



PĀPĀMOA SWIMMING CLUB HANDBOOK

GROWING GREAT SWIMMERS IN
PĀPĀMOA

Pāpāmoaswimclub.org.nz

Introduction

Pāpāmoa Amateur Swimming Club (PSC) is a club run by a committee of volunteers that are passionate about providing a local swimming club for our Pāpāmoa Community. We are based in the Pāpāmoa School Pool at 65 Parton Road and offer a variety of swimming options from Learn to Swim to competitive swimming and fitness training.

Our club mission is to:

To provide the highest level of coaching and swimming options to our local community.

Our aims are to:

- Provide a highly effective learn to swim programme for our local community;
- Provide a competitive swimming pathway and to assist swimmers to reach their full potential;
- Assist swimmers to develop to their full potential for other water sports such as surf lifesaving and water polo;
- Provide a pathway for our local community to be fit and healthy through the sport of swimming;
- Create a sense of belonging for our swimmers, loyalty to the club and a lifelong love for the sport of swimming.

What makes us unique?

The club is affiliated with Swim BOP and Swimming NZ which allows us to provide a competitive pathway to our swimmers which makes us unique from other swimming providers in Pāpāmoa. Due to this, we are proud of the 'sense of club' that swimmers feel at PSC with it being a healthy environment for swimmers of all ages to socialise and train with their club mates.

We are also a non-for-profit organisation and as such we try to keep our fees at a lower price to other swim schools in the area. We try to break down the barriers to accessing swim lessons where we can. We also give back to the community by providing our aquatic facility for public use.

Communication

You can find out about our club at our Facebook page or via our website:

Facebook: Pāpāmoa Amateur Swimming Club

Website: Pāpāmoaswimclub.org.nz

If you are a member of the club, we encourage you to join our closed Facebook groups of key dates and notices:

Pāpāmoa Learn to Swim

Pāpāmoa Swimming Club Squads

We also send regular email updates to our members. Please ensure that you sign up via our webpage to make sure that you are on our mailing list.

You can contact us at:

Pāpāmoaswimmingclub@hotmail.com

Our Committee

Our committee is made of the following people and roles:

Name	Role
Sarah Metcalfe	Club President
Bridget Chugg	Funding Manager
Katalin Maltai	Claire Walker
Blaire Jackson	H&S and Secretary
Kurt Kennedy	Meet Coordinator/Recorder

As a small gesture of thanks to the hours of work that our committee put in for the club, we offer free fitness swimming and a discount on children's swim fees.

Our Staff

Head Coach:

Andy McLay

Phone: 027 292 6059

Pre Squad Coordinator:

Claire Walker

pscpresquads@gmail.com

Learn to Swim Coordinator:

Michelle Schmidt Reed

Email: paplearn2swim@gmail.com

Phone: 029 125 3755

Our Learn to Swim Approach

Pāpāmoa Swimming Club believes all children benefit from learning to swim. We aim to be the best provider of swimming services in our Pāpāmoa community by providing swimming lessons in a clean, friendly and safe teaching environment with trained staff. Our instructors feel passionate about teaching children how to swim and look forward to sharing their love and skills for the sport of swimming with the Pāpāmoa Community.

Whilst our lessons are fun filled will also have a structured lesson plan where children will learn the fundamentals of water safety essentials and graduate through various levels to learn the fundamental principles of swimming and stroke proficiency.

Our programme will teach your child to respect the water and the essential survival skills. That is why we spend a great deal of time on teaching even the most basic skills of swimming like floatation and kicking thorough from the word outset. It is vital that children learn to swim with the right technique from the beginning. As soon as a swimmer has developed the coordination required, formal strokes will be introduced.

At PSC our lessons are approximately 25 minutes each with once or twice a week option. We teach swimmers ages 5 and over. Our instructor / swimmer ratio is 1: 4.

Our first level is about gaining swimmers confidence in the water and allow them to feel safe in an aquatic environment while being able to float and move to safety if they are in a situation that requires this.

