

If you think your child has been overlooked, make time to speak to the coach after the session. 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 to training
- Be Punctual. Your coach expects you to be poolside and ready to go at the start of your session.
- Use correct starts and turns during training sessions. As children 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.

### **Good Training Practices Continued**

- 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. **Please Do Not** approach coaches during training sessions as this disrupts the session for all swimmers

## **SWIMMING GEAR**

A basic gear list for a young swimmer should include:

- Fins
- Pullbuoy
- Cap
- Goggles
- Kickboard

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.

### **Goggles**

You can most likely buy these at your local pool and also at any sports store or swim shop, (the office has a limited supply available to purchase). 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 Caps**

A swim cap can protect hair from water/chlorine damage and also promote your swimmer's team. Latex caps are cheaper to buy but may not last as long as silicone caps. Take care when putting on swim caps with long nails and rings on your fingers they do rip easily. One FFD swim cap is provided once a child moves into squad training. Replacement Fairfield caps are available at a charge.

### **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.

### **Club Equipment**

Should a swimmer use any club equipment e.g. kickboards, pull buoys they must be used for club purposes only and returned to the equipment box at the end of the session they have been used for.

## **SWIMMING PROGRAMMES**

The Fairfield Swim Club is accredited by Swimming New Zealand as a Quality Swim School. The club runs a learn-to-swim programme based on the Swimming New Zealand *swim safe* programme.

Once swimmers have completed the Level 5 of the swim safe programme, the club offers an improver's programme which we call the Junior Programme.

The club runs a variety of programmes for swimmers of different abilities and different levels of commitment.

### **LEARN TO SWIM (LTS)**

This gives swimmers confidence in the water, basic swimming technique, and the ability to swim up to 15m with confidence. We offer Level 1 Hectors, Level 2 Stingrays, Level 3 Taniwhas, Level 4 Maui and Level 5 Mako

We offer LTS 2 x 30 minute lessons per week in Term 1 and Term 4.

### **JUNIOR SQUADS – IMPROVERS (NOVICE) AND JP SQUAD**

Builds on the skills learned in the Learn to Swim programme; working on improving technical strokes, increasing fitness, ability to swim 50m with confidence, and introduction to competitive swimming. There are two levels of this programme which focus on improving technique, and increasing the fitness and stamina of swimmers.

Improvers/Novice - 2 x 30 minute sessions per week.

JP – 2 x 45 minutes sessions per week. Junior

### **JUNIOR COACHING (JC1 AND JC2) SQUADS**

Focus on technical swimming, building up aerobic capacity and starting to represent the club at local and regional swim meets. Up to six 1-hour sessions per week.

### **AGE GROUP SQUAD**

For swimmers who have attained, or are close to attaining, qualifying times for the Division II national competition. Squad swimmers are expected to be committed to training and to competing on a regular basis. This level should be seen as the stepping stone in the development of swimmers to compete at regional level. Swimmers are expected to compete in all strokes and distances. The work undertaken will consolidate all previously learned skills, with new training aims to include work at and above threshold level and the development of the anaerobic system. All other previously learned skills such as mental preparation for training and competition are enhanced. Up to six 1.5 hour sessions per week. Entry is at the discretion of the Head Coach.

### **NATIONAL DEVELOPMENT SQUAD**

For swimmers who have attained, qualifying times for the Division II national competition or are close to attaining National Age Groups. Squad swimmers are expected to be committed to training and to competing on a regular basis. Up to eight 2 hour sessions per week (including morning training sessions). Swimmers are generally aged 12 to 16 years of age. Entry at the discretion of the Head Coach

## **NATIONAL SQUAD**

For more information on our National Squad please contact our Head Coach.

## **MULTI SPORT SQUAD (JUNIOR AND SENIOR)**

A programme for older teenagers and adults who have some swimming ability but who wish to focus on the fitness aspect of swimming and not the competitive aspect. Swimmers work their own personal abilities and are guided by a coach. Up to 6 sessions per week.

## **CLUB WEBSITE**

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.

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

## **FACEBOOK**

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

## **COMMITTEE**

The FFD Swim club requires an active committee to operate. It welcomes new parents to join at the annual AGM.

## **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 night BBQ is a fundraiser that requires parents to volunteer on a roster system to help cook and sell sausages, hash browns and drinks.

The clubs main fundraiser is the annual FFD Swim carnival. This is usually held in February of each year. Parents are encouraged to volunteer their time to this event whether it be in the kitchen, selling food, cooking on the BBQ, selling raffles, been an official such as a time keeper or been 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 funding officer or committee.

## CLUB NIGHTS

Club nights are an informal club event held on Wednesday nights during summer season. Racing starts at 6pm. Swimmers take part in pre-entered events that they have selected. The main aim of club night is for new swimmers to be able to experience racing in a friendly atmosphere with their team mates. 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. Some of the coaches will attend club night to observe and provide tips to swimmers on their performance. Club nights are held in a fun and informal environment and are an ideal introduction to competition and an opportunity to meet and socialise with other swimmers.

Swimmers attend club night for various reasons, including:

- To check out times for different strokes and distances
- 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 enjoy our weekly BBQ

As one of our fundraisers a BBQ is held every club night. Parents are encouraged to help out via a roster system. All food, equipment and the BBQ are provided and volunteers cook and sell the food and drinks.

### **To enter club night events:**

1. Email Entries to [ffdclubnight@gmail.com](mailto:ffdclubnight@gmail.com) by 6pm on the Monday evening prior to the club night.
2. In the subject line type "Club night & date"
3. In body of email Type in your swimmers FULL NAME, then list the names of the events (maximum 4 events)

i.e.: Joe Swimmer

200 Free

200 Back

If you miss the cut off time you are still able to enter on the night but your child's time may not be officially recorded.

