



HANDBOOK 2025/2026

Contents

Welcome	2
About the team	2
About the team: Contact Details	2
Membership: Becoming a member	3
Membership: Code of Conduct	3
Squads:	4
Squads: Expectations	4
Squads: Information	5
Training and Equipment	6
Membership Policy Agreement and Fees	7
Role of Parent	8
Nutrition for Young Swimmers	9/10
Clubs	11
Competitions	12
Competitions: FAQ's	13/14
Competitions: How do I know what meets are suitable?	15/16
Officiating	17
Sports Chaplaincy	17
Useful websites	17
Moana Pool and Emergency Action Plan	18
Swimming Terminology Training	19
Swimming Terminology Competition	20/21
Feedback	21



WELCOME

Swim Dunedin is a competitive swim training programme based at Moana Pool, Dunedin. It has the responsibility to provide coaching for a range of swimmers from our beginner competitive athlete to High Performance swimming, and across all the aquatic sports that include swimming.

The programme strongly aligns with the DCC, Dunedin swim clubs, Swimming Otago, and Swimming NZ.

Swimmers can choose to be a member of any Swimming Club and practice with Swim Dunedin. This allows for the local Dunedin clubs to maintain their membership numbers and grow the grassroots level of the sport. The programme also attracts many student-athletes from throughout New Zealand who come to Dunedin to swim and study. Our athletes are required by Swimming New Zealand to belong to a Club to compete, but not to practice with us.

The DSCB (Dunedin Swimming Coaching Board) are the governors of the Swim Dunedin programme. The DSCB was the original name of the programme since its establishment in 2013 till 2018, before the programme name change to Swim Dunedin. The primary objective is to provide high quality professional swimming coaching.



ABOUT THE TEAM

Lars Humer is the Head Coach of the Swim Dunedin programme. An Olympic and Paralympic swim coach who has coached at high performance level in New Zealand, Great Britain and Ireland. He is gold standard qualified coach through the Swim Coaches and Teaches New Zealand.



We have a team of casual coaches who are qualified (or working towards qualifications). Inline with Swimming NZ policies, our coaches are all police vetted and have completed the following online courses

- Safeguarding Children
- Drugfree Sport
- Good Sports

To find out more about our coaches, please visit <https://www.swimdunedin.co.nz/coachesmore.html>
Our governing Board is led by Ingrid Roding and her team consists of Nic Dahl, Jonathan Duncan, Rosanne Lockie and Peter Deans. Ingrid can be contacted ingridnroding@gmail.com

Administration of the Swim Dunedin program is managed by Michelle Summers, who is also a member of our experienced coaching team.

Contact Details

Website: <https://www.swimdunedin.co.nz/>
Email: admin@swimdunedin.co.nz
Facebook: <https://www.facebook.com/DunedinSwimCoachingBoard>
Facebook Gear Exchange: <https://www.facebook.com/groups/httpswwww.swimdunedin.co.nz>



MEMBERSHIP

Becoming a member

If you wish to become a member of Swim Dunedin, please register with us online for a taster

<https://www.swimdunedin.co.nz/registration>

Once registered our administrator will contact you to arrange a suitable time to come along for a taster practice experience to ensure correct squad placement. This also gives the athlete the opportunity to experience Swim Dunedin with no commitment. There is no charge for this (however normal pool admission applies).

Information about Swim Dunedin can be found on our website www.swimdunedin.co.nz and our FB page <https://www.facebook.com/DunedinSwimCoachingBoard/>

We are fortunate to have DCC support which allocates us pool space to practice at Moana Pool and all practices are held at this facility.

Please note, pool entry costs are additional to our monthly fees. Please contact Moana Pool reception to discuss the right concession/membership for you/your athlete. Current pool entry and membership fees can be found at: <https://www.dunedin.govt.nz/community-facilities/swimming-pools/moana-pool/multi-visit-passes-to-moana-pool>.

Code of Conduct

All our athletes are expected to follow the Code of Conduct at all times. The Code of Conduct is below.

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in dealing with others.
- Accept responsibility for their actions.
- Make a commitment to training and performance.
- Refrain from any form of abuse, discrimination or harassment towards others.
- Refrain from consuming alcohol and illicit drugs.
- Be a positive role model.
- Respect the coaching staff and abide by their instructions at all times.
- Be cooperative and helpful.
- Respect the rules and conditions established by the coach and manager.
- Follow nutritional guidelines.
- Be punctual.