The second level is about teaching swimmers to move through the water efficiently without taking too much energy to do so. We aim to have swimmers confident floating with a horizontal body position, be able to move to safety and breathe without using up too much energy.

The third level is about developing the ability to swim freestyle and backstroke strokes efficiently with the ability to move through the water while conserving energy. We also develop the Breaststroke be able to navigate through the water and be more aware of the surrounding while in the water.

In the fourth level we aim to have swimmers use the competitive swimming strokes to both become better swimmers and get involved in aquatic sports as well as feel confident that they can play and swim in both pools and our ocean safely.

We promote swimmers to carry on through to our squad program to further develop their swimming.

At PSC we believe that with appropriate training methods, consideration and care, every child will shine!

Andy's Coaching Philosophy

As a coach I believe that a swimmer's ultimate performance depends on their long-term development from a young age. I feel as a whole the swimming community put too much focus on training and performance too early without setting the foundations for building a complete swimmer.

My aim is always to start with good foundations such as stroke technique, body position, base skills and developing a passion for the sport.

Between the age of 8 & 12 I aim to introduce, develop & reinforce these base skills with a process focused approach. Swimming practice for these kids should always be based around a stroke or skill and enjoyment of the sport. There are no expectations of performance, only the need to see a swimmer making progress with either stroke, skill or awareness. The majority of the time this results in the swimmer getting faster, but not always.

A SWIMMER'S SPEED AT THIS STAGE DOES NOT REFLECT ON THEIR POTENTIAL LONG-TERM.

Once a swimmer moves into the next phase, age 12-15 we begin to learn how to train and maintain our foundations under physiological stress. We now add more structure to the distance and intensity of practice and swimmers are required to make a commitment to regular trainings, take ownership of their swimming and be the driver of their swimming future.

Swimmers ages 16+ will begin to take a more specific approach to training and racing. By this point they need clear goals for their swimming career and must have a commitment to training and racing. This is the make-or-break point for any swimmer with true high-performance aspirations and the key is the need to keep building season upon season as to keep improving. We would look to introduce strength training and conditioning and make plans for their swimming post school.

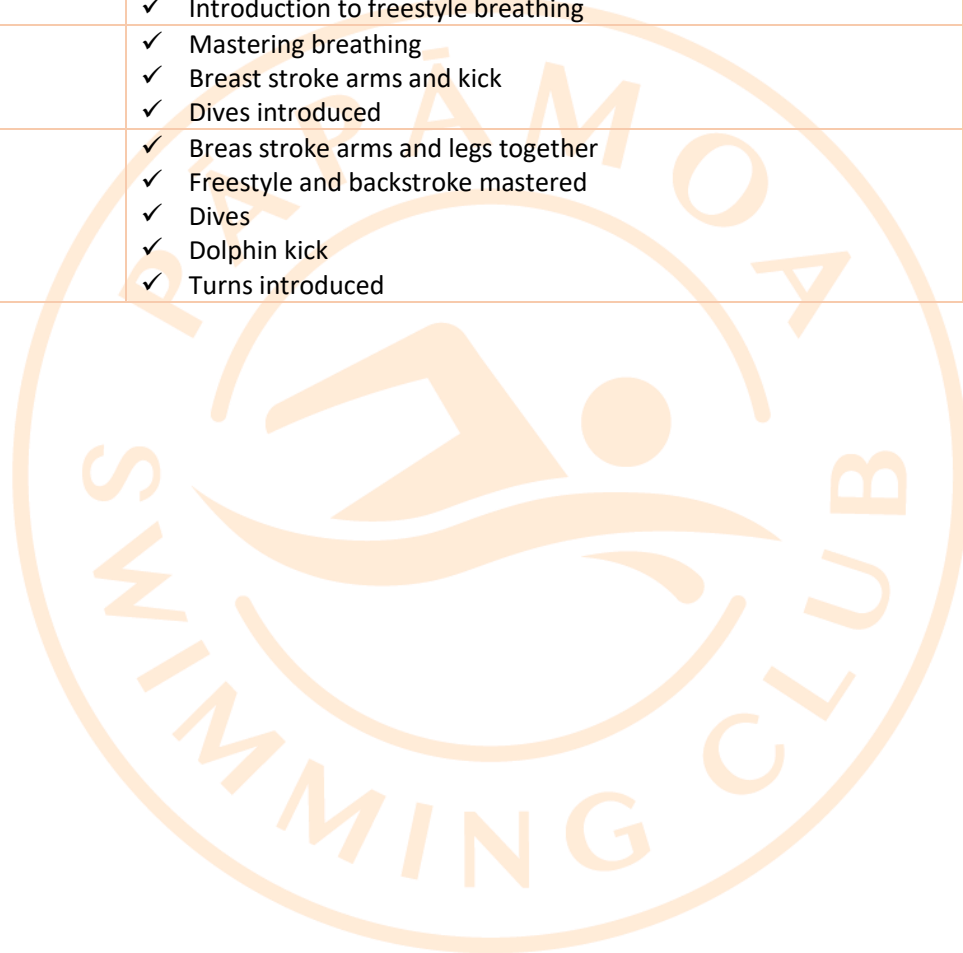
At the Pāpāmoa Swimming club we focused on setting up a high quality learn to swim and junior program, creating a team culture around fun and having great skill/technique foundations, and having self-belief in our ability. We are not about young swimmers achieving high performance, but swimmers having a good platform for long term development while offering an opportunity for the Pāpāmoa community to get into aquatic sports with no limits on their goals for the future.



