



WAVES ATHLETE HANDBOOK



TABLE OF CONTENTS

General Club Information

Why Waves Swimming Club Inc (Waves)?
Sports Coach South's relationship with the club?
Our joint goals...
How does the club operate?
How often does the Committee meet?
Can I come along to Committee meetings?

Payments

How do I pay my club membership?
What does my club membership include?

Club Championships

How are Waves club champions decided upon?
How are the points awarded?
How can I check on my progress?
When are the club champions awarded?

Club Nights

What are club nights?
When are they held?
Why attend?
What does it cost?
How do I enter?
Can I help?

Competition at Swim Meets

When is my child ready to take part in swimming meets?
What is the difference between qualifying times and time standards?
How do I find out about what meets are coming up?
How do I enter?
What time should I get to the pool?
What do I do when I'm at the meet?
What should I take to the meet?
Why should the Waves team sit together?
What happens if after entering, I cannot attend the meet?
What are conversion factors?

Uniforms

Why do swimmers need uniforms?
What is the Waves uniform?
Are uniforms compulsory?
How do I purchase uniform items?



Contact Details

Postal Address:

Waves swimming Club Incorporated,
P O Box 2340 South Dunedin,
DUNEDIN.

Website:

www.wavesswimming.co.nz

Contacts:

President: Andy Adair
Phone: 03 4740033
Email: apadair@xtra.co.nz

Secretary: Jane Guild,
Phone: 4738594
Email: guild@ihug.co.nz

Treasurer: Debbie Davidson
Phone 4534116
Email: bobanddeb@paradise.net.nz

Meet Entries: Kay Alexander
Phone: 4553008
Email: williander@xtra.co.nz

Uniforms: Bronwyn Applegarth
Phone: 03 4545657
Email: applegar@ihug.co.nz



GENERAL CLUB INFORMATION

Why Waves?

Waves represents a new approach to swimming in Otago. Most clubs in Dunedin are primarily concerned with providing learn-to-swim and have a limited commitment to competitive swimming.

Waves is different. We are totally committed to competitive swimming only.

All of our attention and resources are dedicated to providing resources to those activities which a competitive swimmer requires:

- Comprehensive meet support including performance oriented travel and accommodation planning, recovery food and beverages on pool deck, pool deck massage etc.
- Sports science services such as lectures, workshops, one-on-one consultations and regular testing.
- Opportunities to compete throughout New Zealand and overseas gaining invaluable competitive exposure, life skills and cultural experience/understanding.
- Fundraising efforts dedicated to those events and activities which enhance a competitive swimmer's ability to perform.

SportsCoach South's Relationship with the Club...

Waves members train with SportsCoach South Ltd, the business contracted by the Dunedin City Council to provide professional swim coaching services at Moana Pool. You can contact Head Coach, Andy Adair on 03 4740033 to arrange your assessment and discuss your training options. Following your assessment and acceptance of SportsCoach South's terms and conditions you will receive a letter of offer detailing your squad training schedule and fees.

The club is a separate incorporated body. SportsCoach South is a supportive partner of the club. SportsCoach South is represented and promoted by the club's competitive results and therefore, SportsCoach South Ltd will on occasion be invited to have input into decisions that affect the club's direction. Please note that meet support and sports science services will be offered through Waves to their members only. This is due to the significant expenses incurred in providing these benefits and Waves ability to generate funds from charitable trusts, grants, sponsorships and fund raising. SportsCoach South staff members will be contracted by Waves to administer or provide these services to ensure consistency and ensure the swimmer's best competitive interests are maintained.



Our joint goals...

- To provide the highest quality of meet support to our athletes ensuring competitive success.
- To provide the best possible Sports Science available to swimmers in Australasia.
- To provide a clear pathway and support for our swimmers from the day they join our Pre Squad groups to the day they represent Otago and New Zealand at the highest international level.
- To become the premier program in New Zealand so that we attract and retain the best swimmers in New Zealand.
- To provide an innovative and informative website, which allows for efficient meet entries, communication and online ordering of uniform items.

