

### The Club:

Porirua City Aquatics Swimming Club (PCA) (and its predecessor clubs) has a proud history of serving the Porirua community with quality, affordable swim lessons. As well, PCA is a thriving competitive swim club with swimmers competing at regional, national and international levels.

We are based at Cannons Creek Pool, 170 Bedford Street, Porirua with our senior squad training at Te Rauparaha Arena Pool.



If you have any questions you are welcome to speak to the duty person on the Club desk at the pool on Monday and Friday nights or our Club president, Viv Morton, who may be contacted on 04 234-7071.

To join PCA (which also includes membership to Swim Wellington and Swimming New Zealand) you will be required to fill in our Membership Form and pay the annual club subscription.

### Health and Safety:

PCA has Health and Safety responsibilities under the Health and Safety at Work Act 2015 in conjunction with the Porirua City Council.

We have a Health and Safety Plan on our website and new members are to make themselves familiar with the document and in particular to note the hazards identified and the way these are mitigated or minimised.

The plan relates to all places that the club may operate, and has specific notes relating to Cannons Creek and Te Rauparaha Arena Pools.

### PCA Swimmers:

PCA divides its swimmers into two groups, Club and Squad.

The primary difference between the two is that Squad swimmers train with a professional coach with the intention of racing in swim competitions, additional fees are charged for coaching.

Club swimmers train under volunteer coaches and are also welcome to race, the annual subscription covers the cost of coaching and pool hire.

### PCA Club Swimmers:

Swimmers may join PCA for Club swimming if they are able to swim one length (25m) continuously.

Club swimming is held on Monday and Friday evenings and Sunday mornings.

The main Club night is Friday with invited swimmers swimming on Monday evenings for more intensive coaching, the timetable is available on the website.

PCA has exclusive access to Cannons Creek Pool during these times

Club swimmers are required to sign in to the pool on Monday and Friday nights. The PCA desk just inside the main doors is set up for this purpose.

If you have any questions about Club swimming please speak with our President Viv Morton on 04 234-7071 or by email ([president@swimporirua.co.nz](mailto:president@swimporirua.co.nz)).

### Subscription (Fees) for Club Swimmers

The annual Club subscription is \$175 which covers the period 1 July to 30 June and is payable by 31 July of each year. If you join during the year your subscription is pro-rated.

No other fee is payable for Club coaching or door entry to Cannons Creek Pool for any of our Club swimming sessions.

Swimmers cannot enter meets unless their annual subscription is paid by the due date.

Contact the Treasurer if you require time to pay the sub.

## PCA Squad Swimmers:

Squad swimming is available to any Club member who is keen to race, is committed to training and is prepared to pay the extra coaching fees and pool door entry.

Placement in a squad will be made if there is space in a squad that suits the swimmer's ability.

Junior squads train at Cannons Creek. Placement in a squad is determined on ability and spaces available.

The Introductory squads, Tadpoles and Eels train once a week with club sessions for the rest of the week during school term and the Penguins, Seals, Swordfish, Sharks and Orcas train between two and four sessions a week including school holidays, with a break over the Christmas / New Year Period.

Senior squad members train in the pool at Te Rauparaha Arena.

The timetable for squad swimming is located on the website. The website also has a Squad page with restricted access to its contents that is available to Squad swimmers only. For details please speak with the person on the desk on Monday or Friday nights.

### Subscription (Fees) for Squad Swimmers

The subscription for squad swimmers is reduced to \$120.00 in recognition that squad fees that are charged include a portion for pool hire.

Squad training fees are calculated according to the squad the swimmer is in.

Monthly Squad Fees are to be paid by Direct Credit on the First of Each Month and Term Squad Fees are to be paid by Direct Credit within one week of the term starting.

## Newsletter:

PCA publishes a newsletter each month containing current news, events and items of interest about the club.

The newsletter is available from the club desk on a Friday or Monday night, and also on the website.

All club members are emailed when the newsletter is released.

If you do not receive regular emails from the club, please email your details to [info@swimporirua.co.nz](mailto:info@swimporirua.co.nz).

## Noticeboard:

Notices, upcoming swim meets, holiday timetables etc are posted on the Club's noticeboard at the clock end of Cannons Creek pool, to the left of the Club's storage area.

