

# HOWICK PAKURANGA AMATEUR SWIMMING & LIFE SAVING CLUB INCORPORATED

<b><u>Postal Address:</u></b>	PO Box 82216, Highland Park, Auckland
<b><u>Physical Address:</u></b>	451 Pakuranga Rd, Lloyd Elsmore Pool
<b><u>Telephone numbers:</u></b>	Club Administrator Ph.534-2693, Swimgym Ph 537-0025
<b><u>Web site:</u></b>	<a href="http://www.hpkswimclub.org.nz">www.hpkswimclub.org.nz</a>
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## CLUB MISSION STATEMENT

To promote, foster, and encourage, swimming and associated aquatic sports and disciplines.

## CLUB WEBSITE - [www.hpkswimclub.org.nz](http://www.hpkswimclub.org.nz)

The club website contains almost all the information you will need and forms an important part of our communication process. There is a message board containing messages from coaches and/or committee, online entries, meet calendar and flyers of upcoming swim meets as well as uniform details/order form. Copies of our club night newsletter, forms, important links as well as a database of competitive swimmer's times are also available.

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

## CODE OF CONDUCT

It is expected that the member, parent and/or legal guardian shall complete and sign the enrolment form, and abide by the Constitution and Regulations of the Club (copies of which are available by request or on the club web site).

## NEW ENROLMENTS

Registration forms for current members will be posted out prior to the commencement of the new season. Enrolments may be taken during the season if spaces available. If no spaces available, a waiting list will be held. The subscription that is payable as per the enrolment form is for the period 1st May of one year to the 30<sup>th</sup> April of the following year, irrespective of whether the period being joined for is a partial period.

## CLUB UNIFORM

We encourage the wearing of club uniform to promote team spirit and Club recognition.

Club uniform is compulsory and required to be worn for all swim meets when representing the Howick and Pakuranga Swimming Club, including the Howick Pakuranga Spring Carnival, and winter league nights. It is not compulsory for the club uniform to be worn at Club-only events such as club champs and race nights.

The official club uniform is:

- Black/white cap with H logo,
- Plain black togs (with or without HPK and Honda logos),
- Black Club tee-shirt (with Club and Honda Logos) singlet (optional)
- Plain black shorts
- Black tracksuit pants (with or without HPK Logo)
- Club Tracksuit optional (black & white)
- Fluffy Coat and hoodie are optional

When receiving awards, the club uniform of black Club tee-shirt with black shorts/tracksuit pants must be worn with the option of wearing the official club jacket. If representing Counties Manukau a jacket will be supplied for the event.

Swimmers can wear the clubs black/blue fluffy coat but not for award presentations.

Committee members will actively support the coaching staff in this important promotion of the Club identity.

Gear may be purchased from the club administrator week nights at Lloyd Elsmore pool or ordered through the Club website.

# COMMITTEE

The HPK Swimming Club requires an active committee to operate and welcomes any new parents wishing to help with the administration of the Club.

# SWIMMING CARNIVALS

A calendar of events will be placed on the club web site. Flyers for individual carnivals are available from the club website, the club administrator or from your squad coach. The Club specifically encourages participation in the all HPK Swim Club carnivals/club champs as well as Counties regional meets.

## ***Meet Entries***

When swimmers enter a meet a significant amount of work is required from the treasurer and club recorder. This includes keying all of the entries into a computer system, checking the qualifying requirements are met, banking of cheques, arranging payment to the organising club, sending all the entry details to the organising club and recording the swimmers results after the meet. To reduce the workload the club has developed the following 2 methods for entering a meet.

To allow for all of the above, the club's entry close off is approximately 1 week before the host club's close off (these dates are published on the club website). Entries must be received by the **club's close off date**. ***Late entries will not be accepted.***

If you wish to enter a meet that is not published on the club website then you must attach the meet flyer to your entry and leave in the entry box at Lloyd Elsmore Pool or with the Club administrator.

