



# PARENTS HANDBOOK

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# WHO ARE WE?

Kiwi West Aquatics is Manawatū's most impressive competitive swimming team, located at West End Aquatics. As a part of Swimming Manawatū under the national governing body Swimming New Zealand, Kiwi West proudly represents our community. We emphasise the sport of swimming by focusing on skill development, fitness, team participation, and achieving excellence in swimming performance.

Competitive swimming combines the finest aspects of both team and individual sports. Swimmers strive to enhance their individual performance while being surrounded and supported by like-minded teammates. Through this sport, swimmers cultivate the ability to establish and attain goals, building self-esteem, self-discipline, and sportsmanship along the way. All of this is achieved while having a great deal of fun and forging strong friendships



# COMMITTEE CONTACTS

<b>Club President</b>	Andrew Smith	<a href="mailto:president@kiwiwest.org">president@kiwiwest.org</a>
<b>Treasurer</b>	Jo Coxon	<a href="mailto:kiwitreasurer@gmail.com">kiwitreasurer@gmail.com</a>
<b>Race Secretary</b>	Patricia Dickason	<a href="mailto:kiwirace@gmail.com">kiwirace@gmail.com</a>
<b>Club Secretary</b>	Kylie Dalley	<a href="mailto:kiwiwestsec@gmail.com">kiwiwestsec@gmail.com</a>
<b>Head Coach</b>	Tracy Bruer	<a href="mailto:coach@kiwiwest.org">coach@kiwiwest.org</a>

# HEAD COACH

Tracy was raised in the small South Waikato town of Tokoroa. She began competing in swimming herself at the age of 8 years and was (by her own assessment) a below average youth and age group athlete.

At the age of 19, after a year away from swimming, Tracy decided to commit to the sport and give it a really good crack aiming for the Olympic Team. Between 19 and 26 years of age, Tracy competed at multiple NZ national events, Australian State Championships, Oceania Games, World Short and Long Course Events, with her pinnacle event being the 2016 Olympic Games in Rio de Janeiro.

Throughout Tracy's athletic career she has been involved in many aspects of the sport including multiple club committees, regional committee, athlete representation, and even a retail assistant for Swim T3. Her biggest commitment to the sport outside of her own swimming is her passion - coaching.

Tracy began coaching at 19 years old and since then has taught or coached everybody from babies' classes, learn to swim, junior and youth athletes, right through to masters. In 2023, Tracy was awarded national recognition as Rookie Coach of the Year.

Tracy is married to Ramone, who is a member of the NZDF. Together they are proud parents to a cheeky young boy, and have two dogs and one cat. She has also recently taken up playing social football, in an attempt to satisfy her competitive drive.

Tracy loves working with all the athletes at Kiwi West Aquatics. She hopes to push them to new levels, encourage them to be proactive athletes and support them to become outstanding individuals in their own way.





# OUR SQUADS

Based on the head coach's assessment, each swimmer is assigned a training squad. This assignment reflects their training objectives, skillset, and fitness level.

Our squads have recently undergone a restructure and are now comprised of six age and skill based groups: Albatross, Bellbirds, Cuckoos, Dabchicks, Eagles and Fantails.

Please see coach for any squad questions.



# TRAINING SCHEDULE

The most up to date schedule is on InstaTeam, the pool noticeboard, and in the Facebook members group.

From time to time, things happen and we need to make adjustments to our schedule. Where we need to make any changes, we do our best to let you know well in advance. Where changes are made at short notice for any reason, we will update the squads on InstaTeams and in our Facebook group for families.

Link to our website with the most recent schedule



# CLUB UNIFORM

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



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. Please visit our website to view the full range and make orders. You can also email [uniforms@kiwiwest.org](mailto:uniforms@kiwiwest.org) to organise a try on or sizing check.

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.



# GEAR LIST

It is important to come to training with the correct gear. The list for each squad is outlined below.

We have a small range of gear available for use at the poolside.

Swimmers must wear warm clothes to and from the pool for training. At meets, shoes, socks, a tshirt or jersey and either shorts or trackpants between races are required.

## **Development**

Short Fins  
Kickboard  
Pull Buoy  
Ankle Band

## **Race**

Short Fins  
Kickboard  
Pull Buoy  
Tech Paddles  
Snorkel  
Ankle Band

## **Perform**

Short Fins  
Kickboard  
Pull Buoy  
Power Paddles  
Tech Paddles  
Finger Paddles  
Snorkel  
Ankle Band



# RESOURCES AND APPS - CLUB INFO



### Facebook

Be sure to like Kiwi West Aquatics on Facebook. We also have a private Facebook group for connecting with other Kiwi West families, asking any questions and is one of the places the coaching team provide updates about any schedule changes and suggested meets etc.



### Kiwi West Website

[www.kiwiwest.org](http://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.



### InstaTeam

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 for Apple and Android phones, and is the best way to stay up to date on session times and receive correspondence from the coaching team. You will receive log in instructions from the coach.



