



# COAST SWIM CLUB

[COASTSWIMCLUB.ORG.NZ](http://COASTSWIMCLUB.ORG.NZ)



# HANDBOOK

The background of the image is a dark, monochromatic photograph of water with subtle ripples and reflections, creating a textured, wavy appearance. The lighting is soft, highlighting the contours of the water's surface.

**#MIGHTYMARLINZ**

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# WELCOME

Welcome to Coast Swim Club and thank you for choosing to join us. To ensure you get the most out of your membership, it is important to understand how the club operates, especially the way the coaches and parents work together to ensure the success of our swimmers at every level.

## STAY UP TO DATE WITH THE TEAM:

**Facebook:** [facebook.com/mightymarlinz](https://www.facebook.com/mightymarlinz)

**Instagram:** [@mightymarlinz](https://www.instagram.com/mightymarlinz)

## OUR ADDRESS

**Physical:** Northern Arena, 8 Polarity Rise, Silverdale

**Postal:** PO Box 315-558, Silverdale, 0944

## USEFUL CONTACTS

Head Coach	Michael Weston	021 728 188	<a href="mailto:michaelw@northernarena.co.nz">michaelw@northernarena.co.nz</a>
Performance Coach	Nick Salmon	021409260	<a href="mailto:nicks@northernarena.co.nz">nicks@northernarena.co.nz</a>
Northern Arena	Dean Kent	094219700	<a href="mailto:info@northernarena.co.nz">info@northernarena.co.nz</a>
Recorder	Zena Ough		<a href="mailto:entries@coastswimclub.org.nz">entries@coastswimclub.org.nz</a>
Invoicing	Zena Ough		<a href="mailto:fees@coastswimclub.org.nz">fees@coastswimclub.org.nz</a>
Swimmer Advocate	Heath Boot	021558777	<a href="mailto:heath@theboots.co.nz">heath@theboots.co.nz</a>

## COMMITTEE

Apart from the coaches, the club is run by a team of dedicated volunteers.

Please do not hesitate to contact any member of the committee with any queries.

Chairman	Heath Boot	021558777	<a href="mailto:heath@theboots.co.nz">heath@theboots.co.nz</a>
Secretary	Ali Finnegan	0272116603	<a href="mailto:alifin2011@gmail.com">alifin2011@gmail.com</a>
Treasurer	Zena Ough		<a href="mailto:entries@coastswimclub.org.nz">entries@coastswimclub.org.nz</a>
Financial Advisor	Ali Finnegan	0272116603	<a href="mailto:alifin2011@gmail.com">alifin2011@gmail.com</a>
Junior Liaison	Niki Paterson	0278236901	<a href="mailto:nik@tcdcivilconstruction.co.nz">nik@tcdcivilconstruction.co.nz</a>
	Michael Weston	021 728 188	<a href="mailto:michaelw@northernarena.co.nz">michaelw@northernarena.co.nz</a>
	Nick Salmon	021409260	<a href="mailto:nicks@northernarena.co.nz">nicks@northernarena.co.nz</a>

## USEFUL WEBSITES

**Coast Swim Club:** [coastswimclub.org.nz](https://www.coastswimclub.org.nz)

**Auckland Swimming:** [auckland.swimming.org.nz](https://www.auckland.swimming.org.nz)

**Swimming New Zealand:** [swimming.org.nz](https://www.swimming.org.nz)

**Takeyourmarks:** [takeyourmarks.com](https://www.takeyourmarks.com) will keep a track of your child's swimming. Swim meets are automatically loaded onto this site so you can easily see your child's personal best times for each event as well as which future events they have qualified for.

**Meet Mobile:** [Meet Mobile](#) is a mobile app where you can see the live results for most meets and instantly compare with others swimmers in the same age group. You can download this from the App Store or Google Play.

# THE CLUB'S VALUES

**Athletes, coaches and family are what makes us the Coast Swim Club what we are. We are winners, passionate about swimming, committed to our training and achieving our goals, take pride, work as a team and believe in ourselves.**

## **WINNING**

**ATHLETES** To be the best you can be every day, in training, racing and in life.

**COACHES** To provide a winning structure and plan to our athletes to have the best chance to achieve their personal goals.

**FAMILY** Providing the opportunities for your children to show their full potential.

## **PASSION**

**ATHLETES** The drive to better yourself, from good and bad experiences and enjoy the process.

**COACHES** Be excited to help the athletes and club to get the very best from themselves.

**FAMILY** To show enthusiasm at every level - the wins as well as the losses.

## **COMMITMENT**

**ATHLETES** To yourself the coach, the squad and your club by upholding the standards, criteria and attitude of which our club holds.