Disciplinary Procedure: Where complaints or allegations of misconduct have occurred, the Board will investigate as in line with its established policy. If the swimmer is 18 years or under, best endeavours will be made to immediately notify a parent or guardian.



SQUADS

All athletes are in squads based on trainability.

“Achieving Trainability means achieving optimal training”

An Athlete’s Trainability is based on several factors and is a very individual thing.

- Gender and age
- Individual maturation
- Preferred events
- Level of swimming goals
- Other interests and sports
- School, Uni and work commitments
- Ability to cope with the training schedule

Athletes can choose any of the practice times available to their squad, up to the maximum number allowed per week. Athletes are able to change practices without notifying coaches/administration.

If you would like to discuss your child and which squad they are in, please talk with Lars or Michelle.

Squad Expectations

Pre pool (stretching) is an important component of practice. Pre pool starts 15min prior to pool time. Pool sessions consist of warm up, drills and skills, main set and loosen (warm down). Comp Start and Comp Development squads have weekly focus themes and our Comp Development, Competitive and Performance squads follow a macrocycle for the season

Practice Expectations for all squads

- Arrive on time to practice - dryland and pool
- Dip and slip every time for push offs
- 4 kicks off every wall (or feet past the flags)
- Breathe after the breakout stroke
- 4 stroke breathing in freestyle
- Accelerate into the turns
- Finish strong with head down last 5m in freestyle
- Finish at the wall - and allow all your team mates to finish at the wall too
- Bring a drink bottle

Squad Name	Number of practices per week	Practice Days	Practice times mornings	Practice Times afternoons	Monthly Cost
Club Plus This is our entry level squad which follows on from Club and Learn to Swim Programs. Athletes are learning basic lane etiquette, technique in all 4 strokes, drills, starts/turns and are encouraged to compete in local meets.	2	Mon-Fri Sat	9-10am	4-5pm	\$80
	3	Mon-Fri Sat	9-10am	4-5pm	\$103
Competitive Start Our athletes are learning a variety of drills, skill focus, using the pace clock and encouraged to compete in local meets.	3+	Mon, Tues, Wed, Fri Sat	7-8am 9-10am		\$138
		Mon-Fri		5.15-6.15pm	
Competitive Development Our athletes can follow programs, have good knowledge of drills, are learning race plans and are competing locally as well as Div II and NAGS.	4+	Tues, Thurs	7-8am		\$182
		Wed, Fri	5.30-7am	5-6.15pm	
		Mon-Fri			
Competitive Athlete and coach to discuss practices to attend. Athletes can be training for Div II, NAGS and other sports at a high level eg SLS, triathlon nationals Must attend at least 1 morning practice.	6 or less	Mon-Sat	5.30-7am		\$195
		Mon - Fri		3.45-5.15pm	
Performance Athletes in this squad are generally NAGS or NZ Champs focused athletes. Athlete and coach to discuss practices to attend. Must attend at least 3 morning practices per week.	7+	Mon-Sat	5.30-7am		\$245
		Mon - Fri		3.45-5.15pm	
Swim Fit This squad is for senior swimmers/masters who swim for fitness, health and other sports eg SLS, triathlon	5 or less	Mon, Tues, Wed, Fri Sat	6-7am 5.30-7am		\$137



TRAINING AND EQUIPMENT

Our athletes are required to have appropriate swimwear, goggles, and swim cap. Long hair must be tied back, and we recommend a Swim Dunedin cap

Other swim training equipment is also required, and the Coach/Administrator will advise what is recommended, as appropriate.

Gear bags can be hung up down by the dive/lap pool for easy storage.

Please ensure all gear is named and if away for a week or more take gear home and store at home. Regularly check gear and name it.

Swim Dunedin has a FB Gear Exchange where you can advertise for gear or sell gear that is no longer required. <https://www.facebook.com/groups/httpswwww.swimdunedin.co.nz/>

We sell Swim Dunedin caps for \$14 or \$15.50 (long hair).

Payment can be made into Swim Dunedin bank account and picked up from the administrator
Bank account - 12 3150 0315482 000 (name and squad as ref)





MEMBERSHIP POLICY AGREEMENT AND FEES

Coaching fees are annual fees invoiced monthly in advance. Each squad has a set fee based on the number of sessions offered within each individual program over the year. There is no provision for casual rates nor credit for missed practices.

Membership covers running costs such as coach salaries, administrative costs and lane charges, and in fairness to all members, fees must be paid on time. Those whose fees fall overdue will be unable to train until all fees are paid. Please avoid this embarrassment for your athlete.