Our Lessons and Squads

Learn to Swim

Level	Focus
Level 1	<ul style="list-style-type: none">✓ Floating on front and back✓ Free and back kick✓ Building confidence in the water
Level 2	<ul style="list-style-type: none">✓ Mastering floating✓ Free & Back arms introduced✓ Introduction to freestyle breathing
Level 3	<ul style="list-style-type: none">✓ Mastering breathing✓ Breast stroke arms and kick✓ Dives introduced
Level 4	<ul style="list-style-type: none">✓ Breast stroke arms and legs together✓ Freestyle and backstroke mastered✓ Dives✓ Dolphin kick✓ Turns introduced



Learn to Swim Pre-Squads

The Pre-Squads are designed to bridge the gap between Learn to Swim and Squad Swimming. The 3 levels are targeting specific areas of a swimmer's development from refining the basics of the strokes and the skills required to swim well, to teaching swimmers the specifics such as lane etiquette, turns and starts for the 4 strokes, Stroke drills to target specific parts of the swimming strokes. Swimmers in the Pre-Squads are encouraged to attend 2 sessions a week, take part in club nights, school swimming events and may have the chance to try out Junior targeted in inter club swimming competitions.

Level	Focus
Bronze	<ul style="list-style-type: none">• Introduction to swimming full and multiple lengths• basic stroke drills• improve understanding of the four strokes
Silver	<ul style="list-style-type: none">• development of the 4 swimming strokes• basic stroke drills• race dives, turns and specific swimming skills
Gold	<ul style="list-style-type: none">• develop the 4 swimming strokes• race dives, turns and specific swimming skills• preparing swimmers for Squad swimming incl. reading the clock, race strategy, swim meet protocol.

