



***Welcome to  
competitive swimming  
All you need to know***

Version: Feb 2023



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# Our squads

PCA has both senior and junior squads. The senior squad trains at Te Rauparaha Arena and is aimed at college-age swimmers. The junior squads train at Cannons Creek Pool. As there is no diving at Cannons Creek, a couple of weeks a term are arranged at Te Rauparaha Arena to focus on diving.

## Juniors – Training at Cannons Creek Pool



**Tadpoles:** An introductory squad getting the swimmers ready to move into one of the competitive training squads. There is a big focus on technique and developing the basic skills needed for being able to race efficiently.



**Seals:** The focus of the Seals squad is teaching and stroke development of the four competitive strokes, Individual Medley (IM), and starts and turns through positive reinforcement and immediate feedback. Swimmers are expected to continue developing self-discipline, respect for coaches and swimmers, as well as age-appropriate social skills in a team environment.



**Swordfish:** The program focus of the Swordfish squad builds on skill development, stroke construction and refinement. Swimmers are introduced to interval sets, effort, and pace management.



**Sharks:** The program focus of the Sharks squad devotes great attention to all four strokes and Individual Medley (IM) refinement. Starts, turns, transitions and finishes receive significant attention. Short-course racing demands an emphasis on underwater work.



**Orcas:** The program focus of the Orcas squad is on swimming biomechanics with attention to every detail in stroke refinement and racing techniques. The backbone of the structure is Individual Medley (IM) training. PCA believes the age group swimming focus should be to develop all-round swimmers. IM training addresses that effectively. Swimmers are assessed individually, and attention goes into building on strengths while also working on improving swimmers' weaknesses.

# Our squads

## Seniors – Training at Te Rauparaha Arena

PCA's Senior Squad is for college-age swimmers who train six times a week with morning and evening sessions available on Monday, Wednesday, and Friday. This is a competitive squad and includes several swimmers who take part in surf events.

# Our values



Our values are important to PCA and help to describe our expectations of everyone who makes our club so special



### Proud

- Positive and encouraging
- Focused and committed
- Passionate for swimming

- We have positive attitudes and are supportive of our community
- We set ourselves achievable stretch goals and are proud of reaching them
- We love to have fun and we love swimming



### Community

- Our Whanau
- Working together
- Caring for each other

- Our swimming family is our Community at every level – lane, squad, team, coach, committee, official, administrator, supporter, whanau, friend, competitor
- We work with each other to create our successes together
- We are welcoming and inclusive toward everyone in our community



### Attitude

- Respectful of all
- Achieve our goals
- Celebrate all successes

- We are respectful of every person involved in swimming by being polite, considerate, and appreciative
- We are punctual, communicate well and are dedicated in all we do
- We celebrate our own successes and the achievements of our swimming community

# Uniform

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PCA have a uniform that we encourage swimmers to wear at competitions. Most swimmers wear a t-shirt, hoodie or poncho while they are not swimming. Swimming Wellington requires medal recipients to be wearing a uniform top during medal presentations.



PCA T-shirts, hoodies, shorts, trackpants and ponchos: Full information, size chart and order forms can be found on our website <http://swimporirua.co.nz/clubuniform.php> and can be ordered by emailing [uniforms@swimporirua.co.nz](mailto:uniforms@swimporirua.co.nz)



Caps: 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.



Payments for uniforms can be made to PCA Uniforms 03-0547-0205093-00

# Swimming equipment

PCA have a stock of fins, pull buoys, kick boards and paddles available for swimmers to use. Once a swimmer reaches the Shark and Orca squads some personal gear will need to be purchased. A basic gear list for a young swimmer should include:

## Goggles: All

As we all come in different shapes and sizes, there will be different goggles for everyone. You can most likely buy these at your local pool and at any sports store or swim shop. Goggles should fit snugly around the eye, and you should feel a slight suck.