**COACHES** To lead a world class programme with energy, knowledge, innovation and experience. Committing to the continuous growth and improvement of the squad, team and club.

**FAMILY** To be there every step of the way.

## **PRIDE**

**ATHLETES** To be proud of your achievements, your team and your uniform.

**COACHES** Our professionalism in the way we lead the club, so that others can follow by example.

**FAMILY** To watch your children perform with the highest effort and be proud to be a member of Coast Swim Club.

## **TEAMWORK**

**ATHLETES** To be supportive of each other and each other's goals. Get the best out of each other.

**COACHES** Bringing together the best interests of the athletes, coaches and support personal to create the best opportunities for our swimmers.

**FAMILY** It's not all about one athlete - all of our team shall support and encourage each other.

## **BELIEF**

**ATHLETES** Believe in yourself and your ability.

**COACHES** Believe in yourself and the athletes.

**FAMILY** Knowing your child can achieve anything they set their mind to.

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# ABOUT COAST SWIM CLUB

## THE CLUB'S VISION

To be recognised as New Zealand's No.1 Club, leading in performance, coaching and team culture.

Coast Swim Club was founded in 1987 and is now based at Northern Arena, a purpose built state of the art swimming complex at Silverdale. It is one of the best competitive swimming clubs in New Zealand where your swimming journey can begin. Our swimmers train in a modern pool with award winning professional coaches.

Our top swimmers train 5-6 mornings per week and 2-4 afternoons, while our youngest and newest swimmers start with 3-6 sessions per week. They are all a dedicated group of young people who work hard to achieve notable results at Auckland Championships, Auckland regional and National competitions.

**A copy of Coast Swim Club's constitution can be found at:** [societies.govt.nz](http://societies.govt.nz)

## COACHING

**Head Coach:** Michael Weston

**Performance Coach:** Nick Salmon

**Coach:** Tom Onley

**Junior Coach:** Kelly Gilmer

The structure adopted by the club will see continuity of technique guidance and training philosophies throughout all squads, meaning smoother transitions between squads, and coherent training programs.

## COACH COMMUNICATION

It is important that parents have the opportunity to communicate openly with our Head Coach and other coaches. The ideal time for any communication is prior to training. Coaches are available 30 minutes prior to the first squad training of the afternoon to discuss any issues with you. If necessary, you may need to arrange a time with the coach via email.

**Steven Kent:** [stevenk@northernarena.co.nz](mailto:stevenk@northernarena.co.nz)

**Nick Salmon:** [nicks@northernarena.co.nz](mailto:nicks@northernarena.co.nz)

**Notice board:** There is a notice board for general information about swim meets. It is a good idea for parents to get into the habit of checking the notice board each time they arrive at the pool area.

**Committee Meetings:** Held monthly - 3rd Wednesday of each month.

**AGM:** The AGM is held on the last Friday in April and involves the tabling of various reports, including the club's financial health, the election of officers and general business. This allows for everyone to have their input into how their club is organized and run.

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# COMPETITION

The Club's primary aim is to develop competitive swimmers and all members are expected to compete. Entry to many meets is conditional upon achieving qualifying times. Swim meets within the jurisdiction of ASA are graded according to qualifying times and referred to as level meets (Level 1, 2, 3 or Zone). Other Auckland meets, and those from other associations are classified as open or special meets.

When more than four swimmers enter a swim meet, one of the club coaches will usually attend as the Team Coach. Seating for the team at these meets is near the club's banner, which will be set up at the pool. Parents are reminded that this area is for the swimmers and officials only.

For any meet other than those advised via email or placed on the notice board swimmers must obtain permission from the Head Coach before making any entries.

No tablets are permitted at swim meets, we encourage swimmers to bring playing cards, games or books to keep occupied.

## SHORT AND LONG COURSE

There are two different time standards for swimming LC (Long Course) and SC (Short Course). These relate to the size of the pool. All level 3 meets are in a short course pool which is a 25m pool. Level 1 and 2 meets have both Long Course Meets (50m pool) and Short Course meets.

## CALENDAR OF EVENTS

A calendar of meets is available on the website, however, if you make your first port of call the notice board then you won't go wrong.