Terms of Payment: Fees are invoiced monthly in advance, with invoices emailed out in the last week of the month. All invoices must be paid within 14 days from the date of the invoice.

Leaving Squad: Should you decide to leave DSCB, one month's advanced notice in writing to our administrator is required and it is requested all fees due are paid in full before leaving. During this time the athlete is able to train as normal. This benefits all members by allowing time to ensure squad numbers are stable and correctly balanced.

Temporary Leave: Breaks from training for less than a month do not incur a fee reduction. If an athlete wishes to take a 'break from training' for a period greater than one month, one month's notice is requested in writing to the administrator and fees must be paid in full. This is subject to the discretion of the DSCB. There is no guarantee an athlete will have access to the same squad they vacated as the DSCB will continue to intake new members. If an athlete wishes to maintain their place within the squad they may choose to continue to pay fees as usual. In this instance their place in the squad will be held for them.

Injury and Illness: When an injury or illness prevents an athlete from training for an extended period of time, the administrator needs to be advised as soon as possible. The presentation of a medical certificate will ensure you will not be required to pay for this missed period. Otherwise fees are due as normal.

Payments

Please make all payments using your child's name as a reference to
Bank account - 12 3150 0315482 000

If your payment will be late, or you wish to set up a payment plan, please contact our administrator.



Role Of Parent

Good sports is a culture change initiative created by Sport NZ, aiming to create positive sporting experiences for children by educating and supporting the key adult influencers in youth sport – in particular, parents.

Good Sports Top Tips for parents:

- 1 Keep it FUN
- 2 Remember MY MISTAKES ARE FOR LEARNING
- 3 Focus on MY EFFORT & IMPROVEMENT
- 4 Please SUPPORT EVERYONE, INCLUDING THE OPPONENTS
- 5 After every game say to me “I LOVE WATCHING YOU PLAY” (or I love watching you swim)

To find out more about Good Sports, please check out <https://www.swimotago.org/athletes/good-sports>

DSCB Parents Role

Swim Dunedin encourage parents to support all our athletes and follow the Parent Code of Conduct below

- Remember that children participate in sport for their enjoyment
- Encourage swimmers to participate to the best of their ability
- Focus on the swimmer’s efforts and performance rather than winning or losing
- Never ridicule or yell at a swimmer for making a mistake or losing a race
- Be a good role model, appreciate good performances by all competitors
- Respect official’s decisions and teach your swimmers to do likewise
- Show appreciation for volunteer managers and officials. Without them your swimmer could not compete
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion

We ask parents to refrain from interacting with athletes on poolside during the practice without prior discussion with the coach.

For all DSCB policies, please refer to <https://www.swimdunedin.co.nz/page/344725>



NUTRITION FOR YOUNG SWIMMERS

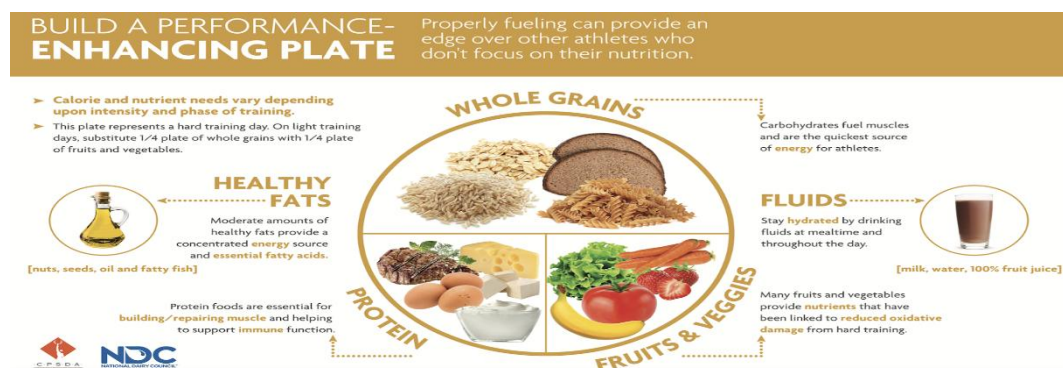
WHY?

Most swimmers at Swim Dunedin are still growing and developing. This means it is important they eat enough food to support their growth but also enough energy for optimal health and well-being as well as energy for physical and cognitive performances in the pool.

With sport so accessible in Dunedin and the sporty nature of the young swimmers, many are doing at least one other sport on the same day as squad swimming, so it is really important they are eating enough especially around training. Young swimmers need 3 main meals and at least 4 or more snacks daily.