### Instagram

[@kiwiwestswimmers](https://www.instagram.com/kiwiwestswimmers)

Follow our instagram for pics and updates on our swimmers in action!

# RESOURCES AND APPS - SWIM AND MEET INFO



## Swimming New Zealand

[www.swimmingnz.org.nz](http://www.swimmingnz.org.nz)

When you join the club, you will be provided with information for setting up your SNZ MyPage (Fastlane) at the Swimming New Zealand website. You need to set up and use that account to enter competitive meets. See page X of this handbook for instructions on entering a meet using Fastlane.



## Swimming Manawatū

[www.manawatū.swimming.org.nz](http://www.manawatū.swimming.org.nz)

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



## 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.

# RESOURCES AND APPS - GETTING RESULTS



## **MyTogs**

MyTogs is a free smartphone app where you can view and track your results, PBs, set goals and measure progress against other competitive swimmers.



## **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 programme and see results for every event as they happen and refer to results from old meets.



## **Swimify**

Similar to meet mobile, but used for meets at a national level

# 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 and our own Club Champs, 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.

## Shark Schools (club houses)

When you join, swimmers will be assigned to one of three club houses (shark school): Great Whites (PINK), Hammerhead Sharks (GREEN), or Whale Sharks (WHITE). Each School is a in club mixed team that will earn points over the course of the season with a trophy to be presented to the winning school at the Kiwi West Prizegiving. Every swimmer in our club is assigned to a school group and is mixed across the squads. Dressing up in school colours for events is encouraged! Points are earned through various activities and achievements like attending training, remembering your gear, achievements like setting club, regional or New Zealand records or fun club events like club night relay races.



# ENTERING A MEET

When a swimmer decides they are ready to enter a swim meet for the first time, the first step is to consult with Coach. They can assess your readiness and provide guidance on which events to enter and what to expect. The coach can provide guidance on which events to choose - stroke styles and distances. They can also suggest which meets would be suitable for a beginner (and depending on your level of membership) - our annual Kiwi West Carnival is a great first meet as well as the Winter League events run by Swimming Manawatū. Our club nights, run once a term, are a fun and casual way to find out how meets are run - its a good chance for swimmers to check their style and turns are correct.

Swimmers and parents can choose the meets that they wish to attend based on the competition flyers. Our Race Secretary sends out an email to all families every few months with the upcoming meets and any available flyers, or you can check our website, the Swim Manawatū website or the web site of the club or region running the meet. 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 flyers are documents that detail the time and place of the meet and what events or races are available. The flyer will also detail the cost per race and things like starting times, costs, warm up times, rules and which officials are running the meet.

To enter into a meet you will need to login to Swimming New Zealand under the heading Fastlane using your login and password. The Club Treasurer will have sent you the log in information when you first joined the club to accept Swimming New Zealand terms and conditions.

If a swimmer must withdraw from an event then there is a set procedure to be followed to avoid incurring a penalty fee/fine. This must be done within a set time frame before the event and is detailed in the flyer for the meet. Generally the swimmer will choose several events after seeking advice from their coach who may suggest alternate races that may suit their skill or fitness level better, or target events for qualification times.



# ENTERING A MEET - FASTLANE

This is where you enter your swimmer in events: [www.fastlane.swimming.org.nz/login](http://www.fastlane.swimming.org.nz/login)

You would have been given a login when you joined the club. Each swimmer has their own login. For enquiries regarding access, contact [kiwitreasurer@gmail.com](mailto:kiwitreasurer@gmail.com)

Swimmers enter meets with their own login through this database and pay the entry fees when entering. Entry fees are generally charged for each race. Where meets are run in age groups over more than one day, age at the first day of the meet usually applies, unless otherwise stated in the meet information/conditions. All participants must agree to comply with the Sports Anti-Doping Rules for all meets. For all interclub meets Kiwi West is required to provide officials and others to cover various duties. Parents must be prepared to help when asked. Most swim meets are open to Para swimmers who may not be required to meet a qualifying time.

# REGISTERING FOR FASTLANE

Set up your account: Swimming New Zealand (SNZ) requires all swimmers to enter competitive swim meets through the FASTLANE.

When you first register with Kiwi West as a new swimmer, the club treasurer will send you a login and temporary password for each swimmer. Please use this to login and accept the terms and conditions. We cannot complete the club membership process until this has been done.

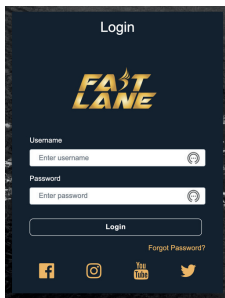
When you successfully login you can update your personal details and change your password. Work through each component of the MyPortal as you will need to enter your preferred contact details including postal address, phone numbers and email addresses.

You can also limit the types of communications you receive from SNZ under "Communications". You can also look at your previous results on this portal.

