



KWA Parents Handbook

October, 2021

Who Are We?

Kiwi West Aquatics are Manawatu's premier competitive swimming team based at West End Aquatics. Kiwi West are part of Swimming Manawatu under the national body Swimming New Zealand.

We proudly represent our community as an organization emphasizing the sport of swimming through development of swimming skills, fitness, team participation and excellence in swimming performance.

Competitive swimming combines the best attributes of team and individual sports. Swimmers compete at their own level to improve individual performance while surrounded and supported by like-minded teammates. Through the sport, swimmers learn to set and reach goals and develop self-esteem, self-discipline, and sportsmanship. They also have a lot of fun and make great friends while doing it.

We have a long-term partnership with F3 Coaching, who provide our swimmer training program. Each swimmer must pay coaching fees per-term to F3 Coaching Limited. Kiwi West Aquatics charges a yearly fee and the club's parent committee is responsible for organizing the many aspects involved in supporting or organising local, regional, national, and international swimming opportunities for our club members.

The Coaches

Head Coach - Shane Reed

I began swimming when I was 8 years old and swam for the Napier Aquahawk's until the age of 11. I won the Whakatane river swim when I was 10 years old. I also held Hawkes Bay records, one of which lasted over 30 years. When I was 11 years old, my parents moved to Australia where I began training with Australian Olympic coach Laurie Lawrence. I gained a number of medals at QLD State Championships up until the age of 15.

I was swimming 80-100km a week, when a shoulder injury forced me out of the sport when I was 16 but I returned to sport competing as a triathlete when I was 20 years old. My first professional race was at the Australian Triathlon champs in Mooloolaba where I came in 2nd place. Professionally, I went on to compete in more than 85 World Cup events. Here's a quick run-down of some of my race results:



- 3 time World Champ Aquathlon (swim/run)
- 3 time World Cup winner
- 35 top 10 placings at World Cups
- 2 time German Triathlon Champion
- Oceania Triathlon Champion 2008
- Competed at 2008 Beijing Olympics

I have been coaching for over 17 years. As a swim coach, I have coached for Darmstadt DSV (early 2000's in Germany), Feilding Amateur SC (2017), Icebreakers (2018). My wife, Tammy, started our coaching business F3 Coaching Manawatu 7 years ago and over that time I have provided swim programs, squad sessions and one on one individual stroke correction for a number of different groups.

As Head Coach of Kiwi West Aquatics my aim is to help each individual swimmer achieve their goals (no matter what level) and to provide sessions that are both challenging and fun. I will give each swimmer individual feedback on their stroke technique and guide them through each session. I want to create a culture of excellence within the squad, where the swimmers strive to help each other out, while challenging themselves to be better.

How to Join

Thank you for showing interest in Kiwi West Aquatics! We offer training that suits a range of ages and abilities. The first step in the process is to contact our head coach, Shane Reed, at shane@f3coaching.co.nz or 027 826 4220 to schedule a time to meet at the pool so Shane can evaluate your child. Then you need to complete the membership application available on our website, with hardcopies available at the pool. Once you pay the club membership fee the Club Treasurer will alert our Race Secretary. The Race Secretary will set up your swimmer in the Swimming New Zealand system and give you information about setting up your SNZ MyPage at <http://www.swimmingnewzealand.org.nz>. Lastly, the New Member Liaison will send you an email welcoming you to the club and inviting you to ask any questions and create a folder for your family to be kept at the pool.

Club vs Competitive Membership

When you are completing your membership application form, you will notice there are two types of memberships, **Club** and **Competitive**.

- Club membership allows you to swim in local club meets only.
- Competitive membership allows you to swim in local, regional, and national meets.

The increased cost is required to cover the annual membership fees payable to Swimming Manawatu and Swimming New Zealand. If you are new to swimming, you are welcome to join

with a club membership and upgrade at any time during the season if you find that your swimmer is keen to swim in a regional or national meet.

We need Volunteers

The club can only operate with the help of parent volunteers! Our expectation is that each family volunteers in some way. At every swim meet we have parents serving as Poolside Managers who make sure swimmers get to their events on time, there are parents that volunteer as officials running the meet, and the committee also needs volunteers to fill all the committee positions and pitch in on different projects. If your child has entered a race meet, please expect to volunteer at the event in some capacity.

Committee

Our parent committee consists of a President, Vice President, Secretary, Treasurer, Race Secretary, Officials Liaison Officer, New Member Liaison Officer, Funding Officer, Website Administrator, Health and Safety Officer, and general committee members.