## **On-line entries (Preferred method)**

- From the club website go to the online entries from the home page or menu option meets -> meet entry and follow the on screen instructions
- You can change your entries at any time until the club close off date

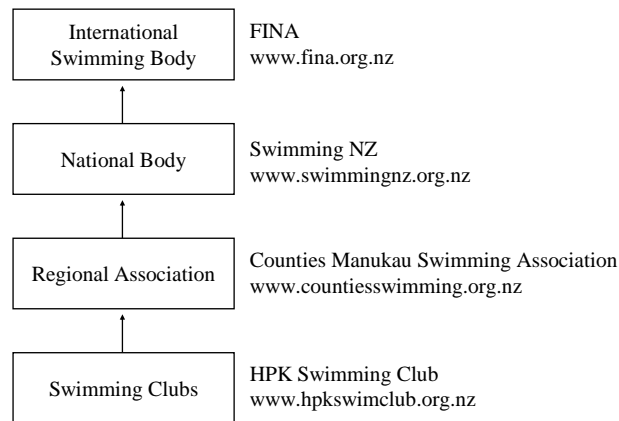
## **Manual Entries**

- Complete the club entry form which is available from the club website as shown in the example at the back of this book
- Place entry and cheque/ cash in the entry box at Lloyd Elsmore Pool or hand to the Club office before closing date or money may be deposited into the Trust Account (make sure it shows swimmer's name) 12-3011-0299558-01.

## ***Trust Accounts***

A separate Trust Account is set up by the Administrator for each family and is essential if entering meets. The Administrator uses these to pay your meet entries and for depositing any refunds. You need to ensure that you keep sufficient funds in your Trust account to cover the meets you are entering. This can be achieved by giving the Administrator a cheque or by setting up a regular automatic payment. Statements to show the transactions in your account will be sent out at intervals during the year or upon request.

## NZ SWIMMING ORGANISATION STRUCTURE



## CLUB NIGHT ACTIVITIES

### **Coaching Night**

- Thursday            Approx. 11 years and under 7.00 pm - 7.50 pm  
                              Approx. 12 years and over 8.00 pm - 8.50 pm
- Groupings may be rearranged by the coaching co-ordinator if necessary.
- Certain Tuesday nights may be allocated for coaching, notification of which will be made to parents.

### **Race Night**

- Once a fortnight on Tuesday from 7:00pm – 8:50pm

### **Requirements**

- Club members must be prepared to participate in the Club race night and Club coaching night.
- Parents are required to participate in officiating & timekeeping on a coaching / race night on a rostered basis.
- A roster for Key officials will be provided each term as well as that term's race night program (a copy will be posted out each school holiday break for the following term as well as be available on the club website).

## GUIDELINES TO RACE NIGHT

### **Swimmers**

- Warm up is from 7.00 to 7.10 pm with a racing start time of 7.15pm.
- When the race is called, swimmers line up at the designated marshalling area.
- The Marshall will sort, and send the swimmer to the scribes' table to get a time slip.
- The swimmer will give the time slip to their lane timekeeper.
- When the referee blows the whistle, swimmers are to be quiet until after the starting signal is given
- The swimmer may get the time from the timekeeper when the race is over, and record it on the record card available from the recording table. Swimmers may not dangle feet in the water or run around the pool during races.
- Swimmers must remain in the pool complex. The foyer, outdoors, and changing rooms are out of bounds, except when required to be used.
- The Club's records and application forms are available on the Club website.
- The runner shall take the time slip to the Recorder for all races, except PB races, where the swimmer shall take the time slip to the Recorder to see if they qualify for a PB ribbon.
- Only one PB race per night may be held. This may be altered by the Committee.
- Swimmers swimming a stroke and distance for the first time may apply for a first time ribbon at the Recorder's table.

## **Parents**

- Parents should arrive to collect swimmers by **8.30pm.**
- **The Club accepts no responsibility for swimmers after this time.**

## **GUIDELINES FOR COACHING NIGHTS**

- Swimmers shall move into allocated lanes as soon as possible, and must leave the pool promptly at the end of the training session.
- Coaches should not be interrupted during coaching sessions.

## **NOTICES**

- The Club website has a message board on which coaches and/or the committee will post any urgent messages for swimmers/parents.
- Squad notices will be distributed by Squad Managers or posted/emailed to swimmers.

## **SWIMGYM AND THE CLUB**

HPK Swimming Club operates Swimgym as our Learn to swim trading entity. Any profits made by Swimgym are used to support the club activities. Swimgym also provides coaching services for the competitive swimming squads.