## Drink Bottles: All

Hydration is particularly important when swim training. It is essential that every swimmer has a drink bottle with their name on it and uses it every session.

As a swimmer progresses, they will become more aware of other equipment available.

Always talk with your coach before making any purchases of specific training equipment

## Silicone or latex caps: All

A swim cap can protect hair from water/chlorine damage and also promote your team. Latex caps are cheaper to buy but may not last as long as silicone caps.

## Pull buoys: Sharks and Orcas

Allow the swimmer to have a more streamlined body position and helps in the technical development of strokes.

## Kick boards: Sharks and Orca

Kick boards improve the stability of the body and strengthening the legs. They can also be used for trained swimmers for strength or technique training.



## Snorkels: Orcas

These are great for technique and drill purposes. They allow the swimmer to focus on body and stroke position without having to worry about breathing cycles. Also great for stroke drills.

## Paddles: Orcas

The key to using paddles is making sure that you know what size the paddles should be. The paddles should be no larger than 1cm wider than the swimmer's hand size.

For senior swimmers this may vary depending on what the paddles are for. For technique skills you should only use finger paddles, not large paddles.

## Short fins: Orcas

Short fins with a soft, flexible, medium sized blade are best when starting.

## Mesh bag: Orcas

A mesh bag is useful for carrying all your wet gear.



# ***Apps and websites that will help you***



[www.swimporirua.co.nz](http://www.swimporirua.co.nz)



Search and follow Porirua City Aquatics Swim Club, and 'Porirua City Aquatics Squads'



Swim Wellington:  
[www.wellington.swimming.org.nz](http://www.wellington.swimming.org.nz)



Swim New Zealand:  
[www.swimmingnz.org](http://www.swimmingnz.org)

## **Meet Mobile app**



Available from both the Apple app store and Google Play store.

This app for swimmers, coaches and fans, provides real-time meet results at any time. Search local or global swim meets and follow along.

Flag swimmers and/or teams as “favourites” and then easily filter down to see both completed results and upcoming schedules. It is a pay-to-use service, but many parents find it helpful.

## **My Togs app**



Available from both the Apple app store and Google Play store.

This app records your time for every race and event you swim in.

Setting time related goals is easy. You can see every time you have swum a particular race, if it was LC or SC, date and time swum, and if touch pads are used you even get splits.

Parents can have up to three swimmers listed in the app.



# How to enter meets using 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  
[info@swimporirua.co.nz](mailto:info@swimporirua.co.nz)

Note: qualifying for a meet does not mean you are entered. That is a separate process.

This Swimming NZ database is administered by SNZ and holds swimmers' times swum at most meets, with the odd exception like Novice Meets and Have-a-Go meets. 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. For Gold Coast a flat fee is collected at the door on race night.

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 PCA 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.

# Step by step using Fastlane

Making sure your entry is completed successfully in Fastlane:

1. Once you have selected the races for your swimmer for a meet, please make sure to click on 'Save Booking'.

## Booking details

PCA Tawa Hardcore Meet

SAVE BOOKING

## Booking confirmation

You have successfully registered  
[redacted] for 'PCA Tawa Hardcore Meet'

2. You will the get a 'Booking Confirmed' message like this.

3. For meets where an entry fee is to be paid online, (most meets except Gold Coasts) make sure you click on 'Take Payment'.

## Booking details

PCA Tawa Hardcore Meet

The information below shows how the total fee of 41.20 is calculated.

Event fee	0.00
Sub-events	40.00
Surcharge	1.20
Paid (surcharge)	
Total to pay	41.20

TAKE PAYMENT

## Booking confirmation

You have successfully registered  
[redacted] for 'PCA Tawa Hardcore Meet'

4. Then you will get a message like this, confirming the swimmer has been successfully entered.

To double check your entry has been received, if the meet hasn't closed in Fastlane, parents can check the 'competitors' in the meet and see if their child is listed.