Every August we nominate and vote for new and returning committee members. The committee meets monthly in the clubroom (above the pool). Anyone is welcome to attend.

Meet Officials (Technical Officials)

Competitive meets can only be run with sufficient technical officials (otherwise the results are not considered valid). Any parent can volunteer as a timekeeper. There are three timekeepers to each lane so you're never lonely and the meet passes more quickly when you are occupied. Our club also requires that families of swimmers who compete at a national level to train and volunteer as an official above the level of timekeeper.

Resources and Apps

Swimming New Zealand

www.swimmingnewzealand.org.nz

When you join the club, you will be provided with information for setting up your SNZ MyPage at the Swimming New Zealand website. You need to set up and use that account to enter competitive meets. To enter a swim meet, go to the SNZ website, choose EVENTS from the menu, then EVENTS CALENDAR and then ALL NEW ZEALAND MEETS. From there you will see a list of meets, simply scroll through until you find the meet you're looking for. Once you find the meet, click on DETAIL off to the right and from there choose ENTER. You will be asked to enter your login and password, agree to some terms and conditions, choose the events you'd like to enter by changing a drop-down menu from NO to YES, review the events chosen, then pay for the events.

Swimming Manawatu

www.manawatu.swimming.org.nz

This Swimming Manawatu website provides a meet calendar for meets within the Swimming Manawatu region that includes meet flyers and links to enter online via the SNZ website.

Take Your Marks

www.takeyourmarks.com

For a yearly membership fee, Take Your Marks will collect and keep track of your swimmer's data including meet results, best times (PBs), graphs, time conversions, qualifying times, XLR8 points, and FINA points.

Meet Mobile

Meet Mobile is a smartphone app (that for a yearly subscription fee) allows you to get meet results in real time. Mark your swimmer as a "favourite" and Meet Mobile will send you push notifications of their times as they swim each event. You can follow the meet program and see results for every event as they happen and refer to results from old meets.

Our Facebook Page

Be sure to like Kiwi West Aquatics on Facebook for reminders, results, and lots of pictures from meets.

Our Club Website

www.kiwiwest.org

You can find resources for parents and swimmers, uniform details (including links to order), and links to other online resources. We post some club news and upcoming meet details on the website.

<https://kiwiwest.org/upcoming-meets/>

This is a good place to check the dates, locations and download flyers for upcoming meets.

InstaTeam

<https://www.instateam.net/>

This is the app used by coaching staff to update the swimming schedule each week, and can be used by coaching staff to send out messages. It's free to download and use, and is the best way to stay up to date on session times.

Club Notice Board (West End Pool)

When you enter the pool through the doors from the lobby you will see a large noticeboard directly across the pool on the far wall. On it you will find results posted from recent meets and club nights, flyers for upcoming meets, notices about club meetings and events, a monthly birthday list, and contact information for committee members. Below the notice board is a row of hanging files that acts as a mailbox system. When you join Kiwi West we create a file for each swimmer. Here you will find your first swim cap, and your birthday treat. Please check your folder regularly.

Regular Club Events

Club Nights

Each term Kiwi West Aquatics holds a club night. Flyers including the date, time, and list of events and trophies are emailed out in advance. While the night is run just like an actual meet, it's held with a friendly and relaxed atmosphere. It's a good chance for new and prospective swimmers to get a feel for what a meet is like, and for seasoned swimmers it's a time to socialize and perhaps try an event they've never swam before or haven't swam in a long time. The meet concludes with a light supper for everyone. Please note that parent volunteers are needed to help organize and run club nights.

Prize Giving

Every August we host a club prize giving event. Many of the awards at this event are based on the results from Manawatu Age Groups, a REGIONAL meet held every February. Prize giving also features recognition for personal bests, regional records, club night competitions, and coach's awards.

Christmas Party

At the end of the school year, Kiwi West Aquatics hosts a Christmas party that includes families bringing a dish to share and, of course, some swimming. Some years we host this event at the West End pool, other years at other venues. Be on the lookout in early December for details about this year's party.

Camps

Kiwi West provides a week-long camp for senior swimmers typically every January. We also host shorter camps for junior swimmers. These camps are a great way for your swimmer to get some intensive training time and enjoy strengthening bonds with their teammates.