Squads

Squad	Focus
Junior (Max. 3 x p/w)	<ul style="list-style-type: none"> refining competitive strokes Competitive swimming skills Training for targeted meets Fostering a culture of commitment, attention to detail and good sportsmanship
Intermediate (3-5 p/w)	<ul style="list-style-type: none"> Highest possible skill level in comp swimming events Training for targeted swim meets Fostering long term goals and aspirations to be a high-level athlete Demonstrating the PSC culture in the community
Development (5-7 x p/w)	<ul style="list-style-type: none"> focusing on achieving qualification and performing at regional and national swimming events such as BOP Champs, AIMS games, NAGS, NZSC & Div2 Representing the club both at competitions and in the community, while being positive role models for club members
Youth Fitness 12 – 15 years	<ul style="list-style-type: none"> workouts to improve swimming fitness training for aquatic sports Technique tips
Adult Fitness 16 years +	<ul style="list-style-type: none"> workouts to improve swimming fitness training for aquatic sports technique tips
Public Fitness (Casual) 16 years + \$50 x 10 swims	<p>Mon, Wed, Fri: 5.45am – 7.15am</p> <p>Sat: 7am – 9am</p>

Lesson and Squad Criteria

Pre-Squads

- Bronze** Swimmers must be able to swim 25m of freestyle, backstroke and breaststroke while demonstrating a reasonable standard of technique with some concession made to breaststroke.
- Silver** Swimmers demonstrate a reasonable standard of technique with basic appropriate turns for 50m freestyle, backstroke and breaststroke, as well as demonstrating the butterfly body movement.
- Gold** Swimmers demonstrate a good standard of technique over the 4 competitive strokes with the correct turns and competitive skills for swimming. Swimmers show ambition to progress through the PSC program.

Squads

- Junior** Swimmers can swim 200 IM with a good understanding of the 4 strokes, turns and race skills.
- Swimmers must be able to swim 400m of continuous freestyle without stopping Maintaining good technique.
- Swimmers must have a basic understanding of how to follow swim sets on a whiteboard using the pace clock.
- Intermediate** Swimmers can swim 400 IM with a good understanding of the 4 strokes, turns and race skills.
- Swimmers must be committed to training and competing at local, regional and national swim meets.
- Swimmers must maintain a minimum of 3 training sessions per week and maintain their training at the level of the Intermediate Squad.
- Swimmers must have a basic understanding of how to follow swim sets on a whiteboard using the pace clock.
- Development** Swimmers can swim all events in the competitive program with a good level of skill and technique.
- Swimmers must be training for regional and national swimming competitions
- Swimmers must commit to a minimum of 5 training sessions a week and act as leaders within the club
- Swimmers must maintain a level of training standards as expected in the Development Squad.

Club Terms and Conditions

Code of Conduct

Swimmers/associates in the Pāpāmoa Swimming Club are seen as our club ambassadors and represent us not only in the swimming arena, but also in public areas. Please recognise the following as a set of rules and expectations that we have set as a standard for our swimmers to abide by, both at our club and while representing the club.

- Good behaviour is expected at all times, (no swearing, back chatting, inappropriate behaviour).
- All pool and complex rules are to be adhered to.
- Swimmers are to follow the instruction of the Instructor/Coach and Team Manager
- Swimmers are not permitted in the Coaches office.
- Club rooms are for Coaches and Instructors and Swimmers should not wait or play in here.
- Swimmers are expected to be in swimwear, cap and goggles, warmed up and ready to enter pool at the time their lesson or squad start time.
- For swimming comps, all swimmers must wear the club cap and tee shirt as a minimum.
- Once a swimmer has been allocated to a squad, they must attend training at that particular squad.

Swimmers who do not act in accordance with our code of conduct will be managed as per our behaviour policy.

Please note any feedback/concerns/complaints may be given to either the Head Coach directly or to the committee via Pāpāmoaswimmingclub@hotmail.com.

Bookings and Fee Payments

- All bookings are to be made through the club website or as requested.
- Payment is to be made at the time of booking and prior to attending the session/lesson unless prior arrangement has been made with the Club President.
- Changes to lessons and squads made during the season may incur an additional cost. Swimmers will be invoiced for this.
- We are a cashless club. Direct deposit only is accepted for purchasing club caps and uniform.

Cancellations and Refunds

- We do not offer refunds for change of mind after booking and payment has been made.
- Fees are set on a monthly basis for squads and per term for Learn to Swim and pre squads. We do not offer refunds for sessions/lessons not attended.

