

# HANDBOOK FOR NEW PARENTS AND SWIMMERS



## Welcome to the Onkaparinga Swimming Club Inc.

The Onkaparinga Swimming Club (Onka's) was reformed in 1990 and has been successfully competing at various meets and carnivals for the past 20 years. We have swimmers participating in our programs from learn to swim through to our State/National squad. The official colours of the club are green and gold.

The Club has been recognised for outstanding success and development over the last 11 years. Swimming SA has awarded the Onkaparinga Swimming Club "The Swimming Club of the Year" award for South Australia in 2006, 2004, 2002. The Club has continuing success competing in the SA Country Championships, winning the Advertiser Shield, making Onkas the Premier Club of this event for the past consecutive 10 years.

The Onkaparinga club is located in the Adelaide Hills town of Woodside and attracts members from all areas of the Adelaide Hills and surrounds. Onka's is affiliated with Swimming SA which is the peak body for the administration of competitive swimming in South Australia. The Club and its registered members are bound by the Constitution and By-laws (as amended from time to time) of the Club and Rules of Swimming SA Inc., Swimming Australia Ltd, and FINA.

Onkaparinga swimming Club is an affiliated member of the Eastern Districts Association SA (EDASA). Other swimming clubs affiliated with EDASA are Murray Bridge, Strathalbyn and Mount Barker (Mountain Pool).

The official swimming season is from 1<sup>st</sup> May to 30<sup>th</sup> April each year. Training is available all year round. Training venues are The Adelaide Hills Swimming Centre (Woodside outdoor pool) for summer and the 16AD Regiment Army Pool at Inverbrackie. This is an indoor pool facility and is used all year round.

The club swimming program encourages every swimmer to reach his or her maximum potential in competitive swimming. The developmental program is designed with this aim in mind. Club coaches encourage swimmers to strive for excellence whilst building character, confidence, determination, discipline and dedication.

Pat Wheeler is the Head Coach of the club. Pat has a level silver coaching licence with 20 years experience in the aquatic industry. Assistant coaches are Sarah Wheeler, bronze level with swimming teaching experience of 11 years and an Austswim Certificate. Sarah Wheeler coordinates the "Learn to Swim" program and transition of new swimmers into the club squads. Stephanie Palmer-White is a green level coach and has coached for 2 years with the Onkaparinga Club. Monica Kato aids the Learn to Swim sessions with Sarah. Monica is a qualified Austswim teacher with 2 years experience in the aquatic industry.

## Membership Categories

The following categories of membership apply to the Club:

1. **Competitive membership** for swimmers competing in events.
2. **Associate Membership** for all other persons with an interest in the Club, and necessary for parents of swimmers under 16 years of age.
3. **Life Membership** which may be conferred on any member who has rendered eminent service to the Club. Appointment of Life Membership is only be made at a general meeting after consideration of a recommendation from the Committee.
4. **Technical Official Membership**. This applies to Swimming SA qualified technical officials only who shall hold 2 Swimming Australia Limited Technical Official accreditations excluding Timekeeper accreditation.

## Club Objectives

The Club's Management objectives are to;

- Promote and facilitate the sport of swimming in a safe and fair environment,
- Do all things necessary for the effective management, operation and control of the Club, its members, and its property,
- To ensure compliance with the policies adopted by Swimming SA and comply with the Member Protection Policy and Code of Conduct,
- To develop swimmers racing skills to enable them to participate at competition level.

Club Coaches work with swimmers to build confidence through the setting of long & short term goals for the team and each individual. The Head Coach will aid assistant coaches with professional development as required.

The club believes in the importance of good communication between, swimmers, officials and parents.

The club expects all members to show respect and appropriate behaviours towards each other and to everyone associated with the Club and its activities. The Club has adopted the Swimming Australia behavioural guidelines but also has some additional expectations that are specifically relevant to Onkaparinga. Please refer to the "Onkaparinga Swimming Club Behavioural Guidelines" published on the club web page and to the Swimming Australia web page for their behavioural guidelines.

## Team Objectives

- To strengthen the team and the individual's character.
- To create an atmosphere of team spirit, unity and support.
- To develop competitive spirit as a team.
- To work hard in pursuit of the team's excellence.
- To attain the team's maximum potential in competitive swimming

## Club Committee

The Club has an elected Committee that oversees the administration of the club in accordance with the Constitution. The Committee has the management and control of the funds and other property of the Club. The Committee comprises of a President, Vice President, Secretary, Treasurer, Minutes Secretary and Committee members.

The Head Coach attends the committee meetings. Any potential issues of conflict of interest are managed by the president of the committee.