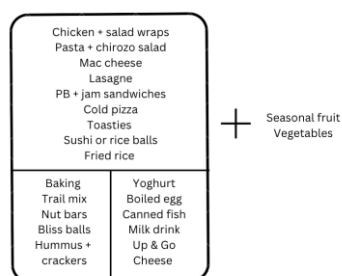
WHAT?

Swimmers need to eat plenty of carbohydrate as this supplies the “fuel” to sustain training. They also need to eat plenty of quality protein throughout the day and need at least 2 serves of fruit and 5 serves of vegetables every single day. A handy way to guide swimmers to eat enough carbs, protein and fruits and vegetables is to get them to follow the plate model (below) and aim for wholefoods most often due to their higher nutrient value. Young swimmers should not be needing sports supplements.



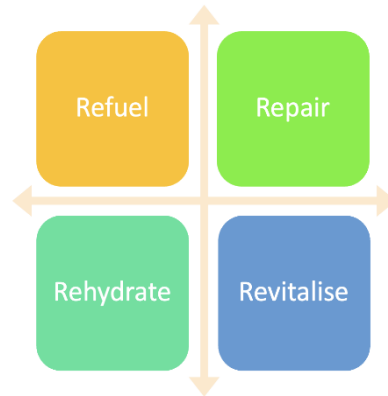
TRAINING

Before: Have a lunch that has a main focus like wraps, add a high energy snack like baking or a nut bar, include a high protein snack and a fruit or vegetable. Then top up with a high carb snack before afternoon training. Packing a second lunch box is a great option for swimmers heading to swimming from school. For morning swimmers, have supper the night before followed by a high carb snack in the morning. Toast + honey + banana is an easy to eat early morning option. Or muesli bar + banana + Up & Go. Some swimmers may need to start with one food and build up to having more so their gut gets used to eating enough in the mornings.



During: All swimmers should have a named water bottle pool deck. Talk to a sports dietitian if you think your young swimmer needs a sports drink.

After: Follow the 4 R's of recovery (**REFUEL** with carbs, **REPAIR** with protein, **REHYDRATE** with water and **REVITALISE** with fruits/vegetables) to help swimmers meet their energy needs and recover before the next swim session or sports practice. We encourage swimmers to learn self-responsibility and have their recovery food in their swim bag and/or get them to eat a main meal shortly after swimming. There are limited food options close to the pool or at the pool so swimmers need to be organized.



SWIM MEETS

Eating before, during and after training is perfect practice for swim meets. Get swimmers to pack their own lunch/snack box for race day. Make use of cereal bars, white bread sandwiches, sushi, pretzels, nuts, bliss balls, buns, wraps. Two jelly snakes 15-20mins before a race can be helpful but encourage young swimmers to avoid large intakes of lollies. It can be a long day at the pool so get young athletes to drink from water bottles often.

SIGNS TO INCREASE FOOD INTAKE

Talk to your GP, sports dietitian or even a Swim Dunedin coach if you are concerned about:

- No period by 15y
- Disruptions to a regular menstrual cycle
- Frequent illness/injury
- Fatigue
- Low mood/poor resilience
- Not achieving PBs in training and competition
- Weight loss or not gaining muscle mass to support an increase in height
- Loss of appetite
- Gut discomfort

HEALTHY BODY IMAGE

Having a healthy body image is vital for wellbeing. Encourage swimmers to focus on factors that have a proven positive impact on performance (adequate sleep, time management, stress management, pre and post training snacks, enough food) rather than body weight and/or how they look. Seek professional help if you are concerned about body image and body weight.

Compiled by Sara Richardson NZRD Sports Dietitian on behalf of Swim Dunedin



CLUBS

From Central Otago to Queenstown Lakes to Clutha to Dunedin to Waitaki District, Otago has numerous swimming clubs. To find out about more about our Otago Clubs please visit

<https://www.swimotago.org/clubs-1/find-a-club>

Swimmers are required by Swimming New Zealand to belong to a Club if they wish to compete in a swimming competition, however Swim Dunedin allows their athletes to choose their club membership.

Clubs rely on parent/guardian volunteers. From coaches, committee members, team managers, timekeepers to fundraising help there are many ways you can be involved in assisting your club. We strongly encourage you to support your Club and help as much as you can.





COMPETITIONS

Entering a swim meet, is done online via Fast Lane.

When you register with a Club you will receive a logon for Fast Lane.

Please check that all your details have been entered correctly.