**How is the club run?**

Waves is run as a non-profit amateur sporting body. All activities, financial or otherwise, must be reported to monthly committee meetings and annually to the Annual General Meeting of the Club. Waves is administered by a governing parent/coach committee, which is elected at the Annual General Meeting in April-May of each year. The club's constitution is available for perusal upon request— please see the Club's Secretary if you are interested. Waves is an affiliated member of Swim Otago and Swimming New Zealand. The colours of the club are blue and gold as per this regional affiliation.

How often does the Committee meet?

The Waves Committee generally meets monthly, with venue, date, and time advised each month via the newsletter and via website alerts.

Can I come along to Committee Meetings?

Yes, members are encouraged to attend committee meetings. It's a good way to find out what is happening in the club and an opportunity to address any uncertainties or problems you may be experiencing.



CLUB MEMBERSHIP FEES

How do I pay my membership?

You will be invoiced for club membership annually via mail. This payment must be made in either cash or cheque and mailed to:

Waves Swimming Club Inc.
PO Box 2340
Dunedin

If you are having any trouble paying your club fees please contact our club treasurer to discuss flexible payment methods.

What does my membership include?

Your membership includes:

- Swim Otago and Swimming NZ affiliation
- Graded meet support to allocated meets*
- Financial and administrative assistance with meet entries*
- Representative subsidies to be used towards travel, accommodation and out-of-pocket expenses*
- Club cap as well as exclusive access to our catalogue of club apparel
- Subscription to our newsletter and logon access to our website
- Access to free monthly club nights and regular social events

If you join part way through the year your membership will be calculated on a pro rate basis. Note that a minimum of \$80 will be payable to cover costs incurred regardless of the date of joining.

* The level of financial assistance will be dependant upon the financial status of the club at the time of the meet/event. Upon joining Waves you will receive a copy of our Athlete Support Policy which will outline the process of applying for Waves funds.



CLUB CHAMPIONSHIPS

How are Waves club champions decided upon?

Waves will use a point score system to reward both effort AND excellence. Club championships will be awarded at our annual prize giving to the male and female in each age group who accumulates the most points at club nights and all SNZ sanctioned events (school meets are excluded).

How are the points awarded?

Points will be awarded in the following way:

Setting a new time	1pt
PB<1sec	1pt
PB 1—2secs	2pts
PB 2—3secs	3pts
PB 3+	4pts

How can I check on my progress?

Log on to our website: www.wavesswimming.co.nz

When are the club champions awarded?

At the end of each club year (April) we will hold a prize giving event. In addition to awarding Club Champions we will also award the following:

Swimmer of the Year (Performance excellence and club contribution)
Performance Swimmer of the Year
Team Spirit & Club Contribution Award
Freestyler/Backstroker/Breaststroker/Butterflyer/IMer of the Year
Representative Honours
Striving Awards
Volunteer of the Year Awards
+More!



CLUB NIGHTS

What are club nights?

Club nights for a competitive club differ from those for a club that offers learn to swim. Waves Club nights are an informal event in which swimmers take part in races with their team mates. The main aim of these races is for swimmers to assess their own overall progress and to try new events. The events are held in racing format and are seeded informally by the race marshal. All ages and genders swim together. One or more coaches may attend club nights to observe and provide pointers on swimmers performance. Club nights are held in a fun and informal environment and are an ideal introduction to competition for swimmers and an opportunity for swimmers to meet and socialize with other members.

When are they held?

Club nights are normally held once a month on a Wednesday evening. Warm-up and registration commences at 4.30pm and events begin around 5:00pm. The events usually finish around 7.00pm. Notices of upcoming club nights can be found in the monthly newsletter, the calendar and on the website.

Why attend?

Swimmers attend club nights for various reasons, including:

- To check out their times for different strokes and distances.
- To fine-tune racing starts, turns and finishes.
- To plan and trial race strategies.
- To swim against team mates in a friendly low-key atmosphere.
- To learn about race procedures.
- To have some fun with friends.
- To hang out and catch up with the gossip.
- For the chance to win a spot prize 😊

What does it cost?

This is the good part—it costs nothing to participate in club night! However please bring your spare change or you will miss out on the chance to win in our club night raffle, all profits from which go toward assisting our swimmers.

How do I enter club night events?