### Committee Members

President	Joanne Weir
Vice President	Wendy Vidugiris
Secretary	Ellen Brooks
Treasurer	Ann-Marie Quinn
Committee Member	Chris Marshall
Committee Member	Anat Goldstein
Committee Member	Emma Wright
Committee Member	Tim Sharrad
Committee Member	Mardi Rayson
Committee Member	Scott Healey
Committee Member	Rob Whitelaw
Committee Member	Sarah Elliott

### Office Bearers and Support Positions

Head Coach	Pat Wheeler <a href="mailto:patsyswim@hotmail.com">patsyswim@hotmail.com</a> 0423 520 633
Nominations Officer	Melody Remnant
Nominations Officer assistants	Mardi Rayson / Wendy Vidugiris
Swimming SA Delegate	Pat Wheeler

Recorder	Sarah Elloitt
Registrar	Stephanie Palmer-White sjdwhite@hotmail.com 0412 557 380
EDASA Delegates	Pat Wheeler/Rob Whitelaw
Woodside Pool Delegate	Kirsten Tyler
Uniform Steward	Sarah Elliott/Anat Goldstein
Newsletter	Jo Weir
Auditor	Gordon Papps
Public Officer	Ellen Brooks
Trophy Steward	Sarah Elloitt
Chair of Swimmers Committee	Melody Remnant
Sponsorship Coordinator	Dale Turner
Catering	Ellen Brooks
Open Carnival Director	John White
Go Club Coordination	
Officials Coordination	
Member Welfare	Jo Weir
Team Manager	Sarah Elloitt

## Annual General Meeting (AGM)

The Annual General Meeting is held each year within one calendar month after the end of its financial year; i.e., before 31st May each year. At least 21 days notice of the meeting will be given to all club members. All club members are welcome and encouraged to attend the meeting.

## Eligibility for Squads

Swimmers must be prepared to compete in at least 4 carnivals or interclub events in each swimming year. Competitive membership is open to all age groups, both adults and children, but before joining the club swimmers interested in joining must be able to:

- Swim 1 x 50 metres freestyle showing acceptable breathing techniques
- Swim 1 x 50 metres in 1 x BBB stroke (Butterfly, Backstroke or Breaststroke).

## Joining the Club

All prospective members are encouraged to first speak with the Head Coach, Pat Wheeler, and discuss the expectations of the club. Swimmers will need to meet the eligibility criteria listed above prior to joining. When you decide to join the Club, to enable you to access the Army Barracks for training, you will need to have:

- A medical certificate declaring the swimmer's fitness to swim and any medicals conditions, eg asthma, allergies etc.
- A statutory declaration if you are an adult swimmer (please refer to Child Safe Environment Policy on Web Page)
- A certified copy of the parent's and/or swimmer's driver's licence
- Details of the swimmer's or parent's vehicle's registration
- All swimmers must familiarise themselves with the Swimming Australia Member Welfare and Child Welfare Policy Documents and the Club's Child Safe Environment Policy and Procedures and must be prepared to adhere to these policies when renewing membership yearly.

## Training

The Club offers competitive swimming training sessions to improve stroke technique and performance. Skills taught at training include starts and turns as well as all four competitive strokes.

### Rules and Procedures for Accessing the Army Barracks

- Must have driver's licence ready to show to security guard on entry to barracks – announce your name and let them know you are with the Onkaparinga Swimming Club
- Drive at the set speed limit – please do not speed, the limit is **30km/hr**
- Please park in the top car park

### **When inside the pool complex**

- Parents, visitors and other spectators must sit in the spectator's gallery and not on or beside the pool deck (pool deck is defined as any area surrounding the pool)
- Children must be supervised in the spectator's gallery and must not enter other areas of the complex
- Swimmer club members may use the change rooms and pool facility but not any other area of the complex when at training
- Parents/carers are requested to pack up after each session, eg bring in lane ropes, take down flags, pack up mats etc
- If going for a walk while a swimmer is at training parents must not walk within the Army Barracks, you must walk off the base
- No swimmer can use the pool for playing or recreation before or after training – swimmers must exit the pool quickly after the training session
- No sibling can use the pool if not in a lesson or a training session
- Swimmers need to shower quickly
- Swimmers are to prevent leaving water in the foyer area when leaving the pool, they are requested to dry off thoroughly and not drag net bags through the foyer. This is to avoid a slipping hazard in the foyer.
- Swimmers should dress in warm clothes when leaving the pool in winter – it gets very cold!

## **Training Squads**

Swimmers will be placed in the appropriate squad based on performance, skills and the ability to train at the intensities and distances required in each squad. Pre-requisites for group advancement include positive attitude, desire to move up, commitment to the required workload and appropriate attendance for each squad. There are six training squads available.

Learn to Swim program: A small number of children are supported in a small group with dedicated attention provided by trained instructors/assistant coaches. This is the only group of swimmers who the 4 carnivals per year rule does not apply to. The learn to swim session is held on Saturday afternoons.