Please check it regularly.

Some meets may also be entered by placing swimmers' names on the relevant meet notices on the noticeboard.



Notices are also available to view on the website.

## PCA On-line:

PCA has a website at [www.swimporirua.co.nz](http://www.swimporirua.co.nz) which is updated regularly with all the information that is on the notice board and in the newsletter and other hard copy notices.

PCA also has a facebook page that can be accessed from the PCA home page or search for Porirua City Aquatics on [www.facebook.com](http://www.facebook.com).

## Payments to PCA:

We appreciate your use of internet banking for PCA payment matters; for security, speed and ease of payment.

PCA has three bank accounts, please assist us by making payments to the correct bank account.

Failure to do so may cause swimmers to miss swim meets if payment for the meets cannot be located.

Please use the name of the swimmer and what the payment is for as a reference when depositing money.

### **Subs/Uniforms/General** 03-0547-0205093-00

Use this account for purchasing uniform and paying annual subs etc

### **Squad Fees** 03-0547-0205093-02

Use this account for paying squad training fees. Set up a direct credit payment for the first of each month.

If you are unable to pay by internet banking, cash or cheques can be accepted at the desk on Monday and Friday night club sessions.

## Swimming Meets:

Throughout the year there are a number of opportunities for all swimmers to enter swim meets and to gain and/or improve their official times.

Some meets allow swimmers to enter events without an official time (described as NT i.e. “no time” on the entry form).

Most of the local swimming meets are advertised on flyers on the noticeboard.

Flyers and other information of meets are available on the calendar page, meets coming up in the near future will be shown on the home page.

As long as any qualifying times or other specific criteria are met, swimmers may enter any event.

If you are unsure about a particular meet, or events to enter, please speak with the coach for advice.

Swim meets are classified as “short course” or “long course”. This refers to the length of the pool used for the meet – 25m (short course) or 50m (long course).

### **Entering meets**

To enter swim meets, a swimmer’s subs must be up to date, the entry received on time, the relevant fee paid, and in some cases have met the required times for an event. Check the Meet Flyer for 'how to enter' details.

For most meets swimmers enter directly into the SNZ database via your own log in. Email the race secretary if you have any queries. Log-ins are personal to each swimmer. If two or three swimmers from one family are entering a meet each swimmers entries must be placed separately.

Payment for on-line entries are paid by credit card at the time of entering in the SNZ database.

Entries are not accepted without payment being made, or subs being up to date.

### **PCA meets**

These meets are open to all Club and Squad swimmers.

Meet flyers are located on the noticeboard and the calendar page on the website.

There is no entry fee for these and they are usually held on Monday or Friday nights instead of Club and Squad swimming.

These meets are a great opportunity for swimmers to compete in a friendly and encouraging environment and to get to know other members of the Club.

We encourage all our swimmers to enter. Depending on the type of meet, entries may be taken on the night.

### **Gold Coast Zone meets**

These meets are hosted by the four Wellington region swimming clubs north of Johnsonville i.e. Tawa, PCA, Raumati and Kapiti.

These meets are particularly helpful for our younger swimmers to become confident in competing and to receive official times.

### **Tier 1 and 2 Meets**

These meets are run by Swim Welling (Tier 1) or individual clubs (Tier 2) and are for swimmers who are aiming for times and experience for Regional and National Meets.

### **Parental assistance**

Swim meets do not happen without the assistance of our volunteers.

We very much appreciate our parents and supporters providing their time and energy to ensure that our swimmers may compete.

As part of this, it is a condition of entering a meet that a parent/caregiver must be available to help if required.

This person may be asked to assist with timekeeping (training is given, and this may lead to “official timekeeper” status), collect money at the door, provide refreshments for officials, manage the swimmers, etc, you will not be asked to do anything you do not feel capable of.

We also encourage parents to volunteer to take their skills further, such as training to become an Inspector of Turns (IOT), Judge of Stroke (JOS), Starter, Referee etc. These are all vital roles and meets cannot take place without these positions being filled.

If there are not enough qualified officials available for a meet then the times that swimmers get cannot be credited as official times for entering other meets.

As a parent, these roles also provide the “best seat in the house” to watch your child swim!