## Meet Detail Page

### PCA Tawa Hardcore Meet

DATES: 10 September 2022 - 10 September 2022  
VENUE: Wellington Regional Aquatic Centre  
ORGANISER: Porirua City Aquatics  
CONTACT: Viv Monon  
ENTRIES CLOSE: 04/09/2022 23:59  
EMAIL: [president@swimporirua.co.nz](mailto:president@swimporirua.co.nz)

### Meet Information

Meet Flyer

For further information about this event, please

RETURN

ENTER

COMPETITORS

# *Step by step using Fastlane*

A few days before a meet the PCA team manager will send out communications to all swimmers who have successfully entered the meet.

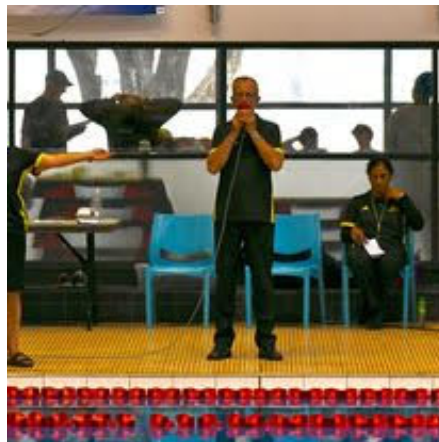
The email will include all you need to know about the meet:

- Arrival times
- What swimmers should take
- Who the team managers are

It may include a number of attachments – preliminary psych sheets which include swimmers' entry details, seating plans (for Championship meets only) and session reports which give you an idea of the finishing time, so keep a look out for these emails.

If you do not receive a team manager email before the meet, first check your junk email box to see whether there is anything there; if not, get in touch with PCA Race Secretary on [race@swimporirua.co.nz](mailto:race@swimporirua.co.nz) to check whether the entry was successful.

If there is any doubt, please get in touch early and before the meet is closed, rather than leaving it to the last minute, especially for the bigger meets (e.g. Junior Champs) as late entries may not be possible.



# Types of swim meets

There are two types of swim meets.

## Developments Meets:

Encourage participation at all levels and aim to give swimmers a positive experience and learn about racing. The times swimmers achieve in these meets are loaded on the Swimming NZ database. Swimmers can then use these times as qualifying times for Regional Championship meets. Developments are typically run by clubs. Club, Regional and National records cannot be set at development meets.

Development meets include but are not limited to:

- PCA Have-a-Go Race Nights
- PCA Club Championships
- PCA Novice Carnival
- Gold Coast Zone Meets

## Designated Meets:

Have a greater emphasis on performance. They give swimmers an opportunity to gain qualifying times for National meets. Designated meets are run under FINA and SNZ rules, with a full complement of qualified officials. Swimmers will be disqualified for infringing swimming rules. The times swimmers achieve in these meets are loaded on the Swimming NZ database. Swimmers can then use these times as qualifying times for National Championship meets. Club and Regional records can be set at Designated Meet, and when electronic timing is available National records can be broken.

Development meets include but are not limited to:

- PCA Hardcore Meet
- Swim Wellington Open Championships
- Junior Festival
- NZ Age groups (NAGS) DIV 1
- Division 2
- NZ Champs
- Swim Wellington (SWN) Tier 1
- NZ Short Course champs
- Swim Wellington Winter Champs
- NZ Secondary Schools
- Swim Wellington Junior Champs

It's important that swimmers enter a variety of events. This means swimming different strokes and different distances (within the restrictions of the meet).

Don't specialise too early with the events you swim.

Swim Wellington also define its meets by tiers.

### Tier 3

All swimmers, with a focus on new and novice swimmers.  
All ages.

### Tier 2

Club and competitive swimmers.  
All ages.

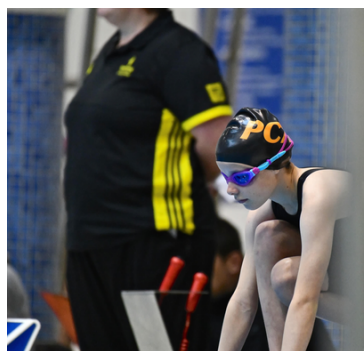
### Tier 1

Competitive swimmers.  
12 years and over.