**Coast Swim Club:** [coastswimclub.org.nz](http://coastswimclub.org.nz)

**Auckland Swimming website:**  
[auckland.swimming.org.nz](http://auckland.swimming.org.nz)



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# SWIM MEETS

## SWIM MEET ENTRY PROCEDURE

ALL MEET ENTRIES ARE TO BE entered and paid for ONLINE via SNZ “MyPage” – by the swimmer (self-entry) on, or before, the meet Closing Date - [swimming.org.nz](http://swimming.org.nz)

Once meet entries are processed, the CSC Recorder will email out confirmed entries and place a copy on the notice board. It is the swimmer’s and/or parents responsibility to check their individual entries. The Recorder is to be advised as soon as possible of any ‘scratching’ (withdrawals).

Meets are what our swimmers train for. They work hard to improve personal bests and win medals and ribbons. We must work hard in ensuring the meets they enter are professionally run with no room for error or confusion. Coast Swim Club puts in many hours in making these things happen. Your responsibility as parents and caregivers is to enter early. Together we can ensure the hours our kids put in are fully rewarded.

## LEVEL 3 (ZONE MEETS)

These competitions are available to all new swimmers. Our junior swimmers are encouraged to enter them as it is a good introduction to competition and gives the coach some idea of the swimmer’s skills when measured against other Auckland swimmers.

## LEVEL 1 & 2 SWIM MEETS

Movement from Level 3 to Levels 2 and 1 require the swimmer to achieve qualifying times (times are on the ASA website). All swimmers should aim to progress towards these.

## AUCKLAND CHAMPIONSHIPS

Please refer to ASA calendar - [auckland.swimming.org.nz](http://auckland.swimming.org.nz)

## NATIONAL CHAMPIONSHIPS

The club attends all the National Championship meets. Please refer to our noticeboard or [swimming.org.nz](http://swimming.org.nz)

## CSC CHAMPIONSHIP POINT SYSTEM

Swimmers are allocated FINA points if they swim personal best times, at official meets from 1st July to 30th June, in the strokes indicated for age groups. See notice board / website for more information.

## OFFICIALS AND THE ROLES OF PARENTS

All new and existing members are required to sign a “Commitment to Officiate” pledge. We encourage all parents to support their child and Coast Swim Club by helping out at swim meets. Your reward is a great seat and food and drink to help keep you going.

With everyone involved we will all get opportunities to cheer on the swimmers as spectators. When you enter your child into a meet, parents’ names are entered into the ‘Officials’ pool for that meet. This always begins with timekeeping. The roster of official duties is advised by email within 1 week of the meet. If the parent cannot carry out this duty then they must find a replacement so the meet can still run smoothly.

Timekeeping is the first step on the officials’ ladder. Once a parent has done timekeeping 5 times they become a qualified timekeeper and can then progress to further roles: Inspector of Turns - Judge of Stroke – Starter – Referee - AOD controller.

Parents of Level 1 & 2 will be required to assist with the running of our Level 3 meets at Northern Arena. This is an ideal time support the club and learn to become a poolside official and enable our younger swimmers to enjoy a well run meet.



### COMPETITION UNIFORM & TOGS

During competitions all swimmers must wear correct Club Uniform i.e. CSC Swim Caps and CSC T-Shirts. Standard club gear can be ordered and purchased through the CSC page at Dynamic Sport [dynamicsport.co.nz](http://dynamicsport.co.nz) . For 2XU club gear see the noticeboard for quarterly ordering details.

Uniforms are to be worn when collecting medals/ ribbons. This is club t-shirts and black shorts, track suit pants or club coat. Wearing base-ball caps and/or wrap around towel or togs when accepting an award is not acceptable.



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# OUR SQUADS

## ELITE

**“We are what we repeatedly do. Excellence then, is not an act, it is a habit.”**

This is how we want to be in training not just our racing, as we look to work together towards our individual and common goals of becoming champion swimmers and people.

### Objective

Qualifying for Worlds and Olympics with the ability to race competitively at these meets.

### Performance Criteria

- 17 years and over
- Minimum 700 FINA points (LCM)

### Squad Standards

- Non-negotiable: attend all agreed upon training sessions.
- Applying yourself in all training by giving 100%
- Maintaining and adhering to prescribed training intervals in pool
- Be role models and leaders for our club and younger swimmers
- Wear Coast Swim Club attire
- Attend club events
- Provide help at Level 3 meets when requested

### Extras

- Competing at international meets
- Potential sponsorship help
- Recognised as the pinnacle of Coast Swim Club
- To be fully supported by a world class coaching team dedicated to your success

### Equipment required. (All named)

- Skipping rope / shoes
- Drink Bottle
- Mesh bag
- Fins
- Paddles
- Pull Buoy
- Band
- Snorkel
- Kick Board



# OUR SQUADS

## EXCELLENCE

**“Excellence is not a skill, Excellence is a result of always striving to be better”**

This is how we want to be in training not just our racing, as we look to work together towards our individual and common goals of becoming champion swimmers and people.