Points are allocated for every event the swimmer enters and if a Personal Best (PB) is obtained a further point is allocated. At the end of the season trophies are awarded for each age group for most club night points achieved

## SWIMMING MEETS

### How to enter a swim meet:

#### 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 'My Page' 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.

Any queries please email the club recorder.

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

1. Email entries should to be sent to the club recorder at **fairfieldentries@gmail.com**

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. *Please note that our general policy is that entries must be sent to the recorder **by 6pm, 3 days prior to the closing date on the flyer.** The date will be specified on the relevant email from Fairfield Swimming Club.*

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: **03-0306-0200259-001**

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.***

## **SWIMMING MEET INFORMATION**

### **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 5 – 15mins – swimming warm-up 30 mins + depending on what is available
- All swimmers sit together in “team area”
- Swimmers should wear FFD apparel on the poolside (see uniform policy)
- If using a swimming cap during the race then this should be your Fairfield 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 time keepers)
- Report immediately back to the coach
- Swimmers should then immediately swim-down for a minimum of 15 mins
- *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 FFD Swim club.

### *What to bring to a meet*

- FFD Poolside clothing FFD 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 co-operation and respect is required. This will make trips, meets and camps enjoyable and safer for everyone.

Swimmers are required to wear FFD Gear when competing for FFD (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 work 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, the Fairfield Swim Club 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 October / November which also helps with administration, prize giving, and club night costs. The amount will vary depending on if you are a club or Competitive swimmer.

## **INVOICING AND PAYMENT**

All squad fees will be invoiced monthly. Junior programme and 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: 03-0306-0200259-000**

**Please enter your Invoice no. 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 been paid and no other arrangement has been made, membership will be reviewed, with membership potentially been 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 FFD Swim Club, we require you to give in advance 1- months paid notice in writing to our Treasurer. The cancellation to Membership form is on the club website under 'Forms '. During this time the swimmer is able to 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. Forms are on the website.

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, forms on the website. Medical certificates presented will ensure you do not need to pay for the period missed. Otherwise fees are due as normal.

## **TRANSFERS**

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

**CANCELLATION TO 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 FFD Swim clubs 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 FFD Swim Club committee
- where relevant medical certificates must accompany application (if applicable)
- In all cases the FFD Swim Club committee reserves the right to decide whether a refund is granted.
- Any refund granted shall be less costs incurred by the club.

**TRAINING FEES**

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

To allow for normal increasing costs associated with running the club the committee have set the fees to the following:

National Squad	\$TBA
RED Squad	\$120 per month
BLUE Squad	\$100 per month
WHITE Squad	\$90 per month
Junior Development/Junior Technique/Improvers	\$190 per term (incl. club membership fee)
LEARN TO SWIM	\$190 per term (incl. club membership fee)
MULTI SPORT Squad	\$85 per month
Club Membership Fee - Competitive	\$60 annual fee (billed Oct/ Nov)
Club Membership Fee – Non Competitive	\$30 annual fee (billed Oct/Nov)
Swim Waikato & SNZ Affiliation fee – Competitive Swimmers	\$96 per annum (payable via My page from 1 <sup>st</sup> July each year)
Swim Waikato & SNZ Affiliation fee – All Club Swimmers	\$37.55 per annum (payable via My page from 1 <sup>st</sup> July each year)
Any visiting casual swimmers will be charged a session fee	\$10 per session

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

**NOTE:** Training fees for the Junior Coaching, Age Group and Senior squads include the cost for training during school Holidays. Training fees are based on 12 monthly payments per year.

### **Affiliation Fee for Competitive Swimmers**

All swimmers who want to compete at a Waikato Championship Meet, Zonal Junior Meet or any National meet must pay an affiliation fee of \$96.00 per year. This fee is not part of our club income and as you pay online via your child's My Page it goes directly to Swimming NZ and Swimming Waikato.

### **Affiliation Fee for Club Swimmer**

A club swimmer is a swimmer who wants to compete at any other meets on the calendar must pay an affiliation fee of \$37.55 per annum

Swimming Waikato 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 stepping stone 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.

## **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.

## **UNIFORM POLICY**

Club uniform is compulsory and required to be worn by all swimmers when representing Fairfield 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 Fairfield Swim Club at all other major swim meets.

### **Required Items**

In the Pool: Fairfield Swim Cap

To and from the Pool (including team travel):

**Fairfield Swim Club Polo Shirt** (compulsory). No other shirt is permitted.

**Fairfield Shorts/Tracksuit pants** or plain black shorts/track pants

Optional Items

Fairfield T-Shirt, Fairfield Club Jacket, Fairfield Club Hoodie, Singlet, Tracksuit

For all uniform enquiries you can contact Joelene Paea at [fairfieldswimclub@gmail.com](mailto:fairfieldswimclub@gmail.com)

## 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 finals 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 is 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.

**FINA:** The international body which oversees the rule-making and administration of swimming world-wide

**Final Results:** The printed results with all placing's 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 backstroke that 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.

#### **Useful Websites**

Fairfield Swim Club  
Swimming Waikato  
Take Your Marks

[www.fairfieldswimclub.co.nz](http://www.fairfieldswimclub.co.nz)  
[www.swimmingwaikato.co.nz](http://www.swimmingwaikato.co.nz)  
[www.takeyourmarks.com](http://www.takeyourmarks.com)