Merit/transition: For the beginner swimmer who can swim 25m or more with basic stroke technique. Swimmers should aim to attend 1-3 sessions per week. This squad are learning basic drills and given stroke correction and may swim up to 2.0km per session.

Bronze: Stroke techniques for all four competitive strokes, drills, turn and dive are a strong focus. These swimmers should be competing at Interclub level and starting to compete at Open Carnivals in 50m & 100m events. This squad swims between 2.5kms to 3.0kms per session 2 – 3 times per week in winter and 3-5 sessions in summer.

Silver: Attending 3-4 sessions in winter and between 4 - 8 sessions in summer leading up to Country and State Championships. This squad swims up to 4.8kms per session. Recommended distance for competitive events are 200m, 400m, 800m and our Open Water Swimming distances.

Gold: Must have Qualifying times for State Championships and/or National Championships. This group of swimmers are competing in all distances and strokes in both pool swimming & open water events. Swimmers are expected to attend up to ten training sessions each week in summer and 4 training sessions each week in winter. Swimmers must be proficient in all stroke and are expected to have excellent technique while training at higher intensities. Excellent communication skills are also expected at this level.

Masters: Are our parent swimmers or adult swimmers who are prepared to commit to competing for the club or contribute to club fundraising activities. Lane space is provided for this membership group at both the 5-6pm & 6-7.30pm sessions during the week, as well as Saturday afternoon sessions.

Swimmers will not be promoted to higher squads until the head coach talks with the swimmer and then with parent/s to ensure that the pre-requisites for moving up are established.

## **Training Times**

### ***Winter***

At Woodside Army Pool

Monday, Wednesday and Thursday evenings

1<sup>st</sup> session 5pm to 6pm

2<sup>nd</sup> session 6pm to 7.30pm

Saturday afternoons

2pm to 4pm

### ***Summer***

At the Adelaide Hills Swimming Centre (outdoor pool) from November to March (times are subject to agreement with pool management each year)

Monday, Tuesday, Wednesday, Thursday, Friday mornings

5.30am to 7am

Saturday mornings

7.00am to 9.00am

Tuesday evenings

6pm to 8pm. NOTE: as this is a longer session, please check with the coach re your child's suitability for this session.

At the Army Pool

Monday, Wednesday and Thursday evenings

1<sup>st</sup> session 5pm to 6pm

2<sup>nd</sup> session 6pm to 7.30pm

Saturday afternoons

2pm to 4pm

Note these times may be subject to change and will be confirmed at the start of each season, see website for more details.

At times the Army pool may not be available due to maintenance or because of the priority needs of the Army. Members will be notified verbally at training and if possible by email if the pool is closed.

On public holidays training times may change due to pool closure time being 6.00pm. Members will be notified of the modified times or if no training will be held on that Public Holiday.

## **Training Expectations**

In order to establish a distraction free training environment that will encourage the development of excellence, all swimmers will be expected to:

- Abide by the behavioural guidelines.
- Be on deck 10 to 15 minutes prior to starting, to warm up and stretch.
- Use legal tumble turns and streamline at both ends of the pool.
- Undertake legal strokes from wall to wall, pushing off from the wall at the start and finishing hard into the wall at the end of each required distance.
- Perform drills exactly as instructed.
- No talking or hanging off lane ropes during sets.
- Be happy to work with everyone in your lane.
- Be respectful to and listen to the coach
- Leave the pool promptly at the completion of each session.

In order to benefit from each training session, the swimmer must maintain a lifestyle that permits adequate rest and a good diet. To obtain the best results, the intensity and the degree to which the swimmer applies oneself is critical.

## **Punctuality**

Swimmers who arrive late can be very disruptive to other swimmers already in the pool. At the designated start time, swimmers should have stretched, have their net bag unpacked at the end of their lane and have their goggles and cap on ready to start so that they may undertake a full warmup. Punctuality is absolutely essential to conduct successful training sessions.

Parents must arrive 10 minutes prior to the completion of each session to collect their child/ren and to assist with the packing up of the training session.

## **Training Equipment**

Squad groups will have specific requirements in regards to equipment and attendance needs.

All squad members should have the following equipment for training:

- 1 Net Bag
- 2 Pairs of goggles
- 1 Kick board
- 2 Water Bottles
- 1 Skipping rope
- 1 Pull buoy
- 1 Rubber Ankle band/strap
- 1 Pair of paddles
- 1 Pair of specific training fins
- 1 Harness & Sponge

You are advised to discuss the training equipment with the head coach or assistant coaches prior to purchase. They will also be able to provide you instructions on how to put together the harness & sponge. The coach may also recommend the use of "drag pants". This requirement can also be discussed with the coach.

## **Swimmer's Personal Goal Setting**

Goals should be achievable at short term, and longer term to specific time frames. Each swimmer's dream goals should be set for the future (2-6 years). All athletes strive to reach their dream goals, so they are set as a target to motivate swimmers and give them focus and commitment to training.