Through its committee the club administers and oversees all activities required to support the club (including club nights, fund raising, overseeing Swim Gym's activities)

## **CLUB SWIMMING RECORDS**

A Club swimming record may be attained only in the Club pool, (presently Lloyd Elmore), and should be applied for using the online website tool (they can be submitted using the official form on the club website). Online entries are validated by the recorder – you will be notified once this is done. For manual record claims the completed form is to be handed in to the record steward or club administrator. The records are short course records, age as at the day of the swim. In order for a Club record to be accepted, a minimum of two timekeepers per lane shall be required. An application form can be downloaded from the website or obtain for the club administrator. All records must be applied for within 14 days of the time being swum.

## **EQUIPMENT**

Should a swimmer be in possession of any Club equipment, e.g. fins, kickboards etc, they must be used for Club purposes only and returned to Swimgym if the swimmer leaves the Club and/or area.

## **CLUB CHAMPIONSHIPS**

The Club championships will be held at a time set by the Committee. All entrants shall be required to have held full paid up membership of the Club for 28 days prior to close of the entries for the Club Age Champs to be eligible for any awards.

## **PARENTAL DO'S AND DON'TS**

### **Do's**

- Congratulate your children when they swim well.
- Encourage your children when they don't swim well.
- Provide them with the necessary transport to train and compete.
- Adjust meal times to suit the training schedule.
- Show an interest in your child's swimming by at least keeping an interest in their racing times.
- Allow your child to make the decisions with regard to entries and meets.
- Support your child's efforts by attending swimming meets.
- Provide your child with the necessary financial support required for training and competing.
- Be aware of your child's feelings e.g. tiredness, nervousness, self-esteem, and show your child through your actions that you are aware of these.
- Be willing to make personal sacrifices with no return expectations.

## **Don'ts**

- Judge your child by their achievements.
- Put down the child's coach - if you can not support the child's coach, then it is best you find one that you can.
- Watch workouts/training sessions.
- Prevent your child from attending activities outside of swimming.
- Show disappointment after a child has a poor swim.
- Critique good or bad performances, the coach will do that.
- Compare your child to other swimmers.
- Push your child in training. That is the coach's job.
- Put pressure on your child while they are getting ready to race.
- Push your child to excel. It must come from them for lasting satisfaction.

## **Behaviour Indicators That I May Be A Pressure Parent**

- I think my swimmer's performance reflects on me personally.
- When my swimmer does well Feel good personally: when my swimmer does poorly I am disappointed and I show it.
- I get more excited and more disappointed about the races than my swimmer does.
- I coach my swimmer before and during the race, and afterwards tell them what they did wrong.
- I think my swimmer should win all the time.
- I think my swimmer should be the best.
- I don't think my swimmer's motivational level is high enough, so I offer external rewards to swim better.
- I don't think that my swimmer has done well unless they improve their time.
- I often remind my swimmer how much this is costing me to try to motivate them to go faster.
- When I watch my swimmer swim I make disparaging remarks to others about how they swam.
- When I cheer for my swimmer I tell them to beat someone.
- When I cheer for my swimmer I order them to go faster.
- *Please above all remember that this is not their life. It is swimming and therefore sport and in effect recreation. Even at the top it should be fun.*

## **Remember**

- Let your child sit with the team.
- Remember to speak only positively to your child and about your child when swimming is the subject.
- Remind yourself to ask the child what the coach said, and back up the lessons taught, as well as being unconditionally supportive.
- Don't allow yourself to be on pool deck. Proximity seems to heighten feelings.
- Definitely at no time (unless you're a timekeeper) allow your self behind the blocks.
- Always ask for a child's appraisal of a swim before you give your opinion. When asking yours, remember that the children are supposed to be learning. They are not living an adult reality and their perceptions of life are the ones that matter to them.
- Talk with the coach and work with the coach to help your child reach their set goals. Everyone can be a winner, depending on what the individual's goals and reasons for being in the program are.

# **HPK SWIMGYM SPECIALISED SWIMMING SQUAD COACHING PROGRAMME**

Various competitive swimming squads, set up to cater for all levels of competition, are run by the Club head coach.

## **Squad Swimmers Standards**

- All squad members must be members of the Howick Pakuranga Amateur Swimming and Lifesaving Club Incorporated
- Selected squad's are expected to compete in a Counties winter league team
- Squad members are expected to attend required training sessions, be regular and prompt
- Squad members should apply effort to their training, by completing sets, be willing to take correct rest period, think about the task ahead, listen to the coach's instructions and be willing to swim sets at the required pace.