To log in to your Fast Lane page for the **first time**

- Go to www.swimmingnz.org
- Click the Login/Join button in the top right-hand corner
- On the next screen - you are already a member so click log in then enter your details

Once you have logged into Fast Lane using the log in and password details, you should be at the homepage with swimmer's name etc

- Click on Profile
- Click on Subscriptions and Payments
- Click on Manage Payment Cards (just the first time until you have this loaded)
- Click on Membership Subscription
- Follow the instructions and make the payment

To Enter a Meet

Login to Fastlane before entry close off date for the meet

- Find the meet you wish to enter and select the events and follow the onscreen instructions.

NB Some events may require qualifying times so if your racing history does not meet these you will not be able to enter.

Any questions, please contact your Club.

Once you have entered your athlete, please sign up on the Parent/Guardian Duty Form if there is one.

How do I know when a meet is on?

Check out Swim Otago website, Swim Otago FB and your Club FB for upcoming event details.

After close off date

Once entries for a meet have closed, prelim Psych Sheets/Psych Sheet/Duty Form and a timeline will either be displayed on the event page or emailed out. Please check your athletes' entries are correct.

Always read the meet flyer for all information. This will detail entry requirements, timing of sessions and other important details. Some meets require spectators to purchase tickets, or even no spectators allowed.

At the Meet

All athletes are expected to

- Warm up / down correctly
- Talk to the coach prior/after each race
- Wear warm clothing and shoes
- Bring snacks and water bottle, at least 2 towels, cap, goggles, togs
- Support team mates
- Make themselves known to their Team Manager

How do I know what meets are suitable?

This is a guideline. Your athlete should discuss it with their Coach and Club. Below is a list of most local meets. There may be more meets added into the Calendar. Check out <https://www.swimotago.org/events/upcoming-events>

		Club Plus	Comp Start	Comp Dev	Comp/Perf
LOCAL MEETS					
Otago Short Course Champs QTs (Aug 9-10)	Moana Pool, Dunedin	●	●	●	●
Colin Walker Memorial Meet (Sept 6-7)	Queenstown	●	●	●	●
Sharks Balclutha (Sept 28)	Balclutha	●	●	●	●
Kiwi Long Course Challenge (Oct 26)	Dunedin	●	●	●	●
Cromwell Spring Carnival (Nov 1-2)	Cromwell	●	●	●	●
Oamaru Short Course (Nov 15)	Oamaru	●	●	●	●
Balclutha Interclub (Nov 30)	Balclutha	●	●	●	●
Otago Long Course Champs QTs (Dec 13-14)	Moana Pool, Dunedin	●	●	●	●
Race with the Reps (Jan 25)	Dunedin	●	●	●	●
Alexandra Challenge Cup (Feb 14-15)	Alexandra	●	●	●	●
Otago Primary Schools Year 8 and below QTs (March 29)	Moana Pool, Dunedin	●	●	●	●
Wanaka Interclub (Apr 18-19)	Wanaka	●	●	●	●
Mary McFarlane Classic (May 2-3)	Dunedin	●	●	●	●

Neptune Kings Birthday (May 30-31)	Moana Pool, Dunedin	●	●	●	●
Otago Secondary Schools Year 9 and above (Jun 28)	Moana Pool, Dunedin		●	●	●
SOUTH ISLAND MEETS		Club Plus	Comp Start	Comp Dev	Comp/Perf
South Island Short Course Champs (Aug 22-24)	2025 SISC (Blenheim)		●	●	●
South Island Long Course Champs (Feb 27-1March)	2026 (CHCH)		●	●	●
12 and over QTs					
Apollo Projects Junior Festival - Makos 12 and under (Mar 7-8)	2026 TBC	●	●	●	
NATIONAL MEETS					
New Zealand Secondary Schools Year 9 and above QTs (Jul 24-27)	2025 Hamilton		●	●	●
New Zealand Short Course Champs 13 and over QTs (Sept 21-25)	2025 Auckland		●	●	●
Apollo Projects NZ Division II 13 and over QTs (Mar 20-22)	2026 TBC		●	●	●
Apollo Projects New Zealand Age Groups (NAGS) 13-16years QTs (Apr 8-12)	2026 Hawkes Bay			●	●
Apollo Projects NZ Swim Championships 13 years and over QTs (May 20-24)	2026 TBC			●	●

FAQ's

What is Swimify and Meet Mobile?

Both are apps that are available in the app store and may be used for results from a swim meet. Results are generally also posted at a meet.

My child is sick, or needs to scratch from the race/competition. What do I do?