### **Ideas for longer term goals**

- S.A. Short Course and Long Course State Championships - List date and qualifying times in the strokes you would like to swim.
- S.A. Country Championship January – List dates in diary and times needed to qualify for each distance and strokes.
- Obtaining A grade, Div 1 or Div 2 scratch times as goals.
- Eastern District Super Challenge Team - List Events, who do you have to beat, to have the fastest time.
- Participation in a State Squad.
- Selection in a State Team.

### **Ideas for short term goals**

- Improving your personal best (PB) times.
- Improving your technique in a stroke.

Coaches don't set goals; they just help swimmers try to reach them. Achieving goals becomes a three way partnership with the swimmer, coach and parents.

## **Management of Injuries**

It is the responsibility of swimmers and/or parents to let the coach know if a swimmer has any strains, sprains, injuries or illness so that the coach can prepare a modified training program for the swimmer.

### **Swimming SA Membership Fees - 2011/2012 season**

Swimming SA fees are due on the 1<sup>st</sup> May in each swimming year. Fees can be paid by logging on to the Swimming SA web page (your log on details will be provided once you have joined the club).

1 <sup>st</sup> Swimmer	\$155.00
2 <sup>nd</sup> Swimmer	\$145.00
3 <sup>rd</sup> Swimmer	\$135.00
4 <sup>th</sup> Swimmer	\$125.00
Parent Swimmer	\$130.00
Parent (non-swimmer)	\$20.00

There will be no refunds of fees by Swimming SA or the Onkaparinga Swimming Club if a swimmer leaves the club before the end of the season.

## Training Fees

The training fee year commences on the **1<sup>st</sup> November** each year.

### **Monthly fee payment option**

A flat monthly fee is charged at the following rates:

For the months of March, April, May, June, July, August, September and October  
**\$40 per month** per member is charged on the 1<sup>st</sup> day of each month.

For the months of November, December, January, and February  
**\$60 per month** per member is charged on the 1<sup>st</sup> day of each month.

Members have 14 days as from the 1<sup>st</sup> day of each month to pay the monthly fee.  
 Members can elect to pay training fees quarterly.

If swimmers do not swim for the month then a monthly fee is not charged.

Learn to swim program pay \$7.00 per session if only coming once a week, however must still pay monthly.

### **Quarterly fee payment option**

Quarterly payments can be selected as a payment option. This option commences on the 1<sup>st</sup> November each year and is paid on the first day of the following months for the quarter in advance;  
 November, February, May, August.

Members have 14 days as from the 1<sup>st</sup> of each month to pay the quarterly fee.

The payment is **\$135 per member each quarter**

Members electing to pay quarterly must commit to a full 12 months of quarterly payments and cannot move from quarterly to monthly payments at any time during the year.

### **Annual Fee Payment Option**

An Annual fee payment may be selected as an option for payment. This option commences on the 1<sup>st</sup> November each year and is paid on the 1<sup>st</sup> November for the next full year in advance.

The full fee payment for 12 months is **\$500 per member per year**.

Members have 14 days as from the 1<sup>st</sup> November to pay the annual fee.

### **Refunds of Training Fees**

There will be no refunds of training fees unless there are exceptional circumstances. Exceptional circumstances will be reviewed by the Club Member Welfare Officer in consultation with the Coach/s.

### **New members joining prior to November**

If new members join the Club prior to November 1<sup>st</sup> then they will be required to pay the monthly flat fee until November 1<sup>st</sup> and then can elect their preferred payment option to take effect as from 1<sup>st</sup> November.

### **Existing members returning to training following a break**

Swimmers returning following a break are required to pay the monthly fee as from the 1<sup>st</sup> month. It is therefore recommended that swimmers return to training at the beginning of a month to ensure best value for money.

### **Hardship**

Cases of financial hardship will be reviewed by the Member Welfare Officer.(MWO) Cases of hardship can be put forward in writing to any member of the Club Management Committee or Coach and they will be forwarded to the MWO. Reviews of hardship will be managed with the utmost discretion and sensitivity.

### **Non Payment**

Members (or their responsible adult) who do not pay training fees within the listed time frames will be given one warning by a member of the Club Management Committee. If payment is not made within 7 days of the warning then the member will be requested not to attend training until payment is made.

### **Entry into Adelaide Hills Swimming Centre**

The training fees do not cover entry into the Adelaide Hills Swimming Centre. A season entry pass or family pass can be purchased from the Adelaide Hills Swimming Centre to reduce entry costs. This pass does not cover entry to Interclub & Carnivals.

## **Competitions**

There are several types of events for swimmers to compete in throughout the year in both the summer and winter. These include interclub meets, open carnivals, open water swims and Swimming SA events. The entry level of competition is Club Championships and Interclub meets. Most swimmers pass this entry level and compete in Open Carnivals and the Swimming SA series which are held at the Adelaide Aquatic Centre in Marion. Dates for these carnivals will be found in the handbook and on the club website.