## 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.



## Club level (these meets are run by PCA)

PCA Have-a-Go Race Nights:

- An introduction to racing with no age restriction
- These are usually held once a term, at Cannons Creek, starting at 6pm

PCA Novice Carnival:

- An annual meet limited to swimmers who have not swum in more than three inter-club meets
- Freestyle and backstroke events only
- Racing is in age groups from 6 and under up to 11 and over
- Squad swimmers are expected to assist at the meet

PCA Club League:

- Run over 3 club nights
- Swimmers are split into 6 teams, with a Team leader
- Events differ each night and swimmers accumulate points for their team

PCA 100m Handicap:

- Held annually at Cannons Creek, usually on a Monday night
- A fun event open to swimmers who can comfortably swim 100m Freestyle
- Also included are team relays

PCA Club Championships:

- Open to all club members
- PCA endeavors to run these meets with a full complement of officials
- Club, but not regional records can be set at these Championships
- Parents and caregivers of those entering are expected to help run the meet
- Usually held in March/April, at Tawa Pool



## Inter-club level

Gold Coast Zone development meets:

- The Gold Coast Zone covers the following clubs – Tawa, Raumati, Porirua City Aquatic and Otaki Titans and held at either Tawa or Coastlands pool, 5 – 6 times per year
- Meets are open to members of any age and ability from these clubs
- 25m races are available for butterfly and breaststroke, for those not yet competent or confident to complete 50m in these strokes
- These meets are particularly helpful for younger swimmers to become confident in competing and to gain times
- Swimmers earn ribbons and occasionally chocolate bars for Personal Bests (PBs)
- A club trophy or shield is also usually up for grabs based on the percentage of PBs gained

Tier 3 development meets:

- Clubs may run development meets at any time and invite other clubs to participate
- At times meet organisers may use a ‘skills correction’ sheet to help educate, encourage, and develop new swimmers

Tier 2 designated meets:

- Swim Wellington appoints one/two club as meet organisers to run the meet. Meets are held throughout the year (e.g. PCA Hardcore Meet)
- There are no qualifying times
- The organising club may limit ‘NTs’ entries

## Regional level

Swim Wellington (SWN) Tier 1 designated meet:

- Organised by Swim Wellington and held three times a year
- For swimmers 12 and over
- Currently there are no qualifying times and only one ‘no time’ (NT) is allowed. It is expected this will change as it was only introduced to manage reduced racing opportunities
- Times held on SNZ database are used as entry times

Swim Wellington Winter Champs designated meet:

- Swim Wellington is meet organiser, and this meet is typically held in June
- Most races are run in single age groups from 9 years and under to 17 or 18 and over
- Swimmers must qualify to swim at this meet
- Qualifying times achieved at any meet (development or designated meet) in the database can be used to qualify
- Qualifying period is a maximum of two years from the date of the meet

## Regional level continued

Swim Wellington Junior Champs designated meet:

- Like the Wellington Winter Champs but limited to those 12 years and under
- This meet is usually held in September.

Swim Wellington Open Championships designated meet:

- Like the Wellington Winter Champs but limited to those 13 and over
- These championships are usually held in December or January

The club will produce an eligibility report prior to the meet to show which events swimmers have qualified for. This may allow swimmers time to achieve more times at Gold Coast Meets or similar.