Notify your Club Team Manager or the Recorder as soon as possible if your athlete is scratching or withdrawing from the competition or an event.

Please note, some meets a withdrawal fee is applied (check Meet Flyer)

My child is going to compete out of the Otago region. Is there anything I need to do?

Before you go, please email Swim Otago to let them know admin@swimotago.org

This does not apply to South Island or National meets.

If you break an Otago Record, submit a Regional Record Application form

<https://www.swimotago.org/asset/downloadasset?id=53be9f93-47cd-448a-9da5-5cdf9c280216>

Do I use Fastlane to enter all meets?

Yes.

How do I choose what events my child should enter?

Your child can discuss entries prior with their Coach or Club.

Consider:

- Is the event distance correct for your child?
- Is there enough recovery time between events?
- Quality of events vs quantity of events

How does a meet operate?

A swim meet is a real team effort. It requires parental involvement to run. It is a really good opportunity for parents to learn about swimming, meet other parents and have fun too. You could help as a Team Manager, timekeeper, setting up equipment, announcer... plenty of opportunities!

All team managers need to be police vetted which your Club will organise for you

Will someone ensure my child is in the correct race on race day?

Marshals are dependent on volunteer availability. We suggest that you write their event, heat and lane numbers on paper, or on younger child's hand to help them. Many meets are now self marshalling.

How do I know if my child got a DQ?

Again, this is dependent on volunteer availability. Generally, an announcement will be made. Team Managers bring their devices to the Recorder's office to take photos of their athlete's Disqualification form. Your child should discuss their DQ with their coach.

My child got DQ and I disagree. What can I do?

This is called a protest. In the first instance discuss with their Coach and team manager. The Team Manager must submit a completed Protest Form to the Referee within 30 minutes following the conclusion of the respective event, which must be accompanied by a protest fee (in cash). Depending on the meet, this could be \$50 or \$100

If conditions causing a potential protest are noted before the event, a protest must be lodged before the start signal.

The Referee shall consider all protests.

If the Referee rejects the protest, they must state the reasons for their decision.

The Team Manager may appeal the rejection to the Jury of Appeals, whose decision shall be final.

If the protest is rejected, the deposit will be forfeited, however, if the protest is upheld, the deposit will be returned.

My child has an injury and requires strapping. Do I need to do anything?

If your child requires strapping, you must provide documentation from a relevant registered health practitioner or physiotherapist and be evaluated by the Technical Director **before** racing.

Without such documentation will not be permitted to race whilst wearing the strapping.

Can I sit with my child anywhere at the pool?

Your child will sit with their team. The Team Manager will ensure swimmers know when it is time to go up for their race.

There is usually a seating area for spectators, however, the best seat in the house is when you are on pool deck time keeping or officiating.

My child's race is 2hrs after warmup. Do I need to come in for the warmup?

Talk to your coach **and** your Team Manager if you are not going to be present during the warmup period.

Does the meet always run to the timeline

The timeline is an estimated time only.



OFFICIATING

As mentioned, swimming requires a lot of parental involvement and support. Talk to your Club about how you can help. Some roles do require police vetting which can take 4 weeks) and officiating requires training.

Officiating at a meet comes in many forms.

No qualifications or police vetting are required for include timekeeper / Chief timekeeper, marshal and AOE Operator / Recorder. These roles are known as Non-Accredited Positions.

Technical Officials include Inspector of Turns (IOT), Judge of Strokes (JOS), Starter and Referee

Please refer to the Swim Otago website for more information on these roles.

<https://www.swimotago.org/officials>

If you have any questions, or would like to become an official, please contact your Club or Swim Otago admin@swimotago.org

Swim meets rely on parental support at every meet.



SPORTS CHAPLAINCY

Sports Chaplains are volunteers who provide free pastoral care, support, and mentoring to athletes, staff, officials, and their families within sports communities. They are accessible on-site and at the point of need, regardless of individuals' religion, lifestyle, or beliefs. The goal of a Sports Chaplain is to improve the mental, emotional, and spiritual well-being of those in the community, leading to better overall outcomes. While they are not trained counsellors, psychologists, or replacements for player welfare officers, they act as first responders, helping to connect people in need with professional services.

For more information, visit their website www.sportschaplaincy.co.nz



USEFUL WEBSITES

Swim Dunedin	www.swimdunedin.co.nz
Swim Otago	https://www.swimotago.org/
Swimming NZ	https://www.swimmingnz.org/
Meet Mobile (app)	https://www.active.com/mobile/meet-mobile-app
Swimify	https://www.swimify.com/



MOANA POOL INFORMATION AND EMERGENCY ACTION PLAN

Information about Moana Pool can be found on their website <https://www.dunedin.govt.nz/community-facilities/swimming-pools/moana-pool>

Access to changing rooms is to the left (female) or right (male) as you pass through reception.