Fees and Fundraising

The club operates on a budget based on swimmer fees, fundraisers, and grants. Please be sure to keep your account paid in full and pay any outstanding amounts promptly upon receiving the invoice. Families are expected to participate in any club fundraisers such as raffles (donate items and sell tickets), food booths (donating baked goods, volunteering for a shift of cooking or cashiering), the annual event at the Christmas Barn (selling tickets), and any other fundraisers. Much of the funds raised cover the increasing costs of travel and accommodation for a coach to attend national meets with swimmers.

Swim Meet Etiquette

Race Entries

Our Race Secretary will periodically email meet flyers to club members. The email will typically let you know if the meet is a "targeted meet", meaning a KWA coach will be on deck throughout the meet. Of course, you can enter meets that are not targeted – but won't have a coach to support you. The meet flyer will let you know how many events you may enter. If you are new to swimming you will want to start with the 25m or 50m events. Print out the flyer, circle the events you would like to swim and discuss your selection of races with your coach. Once discussed,

you can enter the meet at the Events Calendar on the SNZ website www.swimmingnewzealand.org.nz.

What Should Swimmers Bring to a Meet?

Snack food – avoid lollies and potato chips. The best snacks are things like cheese, yoghurt, pikelets, muffins, scones, tinned rice, sandwiches, fruit (especially bananas), vegetables, hard boiled eggs, plain popcorn, nuts, muesli bars or dried fruit.

Be sure to bring:

- Two (2) pairs of togs (in case one breaks)
- Two (2) goggles (in case one breaks)
- One towel for every two races plus another spare
- Club shirt & swim cap
- Footwear (socks are a good idea too)
- A pool coat for cold venues
- A water bottle filled with water
- A bag to carry all these items

Parents should bring collapsible chairs because poolside seating is often limited.

Before the Meet

The meet flyer will let you know when warm up starts. Please plan to arrive 15 minutes prior to warm up. All swimmers are expected to sit with the club. Swimmers should always check KWA in with the Poolside Manager (Team Manager) upon arrival and let them know if you still plan to swim all the events you have entered.

Warm Up

The club will warm up together at the direction of the coach. This is a chance to practice strokes, starts, and turns. When you finish warming up, be sure to put on some clothes, a hat, and footwear in order to keep warm. Parents, this is a good time for you to find a place to put the chairs you brought with you. You cannot sit with the KWA team unless you are one of the Poolside Managers. The Poolside Manager(s) will look after your swimmer and ensure they go to marshalling at the right time for their races.

Before the Race

The Poolside Manager will let you know when it is time to go to marshalling for your event. Wear shoes and Club shirt (and warm clothes if required), take club cap and goggles.

Go and speak with your coach before you head to marshalling. At marshalling, listen carefully for your name to be called out. You will be seated with the other swimmers in your heat. Be sure you know the lane number you are swimming in. Leave your warm clothes on in marshalling.

Marshalling and Preparing to Race!

From marshalling you will be told to walk to the starting area. Try not to walk in front of the timekeepers and officials while a race is about to start or underway.

At the start area, take your warm clothes off and get ready for your swim. Fold your clothes and put them in a neat pile on the seat or in the tub/boxes provided. Move forward behind the starting blocks for your lane.

When the whistle goes you climb up onto the blocks (or enter the pool if doing a backstroke). When the starter says, "Take your marks," you move forward and get into the starting position. When the hooter goes off, go!

When you finish the race, remain in the pool and wait for two blasts of the whistle – this is the signal to exit the pool. Stay in the water if it is 'over-the-top' starts, until you are told to exit the pool. You may go back to your timekeepers and politely ask for your time. Try to remember to thank the timekeepers.

When Race Starting is in progress you should:

- Observe the rule of silence – don't talk to other swimmers or timekeepers
- Stand still until the race has begun

Remember to pick up your warm clothes and shoes and go back to talk to your coach.

After your Race

Dry off and put on your warm clothes and shoes. Sit down, have a snack, drink some water, and rest up. Start thinking about your next race and enjoy watching the other races.

If you need to leave the seating area for any reason, always ask permission from the Poolside Manager first as they are responsible for knowing your whereabouts until you finish the meet. If you are under 12, visit the toilet with a friend.

The Coach has final authority on matters of team discipline, behaviour and dress.

What to do if your Swimmer is Sick

If you know before the day of the meet, email the race secretary.

On the day of the meet let the Poolside Manager know as soon as you arrive at the pool (before the start of warm up at the meet), so they can scratch your swimmer from the meet. The Poolside Manager can be contacted by phone.