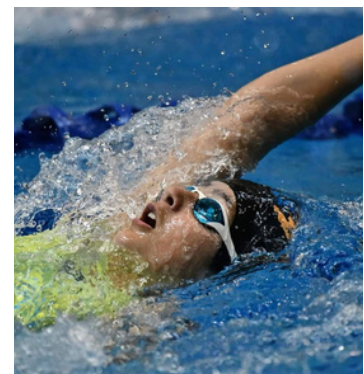
## Zonal level

Junior Festival designated meet:

- For swimmers 12 years and under
- Most races are run in single age groups from 10 years and under
- Wellington is part of the ALL STARS Region which also includes Manawatu
- Four meets are held throughout NZ and you can only swim at the event held in your Region.
- This meet is usually held in November
- Further details will be in the meet information, which can be found on SNZ website

DIV 2 designated meet:

- 13yrs and over. Check the meet information for the 'Age as at date'
- Swimmers must achieve qualifying times within the qualifying period to swim at this meet
- This meet is usually held in April
- Development times have been allowed to be used as qualifying times during the pandemic, but normally only times swum at designated meets would be allowed





## National level

NZ Age Groups (NAGS) DIV 1 designated meet:

- Details as for Div II
- This event is usually held in April

NZ Champs designated meet:

- An open event for swimmers 13 and over (only open age races are available)
- Run to FINA rules, a national qualifying meet
- Swimmers must achieve qualifying times within the qualifying period to swim at this meet
- This meet is usually held in April
- Development times have been allowed to be used as qualifying times during the pandemic, but normally only times swum at designated meets would be allowed

NZ Short Course Champs designated meet:

- 13yrs and over. The program includes age group swimming
- Run to FINA rules, a national qualifying meet
- Swimmers must achieve qualifying times within the qualifying period to swim at this meet
- This meet is usually held in August
- Development times have been allowed to be used as qualifying times during the pandemic, but normally only times swum at designated meets would be allowed

NZ Secondary Schools designated meet:

- 13yrs and over. The program includes age group swimmi
- Run to FINA rules, a national qualifying meet
- Swimmers must achieve qualifying times within the qualifying period to swim at this meet
- This meet is usually held in July
- Development times have been allowed to be used as qualifying times during the pandemic, but normally only times swum at designated meets would be allowed

If you enter a meet and then need to withdraw/scratch, you need to contact the PCA race secretary on [race@swimporirua.co.nz](mailto:race@swimporirua.co.nz)

## Meet Pathway

<https://wellington.swimming.org.nz/visageimages/Calendar/2021/Tiered%20structure%202021.pdf>

# Meet etiquette



As swim meets take many hours of volunteer time to organise it is important that parents make sure swimmers are well briefed on how they are expected to behave. Most are angels, of course, but it is always helpful to talk to them prior to a meet as a reminder, and to be sure they know what events they are swimming.

## **The following is a good summary for swimmers and parents to use:**

- Contact the session Team Manager directly regarding scratchings or withdrawals.
- Managers' contact details for each session are included in the email sent out by our Team Manager prior to the meet.
- Make sure that swimmers have enough food and drink to see them through the session. This is particularly important for longer swim meets.
- The Team Managers will do their best to get swimmers to their event on time, but swimmers still need to know what events they are swimming in each session, including event and roughly what time. Some swimmers find it helpful to have their event and heat written in vivid on their hand.
- It is helpful if swimmers can keep track of what event the meet is up to and when they are swimming.
- If swimmers are going for a walk (or the bathroom) they must tell the Team Manager what they are doing and where they are going.
- Whilst it is the timekeeper's responsibility to check the name of the child in the events/lane, it is good practice for the swimmers to get in the habit of telling the timekeepers their name and checking they are in the right lane.
- If electronic touch pads (timing equipment) are being used, at the end of the race swimmers need to move away from the touch pads, hold the lane rope and wait quietly while the next race starts, then exit from the side of the pool. They should not wave to their friends or parents in the stands or talk to swimmers on the starting blocks or in the water!
- It's great to see the kids having a good time, but everyone, including supporters and officials need to remember they must be quiet and stop moving at the start of each race when the whistle is blown.
- It is a PCA requirement that parents and supporters are not to sit with the team at a meet. At SW Championship meets there will a seating plan with an area allocated for spectators. At other meets parents need to move away from the swimmers and allow the Managers to take charge. Parents are not allowed in the marshalling area at any meet.
- And last, but not least, all swimmers should make sure they don't leave anything behind when they go home. It's good practice to check around all the seats near where you've been sitting and get your mates to tidy up too. It's not fair to expect the Team Managers to have to clear up litter or lost property!