It is very simple! Upon arriving for warm-up collect a club night program and plastic sleeve with entry sheet inside. You need to write your name and your current PBs against the events you are going to swim on the entry form. You may enter no more than 3 events. Your current PBs will be on display for your reference. You will then need to take your plastic sleeve with you to the marshalling area when your events are called and then pass this on to the timekeepers once you have been seeded and sent to the correct lane. After you swim the timekeepers will record your time for you on this sheet.



At the end of the evening you will have a record of your times to take home. Don't forget to pay a visit to our recording table if you've swum a PB so we can keep track of your points.

Can I help?

Pleeease! There are many things that need to be done for club nights to run smoothly. There is always a need for timekeepers and other little jobs that come up throughout the evening. These jobs are neither onerous nor difficult.



COMPETITION AT SWIM MEETS

Is my child expected to compete?

With the exception of our young Penguins we expect ALL our swimmers to regularly attend club night and compete regularly at age and ability appropriate meets.

What is the difference between qualifying times and a time standard?

Qualifying times are applied to higher level meets such as South Islands & National Championships. To enter these meets you must have achieved or bettered the time (i.e.: your time must be lower). Time standards are applied to medal winners at Otago Champs to decide if they are entitled to the medal they win.

How do I find out about swim meets?

Copies of all upcoming meet fliers are made available on our website. The closing date for Waves members will be noted on the bottom of the flyer. Please download and print a copy of the flyer and mark those events you wish to enter then discuss this with your coach.

How do I enter?

Entry forms will be available on the Waves website. A sample of an entry form can be found in this handbook. Once completed, place your entry form along with the correct entry monies in a named envelope and put it in the Waves box in the Foyer at Moana Pool. Please do not send entries directly to host clubs as our Race Secretary must check your times and other entry details and then ratify them. This is why you will notice the Waves closing date is usually one week prior to the actual meet's closing date. We appreciate your care in completing the entry form as the collation process is a lengthy one and searching for registration numbers, DOB details etc slows the process considerably. It is YOUR responsibility to drive the entries process and have your entry card and money in on time!

How do I find out my child's PBs?

We would like to encourage each athlete to keep a record of their own times. The best way to do this is to fill in your swimmer record book. In the record book you will need to record the time swum, the location, the date and the course type (short or long). Times are posted on the notice board at Moana Pool within a few days of the meet being completed. You can also access your PB's in the Members Area of the Web Site. You can also access your current PBs via the SportsCoach South notice board.

What time should I get to the pool?

You need to be at the pool at the latest 15mins prior to the time listed on the flier for warm-up. This will enable the swimmer to secure a seat with the rest of the team and attend the compulsory team meeting.



What should I take to the meet?

- Towels—at least two.
- Racing goggles, plus a spare.
- Waves swim cap. You'll need at least one. Coaching staff request that you wear the Waves swim cap as opposed to other caps at meets. Our club uniform coordinator has extras for sale at meets, but it's a good idea to get organized beforehand.
- Your togs. Its best you wear them, then you can't forget them!
- Drinks. It gets very warm in indoor pools and you can dehydrate easily. Ensure that you have lots of water and perhaps a sports drink or juice for carbohydrate and salt replacement.
- Food. You'll need loads of healthy and easily digestible snacks to graze on throughout the day and keep you away from the canteen.
- A cushion or something padded to sit on for grandstand seating. A folding chair for outdoor seating.
- Outdoor clothing to keep you warm/cool weather depending for outdoor meets.
- Your swimmer record book to record all those PBs.

What do I do at a swim meet?