## ***Squad Swimmers Attitude***

Swimmers shall have a positive attitude

- To others in the group by not interfering with others and allowing all a fair and equal opportunity
- To the coach, arriving on time, getting on with the land work and/or stretching and getting on with the job in training
- Breaches of such code of conduct may invoke disciplinary procedures being implemented as laid down in the HPK Regulations

## ***Parents as Officials***

As we need to provide some officials at each swim meet that our swimmers attend, it is essential that we have a good base of trained officials. To share this burden, it is our intention to ensure that at least one parent from each squad family is at least a qualified timekeeper. Training seminars will be offered during each season. Those already qualified as a timekeeper, may wish to extend their training to be an inspector of turns, starter, referee or recorder. For further information contact the club administrator or club committee member.

## ***Coaching Fees***

These are set to cater for each group and are for a full coaching service. This includes group coaching, meet coaching and support and competition planning, including technique, mental and physical preparation and after race feedback. Coaching fees are payable directly to Swimgym not HPK Swim Club.

## ***Squads Available***

The following is a general description of the available squads. These may change over time. Contact the Club Administrator on 534 2693 or Swimgym office on 537-0025 for further information.

### **Dolphins**

Young less experienced swimmers (under 9 years of age) who are looking to take part in competition in league teams and other local competitions in Counties Manukau and Auckland.

2-3 sessions per week

### **Junior Olympians**

Swimmers' who can swim the four competitive strokes and are striving to achieve Junior National times (under 11 years of age).

3-4 sessions per week

### **Juniors**

Swimmers' who have achieved Junior National time standards (under 12 years).

6 sessions per week

### **Collegiate Squad**

Swimmers' 13 years of age and above who have not yet achieved National Age Group standards.

4 plus sessions a week.

### **National Age**

Achievement of a National Age Group standard for swimmers 12 years and over. Elite athletes in surf lifesaving, water polo and triathlons will also be considered for this squad on the basis of their ability to train at the level of the squad.

8 sessions per week

### **Youth**

Open National standard and above (this squad has entry restrictions).

9-10 sessions per week

## **CLUB TROPHIES**

The club is fortunate to have a large number of trophies to award to swimmers. These are handed out annually at the Club prize giving.

## **Frequently Asked Questions**

- ***My child has had swimming lessons and wants to continue with swimming. What are the options available?***

There are two directions that you can take within the club. Squad swimming involves a greater commitment than club swimming and is probably for the more serious swimmer. Club swimming entails less commitment with coaching available once a week on a Thursday night and a race night every second Tuesday night. All swimmers have the opportunity to race against each other during the year at Club Race Night.

- ***Which squad should my child be in?***

Your child will be placed in a squad appropriate to their age and swimming level. Progression through the squads then depends on several factors, as determined by the coaches. Or should they decide to opt for the Club swimming then they will be placed into the appropriate time slot for their age and then allocated a lane according to their ability.

- ***How much does swimming cost?***

There is an annual registration fee to belong to the club, which is payable in April (the start of the swimming year). The fee is reduced for swimmers joining between January – April. Squad swimmers only are invoiced on a monthly basis on top of the annual fee (this is payable to Swimgym). Swimming meets also involve a cost of approx. \$6 - \$10 per race.

- ***Is there a uniform?***

Yes, there is. The Club colours are black, white. Although the uniform is not worn for training, it is compulsory for swimmers representing the club at competitions (HPK togs and HPK swim cap should be worn as well as the club shirt and either club shorts/track pants or other plain black shorts/pants).

Club swimmers are encouraged to wear HPK togs and caps for Tuesday night racing.

Other HPK items available are gear bags, jackets and fleecy-lined coats. These are generally purchased by squad swimmers but are available to all HPK members.

- ***Where can I purchase the uniform?***

All uniform items (except the fluffy coats, hoodies, singlets and club tracksuit which must be ordered) are available at LEP between 4 pm– 6.30 pm or can be ordered through the club website.

- ***Is there any other gear needed?***

Goggles, as well as pull-buoys, paddles, fins and a kickboard are required (squad swimmers only). There is some communal gear which the club supplies, however, it is advisable for swimmers to have their own gear. A mesh bag to carry/store the gear in is also handy.