Regional Swim Meets

The following regional meets are open to any swimmer with a competitive membership:

- Manawatu Age Groups LC (February)
- Manawatu Summer Opens LC (March)
- Manawatu Winter Opens SC (July)

National Swim Meets

The following national meets are open to any qualifying swimmer with a competitive membership who have swum qualifying times:

- NZ Junior Festival SC (March, ages 12&U) – qualifying IM time required to enter
- Division II SC (May, ages 12&O) –qualifying IM required time to enter
- NZ Age Groups LC (April, ages 13-18)
- NZ Opens LC (March-April)
- NZ SC Champs (October)

Please note that Kiwi West Aquatics athletes represent our club, so we do not participate in wearing Swimming Manawatu uniforms to national meets.

Check the upcoming meets page on our website for the latest dates and flyers for national and regional meets: <https://kiwiwest.org/upcoming-meets/>

Helpful Swimming Lingo (Jargon)

LC = Long Course (1 length = 50m)

SC = Short Course (1 length = 25m)

PB = Personal Best (a swimmer's fastest official time in a specific event)

NT = No Time (a swimmer does not have an official race time for the specific event)

IM = Individual Medley (A race with all four strokes in the order of butterfly, backstroke, breaststroke, freestyle with a total distance of 100, 200, or 400m).

DQ = Disqualification (an official observes a swimmer breaking the technical rules of swimming during a race)

Togs/Trunks = at meets you must wear approved swimwear. Female swimmers must wear one-piece swimsuits. Swimmers are not permitted to wear more than one swimsuit at a time when racing. No jewellery or watches are to be worn when racing.

Dryland = land drills, stretches, jogging performed often on pool deck or outside. Shorts, Tshirt/singlet, running shoes and skipping rope are required for dryland. Scratching = to withdraw a race entry –only accepted before the start of the session.

IOT = Inspector Of Turns – a technical official observing swimmers starts and turns.

JOS = Judge Of Stroke – a technical official observing swimmers stroke at the pool side.

Club Uniform

All Club and Competitive swimmers should wear the Kiwi West uniform at swim meets. This can be ordered on the Kiwi West website and charged to your Club account.

Kiwi West Shirt - \$65

Kiwi West Swim Cap (Yellow)– your first one is free! Any additional caps are \$10ea.

There are many other optional items of uniform, such as club beanies, hoodies, pool coats. Additional items may be added to the website for purchase.

We also provide other swim caps to recognise participation in the following:

- White = SNZ Junior Champs
- Blue = SNZ National Age Group Championships and Div II
- Red = Club Swim Camp

Swimmers can use any of the caps at subsequent competitive meets.

Training Gear

It is important to turn up to training with the correct gear:

- Goggles (plus a spare pair)
- Swim cap
- Drink bottle
- Towel & Togs
- Fins
- Pull buoy
- Hand paddles (Race and Perform only)
- Front snorkel (optional, Race and Perform only)

We also provide a club towel to all swimmers that attend SNZ National Age Groups.

Meet Info for Parents

Before the meet, check that your junior swimmers have properly packed their swim bag. Older swimmers should develop self-organising skills and should know what they need.

Get your children to the meet in plenty of time - usually 20- 30 mins before the scheduled warm up time so they can be seated and changed.

Programmes with full details of every event and heat are usually available for purchase at the pool entrance. They often run out – so get in early if you want one.

Check the pool venue seating plan and leave your swimmer with the Poolside Managers or Coach at the Kiwi West seating area.

Find seating in the spectator area (not with swimmers). Large events have limited or no space for spectators. Remember timekeepers and officials get a seat, so you should consider helping out with time keeping.

Do NOT interfere with warmups, marshalling or approach your child on the pool deck. Support club swimmers – cheering. When the meet is finished, collect your child and be positive and supportive of their performance.

Volunteer - Swim meets rely on parent volunteers to help with timekeeping and other official duties, without this voluntary help swim meets wouldn't happen: Parents of all squad members must be prepared to help out with officiating duties (such as timekeeping) at a **minimum of 4 meets per season**.

Parents are expected to assist with catering and other meet duties when Kiwi West is rostered as the duty club by Swimming Manawatu or when Kiwi West is hosting a meet, regardless of whether or not their child is swimming.

Current Training Timetable

Skills and Development programme swimmers nominate 1 or 2 sessions per week that they will attend. Discuss with the coaching team if you have any questions about the right number of training sessions based on your level.

Coaching staff will let swimmers know when the schedule changes. The most up to date schedule is on InstaTeam, the pool noticeboard, and the club website.