### **Competition Rules**

All Swimming SA and Swimming Australia events or events conducted by affiliated clubs are governed by the Swimming Australia's Swimming Rules. All swimmers are expected to be familiar with these rules. The rules can be found on the Swimming Australia web page [www.swimmingaustralia.org.au](http://www.swimmingaustralia.org.au) or a copy is available from the club secretary.

### **Interclub Events**

All Club members are urged to attend Eastern District Interclub Competitions. This level of competition helps build confidence and enhances the skills required for racing in Open Carnivals and Championship Events. These events are held throughout the summer months at Strathalbyn, Murray Bridge, Mount Barker and Woodside either on a Friday evening or a Sunday. Details of these events are listed in the Swimming SA Handbook of Events which is produced by Swimming SA and issued in October each year. The responsibility for the organisation of these events rotates from Eastern Districts Club to Club. Strathalbyn is responsible for the organisation of these events for the 2011/12 season. Parents are needed to help with time keeping and other official duties at these events.

### **Open Carnivals**

Many swimming clubs have an open carnival held throughout the swimming season. Any registered swimmer may enter these events as they are conducted in a fun environment and are a great way of developing swimming skills. Details of these events, including entry information, are in the Swimming SA Handbook of Events. We encourage members to attend Open Carnivals at Onkaparinga, Strathalbyn, Mountain Pool and Murray Bridge; these carnivals are listed in the Swimming SA Handbook of Events.

### **Onkaparinga Open Carnival**

Every year the Onkaparinga Swimming Club holds its open carnival in February/March at the Adelaide Hills Swimming Centre on Nairne Road at Woodside (the Woodside Pool). This event provides the club and its membership a chance to showcase our club and provides an opportunity to raise funds for the club. The club appoints a carnival director who is responsible for the coordination of the meet. The carnival director for 2012 is John White and the carnival is scheduled in February 2012. All club families are expected to contribute to the day in some way.

### **Country Championships**

Country Championships are held in January each year usually the weekend before the Australia Day long weekend. These Championships are rotated across the state and are held in different regional towns each year. In 2012 the event will be held in Port Pirie on the 12<sup>th</sup>,13<sup>th</sup>,14<sup>th</sup>,15<sup>th</sup> January (Superfish will be on Thursday the 12<sup>th</sup> January). The Country Championships standard qualifying times for entry are listed in the Swimming SA Handbook of events. This competition is open only to swimmers who qualify.

The Country Championships weekend is a social event for Club swimmers and their families. The meet has a festive atmosphere and swimmers and their families form a “cheer squad” for the swimmers competing. The Club usually holds a social event, such as a BBQ, following the presentations on the last evening of the Championships; all families are invited to attend this social event.

A briefing session for the Country Championships with BBQ will be held after training the week prior to the championships at the Adelaide Hills Swimming Centre. Younger swimmers are allocated a “buddy” from the older swimmers for the championships if swimming in the Superfish Competition. This has been a successful strategy that has had a real positive impact on team morale. Swimmers and parents will be notified of the time of this briefing session closer to the date.

It is recommended that accommodation arrangements are made as early as possible for Country Championships as accommodation may be in short supply in some regional centres.

### **Superfish**

Superfish is held on the Thursday night prior to the Country Championships and has become an important part of the Country Championships weekend. This event is for all swimmers aged 13 years and under who have not achieved Country Championship standard or State Championship qualifying times. Onkaparinga Swimming Club encourages our young swimmers to compete in Superfish and most senior swimmers and club families attend this event to support our young swimmers.

### **Open Water Swimming**

Swimmers are asked to consider participating in the Open Water Program with a commitment of three sessions in winter in preparation for the first interstate competition which is the Victorian Open Water Swimming Championships held at Hazelwood Water Pondage in the La Trobe Valley in October.

The open water program develops swimmers that participate in these longer distance events and contributes to further successes in the pool in a variety of pool distances. Each year acknowledgement of performances in the Open Water Events are included in our Annual Presentation Evening.

### **Swimming SA Events**

Swimming SA conducts a number of events throughout the year. These events range from 12 & under through to State Championships. Some Swimming SA events have qualifying or break times. In order to enter Swimming SA events, swimmers must be a registered swimmer and have a recognised time if required. Obtaining a qualifying time can be done at most Club carnivals (refer to the Swimming SA Handbook of Events).

### **Junior Excellence Program**

The Australian Junior Excellence Program (JX), recognises, rewards and encourages junior swimmers who, through their development of aquatic skills and fitness, achieve a high standard of swimming excellence.