If you wish to assist in this way, please contact our Officials Coordinator, Beckie Duffy, by email ([officials@swimporirua.co.nz](mailto:officials@swimporirua.co.nz)).

### **Ribbons**

Ribbons are provided to swimmers who achieve a personal best (PB) time at many meets.

Timekeepers provide the ribbons to the swimmers at the conclusion of each race.

Ribbons are also provided to the top 10 swimmers of each timed final at the Wellington regional championship race meets.

They are not presented and it is up to the swimmer to provide their event number and placing to the official at the commentator’s desk to receive their ribbon.

## Team Managers

For swim meets where there is more than our club involved, the PCA swimmers who have entered are part of the PCA Team for that meet.

A Team Manager (and Assistant if a large number of entries) will be appointed by PCA to manage the PCA swimmers during the meet and parents are required to ensure their swimmer has reported to the Team Manager by the specified time.

You will receive an e-mail once entries are closed advising on the particular arrangements for the meet.

After the swimmer has reported they are then under the control and direction of the Team Manager for the duration of the meet.

The Team Manager is responsible for ensuring the swimmer is in the right place at the right time (warm-up, marshalling etc), this job is made easier when swimmers sit together as a team.

Any concerns (including any queries on any disqualification) that a parent may have during the meet are to be directed to the Team Manager.

Team seating at meets is allocated based on swimmer numbers, and parents will be required to sit in the public area.

## Disqualifications

Sometimes swimmers are disqualified (DQ'd) by the Referee, usually for an infringement of the rules for the stroke being swum, or a false start.

If an Inspector of Turns (IOT), Judge of Stroke (JOS) or Starter see an infringement then they recommend a disqualification (DQ) to the Referee, it is then up to the Referee to decide if there is a DQ or not.

There can be a number of reasons for a DQ and the particulars will be provided to the Team Manager on the DQ form during the meet and they will then pass the forms on to the relevant coach at the conclusion of the meet.

If you wish to find out further information about your swimmer's disqualification please speak to the coach.

There are rules around contesting a DQ and you should familiarise yourself with the rules of the particular meet to determine the process if required.

## Uniform:

A PCA cap is provided to each swimmer upon payment of their first subscription.

Should a cap need replacing a new one will be provided in exchange for the torn/damaged one.

It is not expected that swimmers will need to replace more than one or two caps per year.

Additional PCA caps may be purchased for \$10.

See the person on the desk on Monday and Friday nights for caps, or the Team Manager at a meet.

PCA also has a stock of PCA-branded togs and other uniform items, such as shorts, t-shirts, sweatshirts.

Further information about the uniform is on the noticeboard at the pool and on the website.

Stock is ordered a couple of times a year and an email is sent to members advising when the next order will be placed, payment must be made at the time of ordering.

Orders take about 6 to 8 weeks to be delivered.

For further information and to place an order please contact our uniform buyer, Libby Lucas, on 021-057-5197 or email ([libbylucas34@gmail.com](mailto:libbylucas34@gmail.com)).

## Equipment:

Swimmers beginning Squad swimming often use specialist swim gear.

Aside from a pair of togs, goggles and a swim cap, swimmers may also require the following equipment:

- Skipping rope (for warming up)
- Water bottle (for hydration)
- Pull buoy (a corrugated-shaped flutter board)
- Hand paddles
- Fins (flippers)

PCA has a stock of pull buoys, paddles and fins but it is often easier (and quicker) for swimmers to have their own.

PCA equipment is not to be removed from the pool building without permission, and is to be put back into the store room when finished with.

Personal gear should be clearly named and brought to each training session.

The specialist items and togs may be purchased from a number of sources:

- T3 Oriental Parade, Wellington (website: [www.swimt3.co.nz](http://www.swimt3.co.nz)) offers PCA swimmers a 10% discount on purchases but you need to let them know you're from PCA.
- Ministry of Swimming (website: [www.ministryofswimming.com](http://www.ministryofswimming.com)) 434 Cuba Street, Lower Hutt. PCA swimmers receive a 10% discount here.
- DQ'd Ltd (website: [www.dqdswimming.co.nz](http://www.dqdswimming.co.nz))