- In the case of injury or illness where a swimmer is not able to complete sessions/lessons a part refund may be made approximately equal to the sessions/lessons not attended. This will be based on Committee approval.
- In the event that a child is removed from a programme due to behaviour, a refund may be made based on the sessions/lessons not attended at the discretion of the Committee.
- In the event that LTS or Pre- Squad lessons are cancelled due to a pool safety or weather incident then a make up lesson will be offered only after this has happened on more than one occasion per term. We offer a maximum of 2 makeup lessons per term.
- In the event that lessons and sessions are suspended for a period of time due to a natural disaster, lockdown or any other reason, refunds will be offered as follows:
 - o For Squad Swimmers – a refund of 50% of monthly fees if sessions are suspended prior to the middle of the month. No refund if sessions are suspended after the middle of the month.
 - o For LTS and Pre-Squad – refunds are offered for the remainder of the term from the Monday following lesson suspension i.e., the start of the following week.
- A make up lesson will be provided for LTS and Pre-Squad where a lesson falls on a public holiday and full fees have been paid.
- Squad payments may be placed on hold if a swimmer is not attending for a period of time. This must be requested a head of time.
- Part month payments for squads are reduced at a minimum amount equal to half a month only. If a swimmer joins a squad in the first two weeks of the month they will be invoiced for the full month. If a swimmer joins a squad in the second two weeks of the month, they will be invoiced for half a month.
- Squads may be suspended over the Xmas and NY period when the pool closes. There is no fee reduction for this period.
- There may be a fee reduction when squads are suspended for a break of more than one week.

Club Nights and Swim Meets

We encourage all squad swimmers to attend Club Nights. These are run by volunteers and as such we require assistance from parents/caregivers for time keeping and running the BBQ. It is expected that over the season all parents/caregivers assist with this.

Please note that swimmers attending club night must be accompanied by a caregiver who is responsible for them.

Parents/caregivers of Competitive Swimmers please note: Swim meets are run by volunteers and all Swimming Clubs are required to help out to ensure meets run efficiently, and that accurate records are kept. Parents/caregivers will be required to help out with time keeping, managing swimmers or other tasks.

Help from parents is essential and is greatly appreciated. We run a roster system and it is expected that all parents/caregivers help when requested. By entering your swimmer into swim meets you are committing to helping out when required.

Information on registering for Swim NZ, our club nights and swim meets can be found on our website.

Swim Wear

For the safety and swimming success of our swimmers we ask that all club members adhere to our policy on swimming attire as outlined below:

- Correctly fitting swimwear - Speedos or Jammers for males and togs or leg suits for females.
- All swimwear should be appropriately fitted for swim training.
- Rash shirts should only be worn for learn to swim and sun protection. These should be well fitted.
- Caps – compulsory for swimmers with shoulder length or longer hair. Caps are encouraged for all swimmers. Club Caps are available from the club rooms.
- An orange cap should be worn when attending a swim meet.
- Goggles – compulsory for all swimmers.
- Jewellery – we don't encourage any jewellery to be worn while swimming except for earrings.
- Sunscreen is available from the club rooms.

Competitions

- FINA approved racing suits and as per the swim meet regulations and as per above
- Club T-shirts
- Club Cap
- Well fitted or race goggles
- No jewellery to be worn
- Footwear to be worn when not racing

Pool Rules

- Swimmers attending Learn to Swim lessons must be supervised by a parent/caregiver. No drop offs.
- Appropriate swimwear is to be worn at all times. No clothing to be worn in the pool.
- Safe entry only into the shallow end of the pool – no diving or jumping.
- The following is not permitted in the pool complex:
 - o Running around the pool and on the bleachers
 - o Walking on the side of the pool
 - o Climbing the poles
 - o Alcoholic beverages
 - o No glass bottles
 - o Animals
 - o Offensive language
 - o Aggressive behaviour
- All rubbish is to be placed in the bins provided

- Any hazards or near misses are to be reported to the lifeguard/coach/LTS Coordinator
- Swimmers' bags are to be stored in the changing rooms or cubby holes provided.
- Bikes and scooters are to be stored in the racks provided.
- The instruction of the lifeguards must be followed.