# Helping out

Swimming is run by volunteers. Swimming needs a large number of officials for any meet to take place and our club policy is that every child swimming needs to have a named person who can act as an official.

## Timekeeper

The best seat in the house. They use stop watches to record official times for the swimmer in their lane. Some venues use automatic timing systems with touch pads but will always have a timekeeper per lane as back up.

## Team Manager

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 (e.g. warm-up, marshalling). 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.

## Marshall

When the swim event has a marshalling area, there is an official putting the swimmers into lane and event order.

## Inspector of turns - IOT

These people are some of the technical officials who are poolside during a race to assess whether a swimmer is starting, turning and finishing correctly during a race.

## Judge of strokes- JOS

These people walk alongside the swimmers, assessing whether a swimmer is swimming correctly during a race.

## Starter

The starter is responsible for giving all swimmers a fair start. The starter will start the race by saying 'take your mark,' waiting until there is no movement from any swimmer on the blocks, and giving the start signal (usually a high pitch "beep").

## Referee

The head official at a swim meet.

If you are down to help out at the meet and can no longer make it, to also advise the officials coordinator

# *Swimming lingo*

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## **Swim strokes lingo**

**Bilateral breathing:** Most common in freestyle. Breathing to both the left and right side, many different combinations of stroke patterns may be used to achieve this.

**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.

**Medley/IM:** All 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 events is butterfly, backstroke, breaststroke, freestyle. The order for medley relay events is backstroke, breaststroke, butterfly, freestyle.

**Freestyle:** Another name for the front crawl.

**Tumble turn:** Similar to a somersault under the water upon reaching the pool wall. A tumble turn is faster than a 'touch and go' once the technique is mastered. Used in freestyle only. Swimmers who are not confident about tumbling can do a touch turn.

**Cool down/loosen:** Used by the swimmer to rid the body of excess lactic acid generated during a race.

**Pull:** A drill where swimmers place a pull buoy between their legs to keep them afloat, replacing kicking.

**Diving:** At Tier 3 meets swimmers can start in the water, if they wish, or they start from the side of the pool rather than use the blocks. At the Championship meets swimmers must start with a dive.

**Warm up:** The practice and loosening session a swimmer does before the meet or their event. The blood flow to the muscles the warmup creates is essential to avoid injury. PCA teams warm up together under direction of a coach.

## Facilities lingo

**Blocks:** The starting platforms located behind each lane. Blocks have a variety of designs and also incorporate a bar to allow swimmers to perform backstroke starts.

**Chain 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 warmups at regional and national swimming events.

**Flags:** These are suspended over the width of each end of the pool 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.

**Lane ropes:** The dividers used to set out the lanes in a pool. Lane ropes 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. A 50m freestyle in a long course pool would be 1 length. The flyer should tell you if it is a SC or LC meet.

**Pace clock:** The big clock on the wall or deck, used for interval training. Swimmers who can read the clock and know their times improve find it easy to monitor their own progress and can give their own send off.

**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 - NOT parents.

**Short course (SC):** Events swum in a 25m pool. So a 50m freestyle in a SC pool would be 2 lengths. The flyer should tell you if it is a SC or LC meet.

**Touch pad:** The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race. These are generally backed up by timekeepers.

## Other lingo

**Meets:** a swimming competition is called a meet.

**No time (NT):** If you have never competed before in a race, you won't have a time for any event. This is called a No Time (NT) which may show on a program. Some swim meets may limit the number of events a swimmer can enter without a time. The swim meet flyer will tell you if No Times (NT) are accepted or not. So to start with you may find you are chasing your tail trying to get times – you can't enter a meet unless you have times for the events you want to swim, and you can't get the times because you can't enter the meet! Therefore, you need to start with Gold Coast and Novice meets. Once you have a few times you are on your way! Initially it is good to swim a number of events/distances rather than repeating 50 freestyle (for example) at every meet.