Under the program, swimmers aged from 9 to 13 years, who accomplish times set by Swimming Australia, qualify at Gold, Silver, Bronze or Green standard, depending on their best performance/s during the season. More information about the Junior Excellence Program is available on the Swimming SA web page or in the handbook.

## **EXPECTATIONS OF PARENTS AT SWIM MEETS**

Due to the general shortage of helpers and officials across all clubs in SA, Swimming SA have devised a scheme where it is now mandatory that parents help out at all swimming meets.

Swimming SA will notify our club prior to each event held how many helpers and/or officials Onkaparinga Swimming Club will have to provide for that meet based on the number of swimmers entered.

**This means, it is highly likely that if your child is swimming at any meet listed in the handbook, you will be expected to help at that meet in some way.**

An event like Country Championships where a large number of swimmers compete can require up to 10 officials **plus** timekeepers from our club. Our club will be fined if the official quota is NOT provided!

Wherever possible a roster of helpers will be e-mailed prior to each event.

Training to become an official will be offered at various times throughout the year and can also be undertaken on line at the Swimming SA website.

Please speak to a committee member if you have any concerns regarding this.

## **SWIMMING SA Event Information Handbook**

This is a comprehensive information book that can be found on the SwimmingSA web page that includes:

- Event By-Laws
- Championship By-Laws
- Swimming Rules
- Swimmers with a Disability Swimming Rules

It also contains information about time keeping and other official duties.

### **Australian Sports Anti-Doping Drug Agency (ASADA)**

ASADA provides an independent high quality and accessible anti-doping program that deters athletes from banned doping practices.

ASADA educates and assists sport with Policy issues and provides information to athletes and coaches.

Random drug testing may occur at all SwimmingSA events. So that you may be better informed on the procedures involved in drug testing, the Australian Sports Anti-Doping Drug Agency has developed guidelines, which apply to swimmers selected to undergo a drug test. Please note blood samples may be required along with standard urine samples.

If you have any questions about drugs, and whether a drug a swimmer is taking or has been prescribed is a legal or a banned drug/medication, please ring the Hot line Number. Further information is also available in the Event Information Book which can be found on the SwimmingSA web page.

ASADA HOTLINE - 18 00 02 05 06

### **General Swimsuit Guidelines**

The swimsuits of all swimmers shall be in good moral taste and suitable for the individual sports discipline.

- All swimsuits shall be non transparent and must conform with FINA approved standards in all respects.
- The referee of a competition has the authority to exclude any competitor whose swimsuit does not comply with this rule.

There are specific swimsuit guidelines for Age Group Events. It is recommended that swimmers and parents check the Swimming SA web page for details of swimsuit guidelines as these guidelines have changed several times over the past 2 years. These guidelines also include information on the permitted logos and advertising etc as well as information about caps.

## **Event Nomination and Entry Card Payment Procedures**

### **Event Nominations**

Last day for entries to be given to Nominations Assistant Officers is **one week** prior to the entry closure date that is listed in the Swimming SA Handbook of Events.

- Pink cards are for female open carnivals that request entries to be submitted on these cards.
- Blue cards are for male open carnivals that request entries to be submitted on these cards.
- White cards are for handicap events at open carnivals.
- A nominations sheet is available for download on the website and is used for any event that state "meet manager" in the handbook

### **Interclub entries**

Interclubs are a good place for swimmers to achieve qualifying times for Countries and State Championships. For this reason, parents and swimmers are encouraged to find the qualifying times in the handbook and then chose events at interclubs that will allow them to try and achieve those times.

It is now possible to enter interclub events electronically, therefore a parent and swimmer can, and is encouraged to choose their events as suggested above and submit all of their entries for every interclub at one time.

White cards will still need to be filled out and submitted 1 week before the actual interclub and it is at this time that events already entered can be changed if needed. Your white cards will then be handed back to you once events entered have been confirmed and these white cards must be submitted on the morning of the interclub event.

Each swimmer must enter 4 events and no new entries will be accepted on the day of the interclub meet.

### **Card Entries**

- If the event requires card entries all cards must be completed correctly, failure to do so may mean missing the event closure date.
- Put your entry fees in an envelope, with swimmers name, the event they are nominating for and amount enclosed; e.g. Jimmy Toogood- Murray Bridge Open carnival \$12.
- The correct money would be appreciated. You may have to wait for change.
- Give to one of the nominations officer's assistants at training.
- Stubs of the cards will be returned to the swimmer when the entries have been lodged. If you do not receive these it is your responsibility to check with one of the Nominations Officer's Assistants.
- The times put on the cards need to be valid recent times done in a recognised Long Course or Short Course pool. Please be aware that the club will incur a **\$50 fine** if we submit incorrect/misleading times. Please leave blank and the nominations officer will complete this section of the card.

### **Electronic Entries**

Electronic entries are done when the event stipulates electronic entry in the Swimming SA Event Handbook.