The Excellence squad is a pathway squad aiming to link the Coast Performance and Coast Elite squads. The purpose of the squad is to introduce excelling younger athletes to a peak performance environment allowing development of high-performance tendencies, habits and skills.

### Objective

Develop the ability to race competitively at all National and International meets.

### Performance Criteria

- invitation only at sole discretion of the coaches
- 14-18 years (Female) or 15-18 years (Male)
- Has adhered to the Performance squad standards for a minimum of 12 months
- NZ Opens qualifier
- Has shown a commitment to swimming as a sport and Coast Swim Club

### Squad Standards

- Non-negotiable: Adheres to Performance Squad Standards
- Non-negotiable: Adheres to the Elite Squad Rules (100% attendance)
- Non-negotiable: Can attend the two required Elite sessions weekly - Monday 5-7pm and Saturday 5.15-7.15am.
- Applying yourself in all training by giving 100%
- Maintaining and adhering to prescribed training intervals in pool
- Be role models and leaders for our club and younger swimmers
- Provide help at Level 3 meets when requested

### Extras

- Competing at international meets
- Potential sponsorship help
- To be recognised as senior members of Coast Swim Club
- To be fully supported by a world class coaching team dedicated to your success

### Equipment required. (All named)

- Skipping rope / shoes
- Drink Bottle
- Mesh bag
- Fins
- Paddles
- Pull Buoy
- Band
- Snorkel
- Kick Board



# OUR SQUADS

## PERFORMANCE

### “The Best way to predict your future is to create it yourself”

A specialist squad of swimmers working together to achieve personal, and team goals. Becoming leading NZ age group champion swimmers, with end goal of reaching the standards and becoming a member of the Coast Excellence Squad

#### Objective

- To give them the ability to race competitively at all national meets they have qualified for.

#### Criteria

- 13yrs and over
- ASA Level 1 qualified (or close to it at coaches discretion)

#### Squad Standards

- Applying yourself in all training's by giving 100%.
- Non-negotiable full attendance\*.
- Mimimum 6 sessions @ 13yrs
  - Advised to do more
- Mimimum 6 sessions @ 14yrs
  - Encouraged to do 8 sessions
- Mimimum 7 sessions @ 15yrs
  - Highly encouraged to do all 8 sessions
- + 1 land session for all. (MetaFit).
- Maintaining and adhering to prescribed training intervals in pool.
- Be role models for our club/younger swimmers.

\*11/12 year old swimmers may begin the transition to this squad before they are 13. At 13 they are ready to move to six sessions. Each transition will be managed carefully by the coaches, on a case by case basis, as there can be a large differential in physical and emotion maturity at this stage. Nb. This is at the sole discretion of the coaches.

#### Extras

- Competing at international meets with our excellence squad (at coaches discretion)
- To be recognized as a member of a high performing Coast Swim Club race squad
- To achieve personal success in competitive swimming

#### Equipment required (All named)

- Skipping rope / shoes
- Drink Bottle
- Mesh bag
- Fins
- Paddles
- Pull Buoy
- Band (we will provide)
- Snorkel
- Kick Board (can use NA)



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# OUR SQUADS

## DEVELOPMENT

This contains two groups of swimmers with different needs.

**Group 1:** Swimmers learning the club and squad values, as well as how to train and be a member of a team working towards a common goal of qualifying for DivII and Performance Squad.

**Group 2:** Swimmers qualified for the Performance Squad but need the flexibility of the Development Squad to enjoy and excel at more than one sport. This group of Development swimmers might contain an Opens qualified swimmer who has every intention of competing at that meet. However, they are also heavily involved with Waterpolo, Surf Life Saving, Netball and playing in the school orchestra. Due to this they can only commit to three sessions a week. We encourage and celebrate this diversity. We believe that this squad will offer a mechanism for them to stay involved, enjoy and be successful in swimming amongst like-minded peers.

### Objective

To give them the ability to race competitively at DivII, NAG's, NZ Short Course and NZ Opens.