Behaviour Management Plan

Should a Coach or Instructor or Official find it necessary to address the behaviour of any swimmer during a lesson/session or swim meet, the swimmer may be partially or fully removed from that particular session. This or any other appropriate action will be followed up by a phone call or in writing to the swimmer's parent(s)/guardian(s) by the Head Coach.

Swimmers/caregivers who exhibit violent and/or verbal and/or physical abusive behaviour, or unsafe behaviour, during a session or meet will be asked to leave the session and pool area. The incident will be followed up with the caregiver by a committee member. Behaviour on subsequent sessions will be monitored to ensure that it meets the required standard.

If a future incident of serious behaviour occurs (violence or abuse) or there is ongoing low level behaviour concerns, the Committee may decide to remove the swimmer from future sessions. A decision will not be made without discussion with the swimmer's caregiver (if under 16 years of age). A part refund of fees may be issued to any swimmer who is removed from sessions permanently due to their behaviour.

If a swimmer/parent or caregiver has any concern with the management of a swimmer then they can contact the Club President to discuss this. Any formal appeal/complaint needs to be submitted in writing to the committee.

Learn to Swim Behaviour Management

In the instance that a child is disruptive during a learn to swim lesson or does not follow the expected level of behaviour the following process will apply:

- 1) Instructor reminds the child of the behaviour expectations
- 2) Instructor alerts the LTS Coordinator of the issue who talks to the child and monitors their behaviour
- 3) The LTS discusses the issue with the caregiver and asks them to reinforce the expected level of behaviour. The child will likely be removed from the pool for this to happen
- 4) The child is removed from the lesson.

The general behaviour management process will apply for incidents of serious behaviour (violent, abusive or unsafe behaviour).

Raising Concerns

Concerns about a swimmer's behaviour should be raised with their instructor. In the instance that there are concerns during a lesson these should be raised with the LTS Coordinator in the first instance.

If the matter is not resolved or not dealt with in a matter deemed appropriate then concerns should be raised to the Head Coach.

If the matter is not resolved or not dealt with in a matter deemed appropriate then concerns should be raised in writing to the Committee via the Swim Club President at Pāpāmoaswimmingclub@hotmail.com.

Open Pool Days

- All behaviour must be in line with the PSC code of conduct
- The pool rules as per above must be adhered to
- Children 5 years and under must be accompanied by a parent/caregiver (over 16 years of age) in the water
- Children 6 years + must be visually supervised by a parent/caregiver over 16 years of age
- Our ratio for supervising swimming children is 1 adult per 4 children 6 years and over and one parent per two children 5 years and under.

Behaviour Management

Behaviour and personal conduct must, at all times, be of a high standard and reflect favourably on Pāpāmoa Swimming Club and the sport. We expect that during lessons, training sessions and at swim meets the following behaviour standards are met:

- Swimmers are ready to start their sessions on time with the appropriate gear
- Swimmers follow the pool safety rules and the instruction of their instructor/coach/manager

- Swimmers show respect for others by following the swim lane etiquette and respectful behaviour. Swimmers will not disrupt others' session.
- Swimmers demonstrate good sportsmanship by:
 - o being gracious in victory, humble in defeat;
 - o respecting their fellow competitors;
 - o respecting swim meet officials and the rules;
 - o being a team player – supporting their team mates

Pool Rules

- Appropriate swim wear to be worn at all times
- Walking only around the pool
- Safe water entry into the pool – no diving or jumping in the shallow end
- No walking on the side of the pool
- No climbing on the grandstand or poles
- Bags, scooters and bikes stored in the appropriate racks and cubby's