Please use the nomination sheet available on the website and fill out all details including all events you wish your child to swim. Hand this form together with money owing to a nominations assistant 1 week before closing date. It is not ideal to substitute the nomination form with a scrap piece of paper as this may get lost and is hard to read. Please keep entries to the specified nominations form.

### **Purchasing Cards**

- Pink, blue and white cards cost \$3 for 10.
- Interclub cards (white cards that are different from the swimming SA cards) cost \$2 for 8.
- You must purchase cards in packs as above, if you want less cards please arrange to share with someone else.
- Cards will not be sold individually.
- Place the correct money for the cards you wish to purchase in an envelope with your name, the cards you have purchased and the correct money enclosed.
  
- In 2011, Ellen Brooks and Wendy Vidugiris will be the "faces of the nominations officers" collecting entries and all money.
- Melody Remnant will process all entries electronically and submit entries to Swimming SA and Regional clubs. Wendy and Ellen will share the role of taking nominations and entry money at training. Wendy will be the person to see regarding entries for 13 years and over and Ellen for 12 years and under.
- If you have swimmers in both age groups it is ok to give your nominations to either person. Please remember if entries are required on cards that you complete all sections of the cards as required. Where electronic entries are required please make it very clear what competition and events you are nominating for. Place the correct money in an envelope with name of swimmer, competition and event entries. Please ensure you give your nominations to the nominations officers only, **not to the Coach** as she is occupied with her training responsibilities at the training sessions.

If you have any questions about the above information please speak with Ellen or Wendy or Melody .

If you are new to the club and are not sure how to complete the card entries for events please speak with Ellen or Wendy.

### **Club Championship Day**

Club Championship day is for the whole family to enjoy with different events being held for the competitive swimmer & non competitive family members. This day is usually scheduled in February or March. Events are conducted in all strokes over different distances, according to age groups. Age group events are 50m and 100m individual medley. The Championship events are 100m events & 200 individual medley. Winners are decided on points scored throughout the day in each competition. The day concludes with a club BBQ. Trophies/medals are awarded at a presentation evening in May.

### **Proficiency Awards**

Proficiency Awards are State recognised awards that encourage children to strive towards a level of swimming that would keep them safe in the water. There are four levels of proficiency awards; being Gold, Silver, Bronze and Elementary. Each level increases in difficulty in regards to both distance and time limits and each level requires the swimmer to demonstrate correct stroke technique. In order to attain your Proficiency Awards, you must be examined by a qualified Swimming SA Proficiency Examiner and pass all necessary criteria for the level you are attempting. If you are successful in your examination, you will be presented with a medallion of the appropriate level at no extra cost.

Proficiency Awards are open to all children who are water confident and who believe they are able to make the criteria. There is no restriction to age, gender or disability; so long as stroke technique is correct, all may participate.

Various clubs, schools and swimming schools are involved in Proficiency Awards, by having testing sessions on a quarterly or half yearly basis. Swimmers do not need to be a registered member of SwimmingSA to attempt an award. As Proficiency Awards must be assessed by a SwimmingSA Proficiency Examiner, all individuals interested in achieving such awards must contact SwimmingSA to organise a time that is appropriate with the examiner.

Swimming instructors and coaches will be aware of how to assess a child's ability to undertake the awards. Given sufficient numbers, a qualified Swimming SA Proficiency Examiner will then, by arrangement, visit the designated proficiency testing location; this could be the school pool, club pool, or another local pool facility to conduct the tests. Several schools may have to be examined together to make the session viable.

There is a small cost (\$8.00), for attempting each level and a cost of (\$3.00) to reattempt a level.

Each swimmer needs to be able to demonstrate competency in effecting a dive start, correct stroke and turn techniques. The awards, times and distances are as follows:

#### ELEMENTARY

Freestyle 50m}

Backstroke 50m} There are no time limits.

Breaststroke 50m}

#### BRONZE TIME LIMIT

Freestyle 100m 1 min 40 sec

Backstroke 50m 0 min 55sec

Breaststroke 50m 1 min

#### SILVER TIME LIMIT

Freestyle 200m 3 min 15 sec

Backstroke 100m 1 min 50sec

Breaststroke 100m 2 min

Butterfly 50m 1 min

#### GOLD TIME LIMIT

Freestyle 400m 6 min 30 sec

Backstroke 100m 1 min 40sec

Breaststroke 100m 1 min 50sec

Butterfly 100m 1 min 50sec

The Head Coach can provide more information about proficiency awards to interested swimmers/parents.

## Annual Presentation Evening

The Club holds an annual presentation evening in May. Various awards are presented to swimmers at the presentation evening including the Club Champion for both males and females in each age group.

## Club Social Events

The Club holds several social events throughout the year. Several of these events are also fund raising opportunities. Members and their families are encouraged to participate in the social events to assist in building a strong club culture.