### Criteria

- 13yrs and Over
- ASA Level 1 or 2 Qualified swimmer

### Equipment required (All named)

- Skipping rope / shoes
- Drink Bottle
- Mesh bag
- Fins
- Paddles
- Pull Buoy

### Squad Standards

- Applying yourself in all training's by giving 100%.
- Attend a minimum of 3 of the six available sessions and communicate fully to the coach about how your other commitments may impact on your attendance. If these commitments cease and you can train 8 times a week then you should aim / expect to move to the Performance Squad.
- Consideration is given to how other commitments may prevent attendance at all the meets during a season but it is an expectation that you will swim competitively when available. (We are a swimming club for competitive swimmers).
- Maintaining and adhering to prescribed training intervals in pool.
- Be role models for our younger club swimmers.



## **JUNIOR**

### **“From small beginnings come great things.”**

A specialist squad of swimmers working together to achieve personal, and team goals. Becoming leading NZ Junior champion swimmers, with end goal of reaching the standards and becoming a member of the Coast Performance Squad.

#### **Criteria**

12yrs and under

- ASA Level 1 or 2 Qualified swimmer

#### **Squad Standards**

- Applying yourself in all training's by giving 100%.
- Attend 3 of the 5 swim sessions per week.
- Maximum number is dependent on age / personal development/ coaches discretion.
- 1 land session per week with Northern Arena instructor. (we organise).
- Maintaining and adhering to prescribed training intervals in pool.
- Be role models for our younger club swimmers
- Junior transition session.  
(By invite, extra (6th) am session per week @ \$20 per month).

#### **Equipment required (All named)**

- Fins
- Drink Bottle
- Mesh bag
- Skipping rope
- Shoes

#### **Transition swimmers add**

- Snorkel
- Pull buoy

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# SQUAD POLICIES

## ILLNESS POLICY

I understand that if I am too unwell to go to school I will text or e-mail my coach and the Head Coach to let them know I will also be absent from training. I will CC in my parents to ensure everyone is informed.

## INJURY POLICY

I understand that if I am injured and this will affect my training in any way, before the session starts, I will share this information with my coach. I will inform my coach of any treatment I am having and the implications this has on my training. If necessary a modified training session can be offered (arms only work or legs only work or dry-land work).

## MEET PARTICIPATION

I understand the Excellence, Performance, Development and Junior squads programme is for competitive swimmers only. As such, I confirm I am a competitive member of a swimming club and I intend to participate in the meets listed in the calendar\*.

This calendar lists all of the meets available to your swimmer this season and categorises them as Compulsory and Qualified. Your swimmer is expected to swim in all Compulsory and Qualified meets\*.

You must achieve a qualifying time for the meets listed as 'Qualified'. Coast Swim Club will send out details of meets that require qualification times and a list of qualified swimmers. You are expected to attend a Qualified meet if you have achieved any qualifying times.

If for any reason you cannot attend a compulsory or qualified meet, you need to talk to your coach to get clearance to miss the meet. Writing or emailing your Coach advising him/her that you are not attending a meet is not considered to be "getting clearance". You may be removed from the CoastSwim Club squads if you do not attend compulsory and/or qualified meets.

\*See development squad standards for exception

# COAST LEVEL SQUAD PROGRESSION

## NORTHERN ARENA SQUAD PROGRESSION

1

- TUNA**
- Refining Learn to swim skills / fundamentals
  - 1 x 1hr/wk NA Squad Coast Affiliated
- Criteria/Objectives:**
- 100 Fr: 2min<
  - Correct IM Turns.
  - Capable of swimming 25m of each stroke.

2

- MARLIN**
- Developing competitive stroke / technique
  - 2 x 1hr/wk NA Squad Coast Affiliated
- Criteria/Objectives:**
- 100 Fr: 1:48<
  - Able to swim 100IM with correct turns, streamlines and technique.

3

- TALENT ID**
- Learn to Train/Developing race skills
  - 3 x 1hr/wk NA Squad Coast Affiliated
- Criteria/Objectives:**
- 100 Fr: 1:38<
  - 100 IM: 1:50<
  - With Correct turns and u/w Learning to train eg, pacing, reading pace clock, learning repeat times. In prep for Lv2

1

- JUNIOR**
- Learn to Train Learn to Compete
- Criteria:**
- 12 years and under Level 2 qualified
- Squad Standards:**
- Applying yourself in all training's by giving 100%.
  - Attend 3 of the 5/6 swim sessions/ week available.