# HOW TO ENTER A MEET ON FASTLANE

## STEP 1

Go to the [SNZ FASTLANE](#) homepage



## STEP 2

Go to "Events" on the home page



## STEP 3

Search through the events to find the meet you would like to enter. Select "Enter"



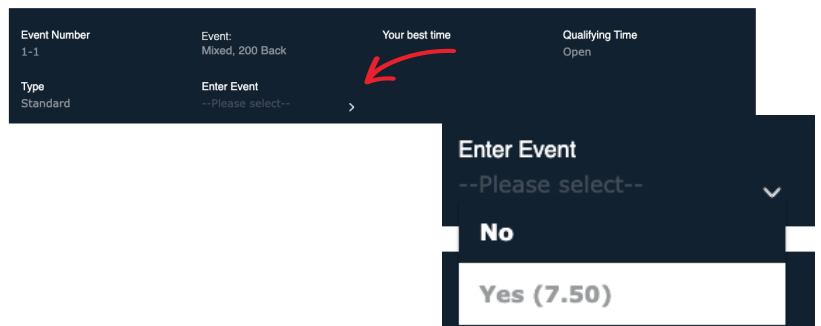
## STEP 4

Select "Enter" again, and accept the conditions of entry on the next page



## STEP 5

Choose your events by choosing "Yes" on the event box. There may be a maximum number of events you can enter for the meet. Some meets have qualifying times. If a time is a requirement of entry, and you do not have times yet please speak to the coach or race secretary.



## STEP 6

# ENTERING A MEET - RACE ETIQUETTE

## **Before the meet**

After entries close for a meet, the Race secretary will send out an email with the details for the meet, including entries per swimmer and a psych sheet (each event listed with a list of swimmers ordered by seed time, fastest to slowest). Check that the entries per swimmer is correct. Check the flyer for the location and warm up time - plan to arrive at least 15 minutes before warm up starts.

"The Officials Officer will also send out an email calling for volunteers to fill various roles essential for the success of a meet. Swim meets heavily depend on the support of parent volunteers, who play crucial roles in timekeeping and other official duties. Without this voluntary assistance, swim meets wouldn't be possible. Therefore, we kindly request that parents of all squad members be prepared to contribute to officiating duties, such as timekeeping and team managing, at every meet their swimmer has entered. Since seating is often limited or restricted, taking on a volunteer role ensures you can still enjoy watching your swimmer in action!

New volunteers will receive support from experienced officials and volunteers. It is important to note that Swimming New Zealand mandates that all volunteers undergo police vetting every two years. We kindly ask that you promptly complete and return the required forms.

We understand that volunteering may be new for some parents, but your involvement is crucial and appreciated. Your contributions make a significant impact on the success of the meets and the overall experience for swimmers and their families.

Additionally, parents are expected to assist with catering and other meet duties when Kiwi West is rostered as the duty club by Swimming Manawatū or when Kiwi West is hosting a meet. This expectation applies irrespective of whether or not your child is participating in the event.

## **What to do if your Swimmer is Sick**

If you know before the day of the meet, email the [race secretary](#) (with a medical certificate, if possible).

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.





# ENTERING A MEET - RACE ETIQUETTE

## On the Day

### 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

## 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 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 team managers. The team manager(s) will look after your swimmer and ensure they go to marshalling at the right time for their races.



# ENTERING A MEET - RACE ETIQUETTE

## **Before the Race**

The team manager will let swimmers know when it is time to go to marshalling for their events. Wear shoes and club shirt (and warm clothes if required), take club cap and goggles. The team manager will send swimmers to go and speak with their coach before heading to marshalling. At marshalling, swimmers are seated with the other swimmers in their heat. Swimmers need to know the lane number you are swimming in. Leave any clothes on in marshalling.

## **Marshalling and Preparing to Race!**

From marshalling swimmers 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 off warm clothes and get ready to 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.



# ENTERING A MEET - RACE ETIQUETTE

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

## **Disqualifications**

Swimmers can get disqualified from a race at a designated meet. Don't get disheartened if you get disqualified. It happens to all swimmers - even Olympians! It is expected that swimmers will be disqualified when they are learning to race, it is all part of the learning process. If your child gets disqualified, ask the coach what it was for so you can help explain to your child where they went wrong. It's not the end of the world if you get a DQ and the younger swimmers often cope with it best if mum and dad stand back and let the coach or team manager tell the swimmer where they went wrong. Swimmers make resilient people.

## **Team Relays**

Meets often include team relays in various categories. It is the coaches role, prior to a meet, to enter a team of swimmers if the team can be filled.

In the spirit of teamwork, we encourage all swimmers to join relays for the good of the club and team when selected. Relay teams are usually shared early in the week, and if you cant participate for a valid reason, please let either the coach or the race secretary know right away - preferably before race day. Prompt communication helps us manage the teams efficiently. Delayed notices may impact future relay opportunities. Your cooperation in maintaining relay etiquette is appreciated and enhances the success of our swimming community.



# ENTERING A MEET - RACE ETIQUETTE

## **Tips for Parents**

Before the meet, check that your junior swimmers have properly packed their swim bag. Older and more experienced 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 team manager or coach at the Kiwi West allotted 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 or marshalling. Support club swimmers - cheering. When the meet is finished, collect your child and be positive and supportive of their performance.