In the past these events have included:

- Day trips during school holidays for the swimmers, e.g. movies etc.
- Christmas Steak and Claw Night and camp – usually on the week before Christmas.
- Quiz Night and Silent Auction –
- Parents, Officials & Supporters thank you dinner (dinner prepared for parents by the swimmers),
- BBQ's in summer after a training session.
- Weekly pancake breakfasts on Friday mornings are a must after a busy and usually hard week of training. All swimmers bring a topping for pancakes to share.

- Swimmers participate in the Woodside Christmas pageant.

## **Fundraising and Sponsorship**

The Club's financial viability relies on sponsorship and fundraising. It would be impossible to overstate the importance of our sponsors to the success of the Onkaparinga Swimming Club. We are indebted to them. So .....

- support them in their business endeavours and
- let them know you do - how else can they measure us?

If you have a product to buy, a service you need or a restaurant to celebrate in then please check the list of Onkaparinga Swimming Club Sponsors before making your choice.

There is a full list of Sponsors and Friends of the Onkaparinga Swimming Club on the Club web page.

## **Communication**

The Club communicates with swimmers and parents through a variety of methods. The web page is an important communication tool as is email. It is highly recommended that members have an email account as this has proven to be a very effective and timely form of communication. If you want to be on the member's email distribution list please forward your email address to the Club secretary.

Notices are also frequently left near the sign in book at training at the Army pool. Keep an eye out for these notices.

The Club also produces a monthly newsletter. This is available on the website each month.

This year Wendy Vidugiris is the Newsletter coordinator so if you have any news that you would like to include in the newsletter please forward the information to Wendy at [wendyvidugiris@bigpond.com](mailto:wendyvidugiris@bigpond.com)

The Club has a communications policy and procedure that is available on the Policies section of the club web page.

## **Club Policies and Procedures**

The Club has several important policies and procedures that all members should be familiar with. Please check the Club web page and go to the policies tab and look up the policies and procedures.

## **Swimming SA**

Swimming SA is the peak administration body for swimming in South Australia. Our Club is affiliated with Swimming SA. All club members must be registered with Swimming S.A. Competitive swimmers will receive a registration card and number after paying club subscription. Swimming SA has officials who officiate at carnivals by acting as judges of strokes and turns, timekeepers, starter, marshals, recorders, referees etc. Swimming SA has a Board of Management that governs the sport of Swimming in South Australia. Swimming SA's web page is [www.swimmingsa.org.au](http://www.swimmingsa.org.au)

Parents are encouraged to train for duties as officials. Information sheets outlining criteria are available from the Club Secretary.

## **Swimming Australia**

Swimming Australia is the national sporting organisation which is responsible for the promotion and development of swimming in Australia at all levels. Home of the Telstra Dolphins Australian Swim Team, Swimming Australia is recognised as one of the leaders in Australian sport and has almost 100,000 members and just over 1100 swimming clubs nation wide. Swimming Australia's web page is [www.swimmingaustralia.org.au](http://www.swimmingaustralia.org.au)

## **Management of Coaching**

Parents are requested to refrain from consulting with the coaches or swimmers during training sessions. A distraction of this kind can prevent coaches from providing valuable coaching required by the swimmer. Consequently, parents are expected to remain in the spectator areas and not on pool deck during training. Good communication with parents, swimmers and coaches is vital to the success of the swimming program. Coaches are expected to be in control of decisions relating to swimming and training. Coaches must maintain good communication with the club committee, swimmers and parents. The Head coach will be available by phone after hours to discuss swimmer's needs if there are any concerns. Coaching time is valuable to the swimmers and parent's or swimmer's inquiries are best taken care of outside swimming training sessions or after training by appointment.

## **Team Uniform**

The Club Uniform has a gold, green and black theme and our Kookaburra logo is easily recognised. The uniform must be worn at Carnivals and when swimming to represent the Onkaparinga Swimming Club. Club uniform prices and information about how and where to purchase uniform items can be discussed with our Uniform Steward. In 2011 the Uniform Steward is Amanda Wheeler.

The Club bathers are from Way Funky. This year's bathers are "splinter splice". They are available from the Way Funky web page at [www.wayfunky.com.au](http://www.wayfunky.com.au)

It is expected that the club bathers or plain black bathers are worn during competitions. It is also expected that the club swimming cap is worn during competitions. Amanda Wheeler does an order for club swimming caps at least twice per year.

Please refer to Amanda for more information about the uniform.

## **Male & Female Uniform**

- Onkaparinga Club bathers & Club Swimming Cap
- Club Polo Shirt
- Black Shorts/Track pants
- Onkaparinga Rugby Top or Jacket
- Onkaparinga Sun Hat (We are a sun smart club)

## **General Enquiries**

If you have any further questions about anything in the handbook please contact The Secretary or Head Coach. Email details are listed in the front pages of the book.