All rules of the facility need to be adhered to by all athletes. All policies can be found here <https://www.dunedin.govt.nz/community-facilities/swimming-pools/policies-at-the-pool>
Importantly, this includes

- **Under 10s**

All 5-9 year olds will need to be escorted to and from lessons by a parent or caregiver. They are also required to wear a wristband to swimming lessons. The bands are available from reception. Please ensure you pick your athlete up on time at the end of the practice

- **Photography and Filming**

The use of cameras or video cameras are permitted on poolside only after you have spoken to a staff member and it is clear that you have the permission of the person you are photographing/videoing. Mobile phones, regardless of their functions, are not to be used in the changing room. If you want to come to the pool specifically to film or take photos, you will need the Manager's authorisation. Underwater cameras are not permitted unless prior permission has been given by the Supervisor on duty.

Emergency Action Plan

Incase of an emergency, all athletes will vacate the pool and meet on the sun terrace. If athletes/parents are in the grandstand they will meet at the front of Moana Pool.





SWIMMING TERMINOLOGY

Training

Backstroke	A swimming stroke performed on the back with the arms lifted alternately out of the water in a backward circular motion and the legs extended and kicking
Breaststroke	Arms are moving simultaneously under the water horizontally, with legs doing a frog kick
Butterfly	Arms move together in an 'up and over' motion, while legs complete two dolphin actions per stroke cycle
DragSox	Resistance training device designed to increase and maximize power, endurance, strength and speed in a swimmer's kick
Circle Swimming	Swimmers swim either anticlockwise or clockwise depending on which lane they're in. e.g. clockwise in odd number lanes, anti clockwise in even number lanes. This is the best way to avoid collision of arms and is common procedure in regional and national swimming events.
Finger paddles	Help you build a better feel for the water, apply pressure evenly throughout the pulling motion, and even help clean up the entry and exit phases of your stroke.
Flags	These are suspended over the width of each end of the pool approximately 5m from the wall; they allow backstroke swimmers to determine where the end of the pool is. The lane ropes may also change colour 5m out from the wall.
Freestyle	Another name for the front crawl
Gear Bag	Mesh bag to put your swim equipment in. Add a carabiner and hang up on poolside cage
Individual Medley (IM)	All four strokes are used. This can be an individual event with one person swimming all strokes. Or it can be a relay event with four people, each swimming a different stroke. The order for individual medley is butterfly, backstroke, breaststroke, freestyle. The order for medley relay events is: backstroke, breaststroke, butterfly, freestyle
Lane ropes	The dividers used to set out the lanes in a pool. Lanes are segmented 1m apart and are used to dissipate waves
Long Course (LC)	Length of pool is 50m
Pace Clock	Pace clocks are used to time swims, time rest intervals, and to keep each swimmer separated from other swimmers in a lane
Paddles	Worn on the hands these increase the surface area of the hands adding more resistance when pulling, helping to build up shoulder strength and power
Pre Pool	Stretching prior to swimming practice
Pull	A drill where swimmers place a pull buoy between their legs to keep them afloat, replacing kicking and staying balanced
Short Course (S/C)	Length of pool is 25m
Snorkel	Helps improve body position and body alignment. Swimming snorkels are different to dive snorkels