- Get there on time!
- Report to the coach and check your event times and write them on your hand. Parents, check to see if and when you are rostered to time-keep.
- Find a seat with the rest of the team.
- Attend the compulsory team meeting.
- Complete standard warm-up as practiced at training. A good warm-up is essential in preventing injury and preparing for the days racing.
- During the day keep your eye on the marshalling board to see when your events are approaching. YOU should take responsibility for reporting to the coach for warm-up prior to your race. The coach should not have to hunt you down from the warm-up pool, the change rooms, an outside cricket match or and absorbing text sending session on your cell phone, etc.
- If you wish to withdraw from an event speak to your coach about this and ensure that if you decide to go ahead with the withdrawal you notify the meet hosts at least six races in advance. Please do not just fail to turn up, this is impolite and slows down the meet by creating unnecessary heats.
- Upon completing your warm-up and reporting to your coach proceed to the marshalling area when you see your event come up on the claims board. Do not go too early as this congests the marshalling area and you are better off focusing in your team area. Follow the instructions of the marshal and be sure to represent Waves in a polite and helpful manner. If you are nervous about going to the marshalling area your club captain or a senior swimmer will be happy to accompany you.
- Swim hard and do your best.
- After your race exit the pool from nearest stairs, not over the touch pads.



- Report back to your coach for a debriefing, have something to eat and then go to warm-down.

General Rules

- Stay away from official equipment at all times.
- Please keep away from the pool edge, you may obstruct the view of an official.
- Always be courteous to officials and thank them for any feedback, these people are volunteers and are there to help you.
- Always be a good sport and a gracious winner/loser.

Why should Waves team members sit together?

- We like our swimmers to cheer each other on and this is much more effective and louder if they sit together.
- It is much easier to manage the team and administer sports science services when they sit together.
- It helps the swimmers to get to know each other.
- There is less likelihood of a swimmer missing their event if they see other swimmers in their age group getting ready to talk to the coach, warm-up and/or move to the marshalling area.

What happens if, after entering, I can't attend the meet?

It is very important that you inform someone who is likely to be at the meet (preferably the coach) that you won't be attending. This enables the coach to withdraw you from the meet. This in turn assists those running the meet to reseed events and therefore, avoid empty lanes.

What are conversion factors?

Conversion factors are added or subtracted from PBs to differentiate between long (50m) and short (25m) course events. If you wish to convert a time swum in a 25m pool (common format for winter meets) to a long course time you ADD the constant for that stroke and distance. If you wish to convert a time swum in a 50m pool (common format for summer meets) to a short course time you SUBTRACT the constant for that stroke and distance. These constants are universal.



WAVES UNIVERSAL MEET ENTRY FORM

**Entries with fees to be placed in the WAVES POST BOX in Moana Pool's foyer
 Queries – contact Kay Alexander – williander@xtra.co.nz, (03) 4553008**

First Name _____ **Last Name** _____

Registration No. _____

DOB ___/___/___ **Age** ___yrs

Date of Meet ___/___/___ **Name of Meet** _____

Event No.	Distance	Stroke	PB
Total	@ \$ _____ =	TOTAL \$ _____	

Tips for Entries ©

- Your age must be as at the first day of the meet and not at the time of your entry.
- Always check that the meet flyer doesn't state a minimum or maximum number of entries.
- Always check the qualifying times against your PB's before entering an event.
- 4 If you have never swum an event before in other than a club night AND no qualifying time is required you can enter with "NT" meaning no time.
- 5 Please use the following abbreviations for strokes: Freestyle = FR, Backstroke = BK, Breaststroke = BR, Butterfly = Fly, Individual Medley = IM.
- 6 Always check that you have stated the correct PB for the course, ie: short course PB's for short course meets and long course PB's for long course meets.



UNIFORMS

Why do swimmers need uniforms?

Mainly because uniforms give any athlete a sense of identity. Uniforms also help spectators to identify a Waves swimmer both in and out of the water.

What is Wave's proposed uniform?

Waves current uniform consists of:

- Waves silicon* or latex cap
- Waves t-shirt and/or singlet
- Waves shorts
- Waves tracksuit
- Waves jacket

* Included in annual membership.

Are uniforms compulsory?

Yes. For younger swimmers they need only buy the t-shirt and shorts. For swimmers traveling to National Meets the full uniform will be required. We also ask that our swimmers wear their Waves cap when warming up. This enables the coaches to easily see our swimmers when the warm up pool is very crowded. You will find, that your swimmer will wish to "be a member of the team" and wear our uniform.

How do I purchase uniform items?

Please see our uniform coordinator or call them. We do not keep a large stock of items so we would appreciate your patience when placing orders as we place four orders a year. A uniform shop will run at most club nights.