- ***What about competing?***

There are various levels of competition. Club race nights on Tuesdays are a good place to start racing. Club officials are there to point out the protocol of racing to swimmers (and their parents). At the beginning of the season the club runs an introductory evening where swimmers and their parents can learn about competing. Squad coaches will normally indicate which competitions they would like the swimmer to enter or you can ask the Club Administrator for assistance.

- ***What is League?***

All swimmers have the opportunity to belong to an HPK Winter League team. There are two levels of competition: Dolphin League (for swimmers up to the age of 12yrs) and Counties League (for swimmers 13 yrs and above or younger swimmers who have made a National Division 2 standard).

Each league competition holds 4 races over winter. The venue will depend on pools. Teams of approx. 10-12 swimmers compete against other teams from the Counties region in individual and relay events. Racing takes ½ to ¾ hour.

- ***Do I have to do anything as a parent?***

In a word.....YES!!!! Summer race night is a good place for parents to learn about competitive swimming as well as swimmers. There are several areas where help is essential:

- **Marshalling:** Getting the screaming rabble into order!! The marshalling area is the area set aside for swimmers to assemble before their race. On race night the marshal should organize swimmers into heats for each event (if possible, according to size and ability). At a swim meet the marshals should check the name of each swimmer and ensure they are in the correct heat and lane for their race.
- **Scribing:** A scribe writes each swimmer's name and the race they are doing on to a timekeepers' sheet. The slips will already be printed at a swim meet and often they will be given to swimmers at marshalling.
- **Timekeeping:** Each lane requires 3 timekeepers. This is the job that you are more likely to be required to help at either race nights or a competition. You will be assigned a lane and given a stopwatch which you start on the starting signal and stop when the swimmer touches the wall at the end of the race. All 3 times are recorded on the time slip with the middle time being recorded as the "official" time. The slip is then collected by a runner who hands the slip to the recorder. Some swim meets require official timekeepers, which involve a brief training course, followed by a test. The Club normally requires squad swimmers to have one parent who is an official timekeeper.
- **Running:** (Or walking if you like!) After each race the "runner" collects the time slips and delivers them to the recorder. Really easy – just walk back and forth.
- **Recording:** The recorder must ensure that results from the time slips are correctly entered against a swimmer's name.
- **Managing:** At swim meets one or two parents are needed to act as team managers. They are responsible for sending swimmers to marshalling on time. They are also responsible for any communications (scratchings, disqualifications etc) between the team and the race officials.

There are higher levels of officialdom within swimming (as with all clubs, the higher the position the harder it is to fill). See a committee member for more information if you want to be involved as an official.

While on the subject of officials, if you were wondering about what I.O.T means, it stands for Inspector of Turns, the person who stands at the end of the pool and yes, you guessed it, inspects the turns.

- ***Competing at race nights and league is fun. What's next?***

A swim meet is the next step if you enjoy competing. Your coach can suggest a suitable meet to enter. Some meets are definitely not for a new swimmer, so choose a "less serious" meet to begin with. (The more serious meets will probably stipulate qualifying times to enter).

- ***How do I enter a meet?***

Flyers for upcoming meets and entry forms are available on the club website or from the coaches/club administrator. Collect one of each and fill out the entry form as instructed on the sheet or enter online (see the club website for details). Remember to enclose a cheque/cash for the entry fee (or payment may be made into the Trust Account) and return the completed entry to the box at Lloyd Elsmore or to the Club Administrator, 4.00pm – 6.30pm weekdays at LEP. If the swim meet requires entry times then these will be entered by the club recorder (assuming you swimmer has swum these races previously at another meet or on a club race night. Obviously it is important to swim lots of different races at Race night in order to have a range of times.

- ***What is the difference between a "short course" time and a "long course" time?***

The time taken to swim a race in a 25metre pool(short course) is considered to be faster than swimming the same race in a 50 metre pool(long course) because of the extra push-off swimmers can achieve in their turn (although for most junior swimmers the reverse is true as their turns tend to slow them down).

When a swimming meet asks for entry times (or stipulates qualifying times) these are probably long course times (if the meet is being swum in a 50m pool) or short course times (if the meet is being swum in a 25m pool).

There is a conversion table available which will convert short to long or vice-versa (see the club website or the Counties Manukau Red Year Book). Swimmers times (including short and long course converted times) are available on the club website.