**Qualifying times** – some meets don't just say No Times are not acceptable. They also set criteria stating you can only swim at this meet if you have swum faster than the qualifying times.

**No show (NS):** This would show on a results sheet. This means that the swimmer did not swim the race.

**Did not finish (DNF):** This would show on a results sheet. The swimmer did not finish the race.

**Personal best (PB):** This is generally used in the context of a personal best time for a particular event.

**DQ:** Disqualification from a race. It happens to all swimmers – even Olympians! Don't get disheartened if you get disqualified – it is one of the best ways to learn. You hear the coach telling swimmers at training to make sure they touch the wall with two hands in breaststroke, but it is not until the swimmer gets disqualified in a race for touching with just 1 hand that the rule sinks in. So, 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.

**Converted times:** You may also see the words 'converted times accepted'. As Wellington only has two 50m pools, we do swim a lot of SC meets. For most meets swimmers' entry times are shown on the program and determine the lane allocation for a race. Swimmers and parents need to be aware that there may be a difference between a swimmer's entry time and their personal best time depending on the whether the time was established in a 25m or a 50m pool, and the length of the pool the meet being entered is to be swum at.

Swimming NZ has a conversion table that makes allowances for the advantage gained by the extra turns needed in 25m pools. In short, swimmers swimming at the same speed will normally record a slower time for the same distance when swimming in a 50m pool because of the lack of turns.

<b>Freestyle</b>		<b>Backstroke</b>	
50 meters	0.85 sec	50 meters	0.85 sec
100 meters	1.70 sec	100 meters	1.70 sec
200 meters	3.40 sec	200 meters	3.40 sec
400 meters	6.80 sec	<b>Breaststroke</b>	
800 meters	13.60 sec	50 meters	1.00 sec
1500 meters	25.50 sec	100 meters	2.00 sec
<b>Butterfly</b>		200 meters	4.00 sec
50 meters	0.70 sec	<b>Medley</b>	
100 meters	1.40 sec	100 meters	3.40 sec
200 meters	2.80 sec	200 meters	6.80 sec

**Explanation:** A swimmer's time for 50m freestyle was 45.30, established in a 25m pool. Should that swimmer enter 50m freestyle at a meet being swum in a 50m pool, then the entry time would show as 46.15 sec (that is 45.30 plus the conversion of .85sec). Or the reverse – should a swimmer swim a Personal Best of 1m30.00 at a 50m pool for 100m breaststroke, that time would convert to 1m28.00 if the swimmer was to enter an 100m breaststroke race at a 25m pool. While it is a good idea for swimmers to be aware of and record of their Personal Best times, it is a better idea for them to keep two lists, one for short course best times (i.e., times swum in a 25m pool) and the other for long course (50m pool) best time. The converted time is shown below the time achieved, denoted by \*.

**Flyers:** A meet will be advertised on a flyer – these are placed electronically on our Meet Information page on our website – <http://swimporirua.co.nz/calendar2022.php>. A hard copy is placed on our club noticeboard at the end of the pool and usually emailed to the squad swimmers.

**How to enter a swim meet:** All entries are done via Fastlane on the Swimming NZ website. It is a good idea to print off the flyer first, highlight the events you want to enter and have this next to you when you do your entry. At smaller meets, such as the Gold Coast, swimmers are advised not to enter two 200m races and not to enter races that are directly after each other (the order on the flyer is the order events are swum) as you may not have time to get out of the pool and back to the starting blocks and this may mean you miss your race!

**Closing date of a swim meet:** Every meet will have an entry closing date. It is most important entries are placed by this date, as these dates cannot be extended. Swimmers should enter prior to the close in case the swimmer's membership category needs to be upgraded.