Competition

Alternate (reserve)	Top two placings who do not qualify for finals. These athletes must show for marshalling at the finals. If someone scratches from the final, the alternate swims in the final
Backstroke Start Ledge	Ledge assists swimmers with the fastest possible starts by providing positive traction on the pool wall
Start Blocks	The starting platforms located behind each lane. Blocks have a variety of designs and can be permanent or removable, but also incorporate a bat to allow athletes to perform backstroke starts
Chief Timekeeper	Operating two stopwatches and recording the winner's time on the provided timesheet. The second stopwatch acts as a backup if a Timekeeper's watch fails.
Conversion for L/C to S/C	Formula for converting long course to short course and vv https://swimswam.com/swimming-times-conversion-tool/?type=classic
Back to Breast Crossover Turn	The fastest way to transition from backstroke to breaststroke in the IM Taught at Competition Development and above at Swim Dunedin
Designated Meet	Emphasis on performance racing and more officials are required. Times obtained at a can be used to enter future competitions when uploaded to the Swimming NZ Results Database.
Development Meet	An opportunity to compete, no dq's unless a blatant infringement. Less officials are required. Times obtained at a Development Meet can be uploaded to the Swimming NZ Results Database and may be used to enter future competitions depending on the entry criteria applied. Regional and National Records will not be recognised at a Development Meet
DQ	Disqualification. IOT may disqualify an athlete if the athlete did not perform the event correctly
Finals	Fastest athletes race again after a heats swim. Number of finalist depends on number of lanes
Heats	If a meet has heats and finals, heats are swum first. They are often swum slowest to fastest
Inspector of Turns (IOT)	The Inspector of Turns observes athletes from the end of the lane(s) to ensure that the starts, turns, and finishes comply with the rules applicable to each stroke
Judge of Stroke (JOS)	The Judge of Stroke walks alongside the pool, observing swimmers to ensure compliance with the rules relating to each stroke over the entire race
Lane ropes	The dividers used to set out the lanes in a pool. Lanes are segmented 1m apart and are used to dissipate waves
Lap counter	Large numbered cards used during longer freestyle events 800m and 1500m. Used so swimmers can see how many laps they have to go.
Long Course (LC)	Events swum in a 50m pool
Marshal	Responsible for organising athletes into their correct lanes 4-6 heats prior to their race, and ensuring athletes arrive behind the blocks at the correct time
Marshalling Area	An area where athletes go 4-6 heats before their race
NT	No Time. Athlete has never raced this event
Over the top starts	The following heat is started with the swimmers from the previous heat still in the water. Athletes must not be touching the touch pad and exit the pool once at the side once the following race commences
PB	Personal Best time
Pool Deck	The area around a swimming pool. During a meet, only 'authorised people' may be on deck. This is generally just team managers, officials, coaches and swimmers
Pre Pool	Stretching prior to swimming practice
Psych Sheets	A list of all athletes entered in a competition by events and seeded fastest to slowest

Qualifying Times	Some competitions have qualifying times. Fastlane will not allow you to enter without meeting the requirement
Race Warm Up	Prior to a meet. May include stretching, pool swim involving swim, drill, kick, HVOs, pace
Referee	The head official at a swim meet
Scratch	Withdraw from an event. Always check the meet flyer for information regarding this as in some instances a fee may apply. A coach must approve any scratching
Short Course (S/C)	Events swum in a 25m pool
Starter	The Starter ensures that all athletes receive a fair and equitable start
Swimming NZ Pool Rules	https://www.swimmingnz.org/_files/ugd/ec0271_6f0c096fe64945f3bc57363e2dcb1d37.pdf
Swim-Off	Swimmers have the same time in an event and need to race the event again to qualify for the last position in final or as a reserve/alternate. This is usually performed at the end of the session
Swimwear Policy	https://www.swimotago.org/asset/downloadasset?id=ea51bb57-00ee-456d-902f-0b3f5e16b42b
Team Manager	First to arrive for a meet and last to leave, once all their athletes have left the pool arena. Ensure all athletes go to marshalling or their race on time, may need to complete withdraw forms, protests as necessary, collect ribbons, DQ notifications
Starter	The Starter ensures that all athletes receive a fair and equitable start
Swimming NZ Pool Rules	https://www.swimmingnz.org/_files/ugd/ec0271_6f0c096fe64945f3bc57363e2dcb1d37.pdf
Timed Final (TF)	Timed Finals are when all heats of a particular event are swum once during a meet
Timekeepers	Time events with using stopwatches
Swim-Off	Swimmers have the same time in an event and need to race the event again to qualify for the last position in final or as a reserve/alternate. This is usually performed at the end of the session
Touchpads	The removable plate (at the end of the pool) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race
Tumble Turn	Similar to a summersault under the water upon reaching the pool wall. A tumble turn is faster than a “touch and go” once the technique is mastered
Warm Down / cool down / loosen	Used by the swimmer to rid the body of excess lactic acid generated during a race
Whistle (or bell)	In an 800m and 1500m event, an official will blow the whistle when the athlete has 2 lengths to go
World Aquatics	World Aquatics, formerly known as FINA is the international federation recognised by the International Olympic Committee (IOC) for administering international competitions in water sports



FEEDBACK

We appreciate your feedback. If you would like to provide feedback, or have a concern, please contact our Administrator or one of our Board representatives admin@swimdunedin.co.nz

If it is a Coaching matter, please contact Lars Humer larshumer@gmail.com or Michelle Summers michelle@swimdunedin.co.nz