- ***What races should I enter and how many races should I do?***

Check with your coach. A general guide is 4-6 races for a one session meet, or 2-3 races per session for a 2+ session meet. Some meets will have a limit on the number of events which can be swum.

- ***What is the difference between a Level 1, Level 2 and Level 3 meet? Are you only allowed to swim the races that you qualify in?***



You may notice that Auckland region grades their meets into one of the three levels (the times for these are available on the Club website or if in doubt ask your coach). Level 3 refers to a beginner and does not have qualifying standards. As soon as you swim one Level 2 qualifying time you may swim at a Level 2 meet in as many races as you like (the same applies to swimming at a Level 1 meet). Once you achieve a Level 2 standard you may not swim at a Level 3 meet (Level 1 swimmers may not swim at a Level 2 meet). You must keep a record of your swimmers times as the times are different for each age group so, even though you might be a Level 1 swimmer at 10 yrs old once you turn 11 you may be still only a Level 2 swimmer. The club website enables you to determine if a swimmer has met the qualifying times for several national meets and Auckland Level 1 & 2 times.

- ***What actually happens at a meet?***

Aim to arrive about 30 minutes before warm-up for stretching.

Swimmers should sit with the team to foster team spirit as well making the manager's job a lot easier. It is preferred that parents sit away from the team unless managing. Parents may be rostered on a duty otherwise they are free to watch the racing (or read the Herald, seek out the closest bakery etc).

Basically it is the same procedure as race night. Managers send swimmers to marshalling, where they are organized into their heats. Heats are organized according to the swimmers' entry time or "in time". Swimmers will take their time slips from marshalling to the timekeepers.

Then the race....

- ***What should the swimmers eat before/during a swim meet?***

Before the meet your swimmer needs a good carbohydrate meal that is low in fat. For example: yoghurt and cereal, cereal and light blue milk, porridge, toast and honey etc. It should be something that the swimmer is used to having in the morning.

For comfort this meal should be about 2-3 hours before the race.

During the race meet swimmers should "graze" – eating small amounts of easily digested snack food throughout the day. It is important that the swimmers remain hydrated through the meet so take plenty of water or diluted sports drink.

- ***Where does the competitive side of swimming lead to?***

A 10 year old swimmer who is enjoying swimming at meets with some success may look towards qualifying for Junior Nationals as a goal, whereas an older swimmer is more likely to be focusing on Division 11 or NAGs.

Qualifying times and the qualifying periods for these national meets are published in our Waterspout newsletter or are available on our website.

Your coach will take time to work with you on goal-setting so that you are clear about where your swimming is leading.

- ***What about D.Q's,P.B's and I.M's?***

If you are still wondering, that's swim talk for disqualified, personal bests (fastest times) and individual medleys (the order of which is Butterfly, Backstroke, Breaststroke and Freestyle). The club website includes a definition of most of the swimming terms on the FAQ page.

**ENJOY YOUR SWIMMING!!!!**

# **COMPETITIVE SWIMMING – THE BIG PICTURE!**

**HPK SUMMER RACE NIGHTS**

**HPK WINTER LEAGUE RACE NIGHTS**

**LOCAL SWIM MEETS**

**COUNTIES MANUKAU  
CHAMPIONSHIPS**

And other Regional Meets  
(Waikato, Auckland etc)

**N.Z “NATIONAL JUNIORS”**

9 & under – 12 yrs

**N.Z. “DIVISION 11”**

13 - Open

**N.Z “NATIONAL AGE GROUPS”**

12 – 18 yrs

**N.Z. SUMMER /SPRING CHAMPS**

Open

**N.Z. OPENS”**

Open

**AUSTRALIAN STATE AGE  
CHAMPIONSHIPS**

**AUSTRALIAN STATE OPEN  
CHAMPIONSHIPS**

**AUSTRALIAN AGE GROUPS**

Aka “Ossie Age” 13 & under – 18yrs

**AUSTRALIAN SWIMMING  
CHAMPIONSHIPS**

Aka “Oz Opens”

**PAN PACIFIC GAMES/  
OCEANIA CHAMPS**

**COMMONWEALTH GAMES**

**FINA WORLD CHAMPIONSHIPS**

**OLYMPIC GAMES**