**Over the top starts:** Swimmers who have finished their race remain in their lanes whilst the next race starts over the top of those still in the water. Once the next race has started the swimmers from the previous race may exit the pool by swimming under the lane ropes to the side of the pool.

**Marshalling:** Many meets have a marshalling area where a Marshall will put the swimmers in their heats and lanes. Marshalling is the gathering of swimmers in a controlled area, by officials, for upcoming races. See also 'Self-marshalling'.

**Self-marshalling:** At some meets self-marshalling will apply. This means the Team Manager will send swimmers directly to the starting end of the pool, and to their lane, rather than to a marshalling area. This will be stipulated in the meet flyer. It is important that swimmers check in with their timekeepers to ensure they do not miss their race.

**Open water swimming:** Races in water other than in a pool including rivers, lakes or oceans. Swimming Wellington runs open water meets in the summer, in Wellington Harbour. Swimming New Zealand also runs National Open Water Swimming events for 5km, 7.5 km and 10km events. 10km is an Olympic event.



# Wellington Swim Clubs



PCAWN – Porirua City Aquatics



TWAWN – Tawa Swimming Club



CAPWN – Capital Swim Club



SZRWN – SwimZone Racing



RAUWN – Raumati Swimming Club  
(Raptors)



OTTWN – Otaki Titans Swimming Club



PIRWN – Pirates Swim Team



NTTWN – Nga Tai Tuatea a Taraika

Carterton Swimming Club, Featherston Swimming Club, Greytown Swimming Club, Masterton Swimming Club, Maranui, Aquajets, Breakers Swimming Club, Hataitai Swim Club, Hutt Swimming Club and Upper Hutt Swim Club.

Note: not all clubs are competitive.

# Swimmer and family contract

While swimming is more of an individual sport, while training with several others there are a few rules you need to abide by to ensure you and everyone you are swimming with can get the most out of your squad session.

- If you are carrying an injury, speak with your coach before your training starts.
- At all times swimmers and swimmers' families must be respectful to other swimmers, coaches and officials including:
  - Listening to group instructions from coaches, hands up for questions.
  - Allowing space for other swimmers to swim.
- Always aim to practice perfect, practice Champion Habits and follow instructions from your coach. Take every opportunity to gain experience and develop to be a better swimmer.
- Where possible arrive 10 minutes before training and have drink bottle and equipment ready 2 – 3 minutes before pool start time. If you arrive late – don't dawdle – get ready as soon as possible, gather your gear, apologise to the coach, check the board for your warmup, jump in and go.
- Training with your teammates. Work together to allow a faster swimmer to pass without the need to stop.

## TEAM MEMBER'S COMMITMENT

I have completely read and understand the contents of the PCA handbook. I realise that when representing PCA, I must always conduct myself in a responsible manner. I understand that any athlete or parent that does not abide by the rules and regulations contained in this contract, or is consistently negative, or acts in a manner that jeopardises the name and reputation of the PCA, will be subject to removal from the squad with no refund.

Swimmer's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Names: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# PCA Squad medical form

Swimmer's Name: \_\_\_\_\_

Current squad: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Names: \_\_\_\_\_ Signed: \_\_\_\_\_

**Medical Information:** Information contained in this section is necessary to ensure that the swimmer's medical conditions are effectively managed.

Does your child have any of the following conditions	Yes/No	Further information or instructions if medications are required
1. Convulsions/seizures (epilepsy)		
2. Asthma and other chest problems		
3. Diabetes		
4. Vision or hearing problems		
5. Ear Disorders, drainage tubes /ear infections		
6. Dermatitis/skin conditions		
7. Any current medications		
8. Current injuries		

I have completed the medical information and included details of all relevant medical conditions experienced by this swimmer. This information is confidential and will only be made available to the coaches and instructors of this swimmer, and PCA's Health and Safety Sub-Committee. I agree to update this form if any of this information changes.