**IF 13 YEARS AND OVER**

2

- DEVELOPMENT**
- Learn to Train Learn to Compete
- Criteria:**
- 13 years and over ASA Level 1 or 2 qualified swimmer
- Squad Standards:**
- Applying yourself in all training's by giving 100%
  - Attend a minimum of 3 of the 6 available sessions and communicate fully to the coach any other commitments that may impact your attendance. If these commitments cease and you can commit to full attendance then you should aim/ expect to move to the performance or excellence squad.

3

- PERFORMANCE**
- Train to Compete
- Criteria:**
- 13 years + Level 1 qualified (or at coaches discretion)
- Squad Standards:**
- Applying yourself in all training's by giving 100%.
  - Non-negotiable full attendance:
  - 13y/o 6 sessions
  - 14y/o 7 sessions
  - 15y/o 8 sessions
  - + 1 land session for all (MetaFit).

5

- ELITE**
- Qualifying for Worlds and Olympics and competitively at these meets.
- Criteria:**
- 17 years and over
  - Min 700 FINA pts (LCM)
- Squad Standards:**
- Applying yourself in all training by giving 100%.
- Non-negotiable:**
- Non-negotiable: attend all agreed upon training sessions.

4

- EXCELLENCE**
- Compete to Win
- Criteria:**
- NZ Opens qualifier
  - 16 years + Nags qualifier
- Squad Standards:**
- Applying yourself in all training by giving 100%.
- Non-negotiable:**
- 9 swim sessions and 2 land sessions per week.



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# TRAINING

## TRAINING READINESS & ATTITUDE

I commit to the following and understand they are important aspects of achieving success in the pool and out of it:

1. I will be 10 mins early for each session. Parents please communicate with our coaches if your child is going to be late or has to leave early on a one-off occasion.
2. I will arrive with the correct equipment for your squad.
3. I will complete the pre session stretching and dry-land activities as instructed.
4. I will contribute to a positive team environment through my attitude, behaviour and comments towards my team-mates, coaches and Northern Arena staff.
5. I will commit to doing “the little things” that make a big difference to my performance, such as effective starts, turns, finishes, under-waters and I will commit to achieving permanent change to my stroke technique.
6. I will follow lane etiquette and read the pace clock to self-monitor my training.

## TRAINING SQUADS

Swimmers are placed in training squads according to their ability and age. Usually they will be placed in squads at the start of the swimming year, but may be moved between squads as they progress throughout the swimming year. The decision as to which squad a swimmer trains in rests solely with the Club Head Coach in consultation with the swimmer and parent.

Pool programs are augmented with dry land training as allocated by the Club Head Coach and this is compulsory for some squads. Running shoes will be required.

Please refer to Our Squads section of this handbook for squad criteria and standards.

## TRAINING CAMPS

Generally during each summer holiday period, the Club organises an intensive training camp as preparation for the various National Championship meets. Selection for this camp is restricted to those swimmers who have qualified for one of these meets as well as coaches discretion. Some parents will be asked to assist with the organisation of the camp – hard work, but good fun is had by all.



# FEES & FUNDRAISING

## NORTHERN ARENA & COAST SWIM CLUB

Northern Arena and Coast are two completely separate organisations which work alongside each other. Coast squad fees are payable to Northern Arena and Coast admin fees are payable directly to Coast Swim Club.

## COAST SQUAD FEES

### Monthly fees for Northern Arena

Juniors	\$190 per month
Development	\$210 per month
Performance	\$221 per month
Excellence	\$231 per month

### Squad fees are payable to Northern Arena

and set according to the number of hours of pool time available and training sessions offered. The costs are calculated annually and are split into monthly instalments to be paid directly to Northern Arena. On occasions there will be breaks for holidays and no club swimming for the swimmer. The fees are structured to cover these breaks. Remember: The club has commitments even though there may be no swimming i.e. wages, pool hire, equipment rental, etc.

Fees are reviewed annually or as felt necessary by the Committee and Northern Arena. The financial accounts of the club are reviewed annually.

These fees are paid via a separate Direct Debit form for Northern Arena Only on the 22nd day of every month.

## JOINING FEE

A one off admin fee of \$50.00 is charged which includes a club cap.

## COAST MEMBERSHIP FEES

CSC charges Membership Fees of \$34.50 per month **The fee is paid to Coast by Direct Debit.**

**International Membership:** \$138 per year invoiced annually. This is applicable to swimmers training and competing overseas but who wish to maintain a NZ club membership, enabling them

to be part of our team and compete at national meets e.g. NAGs and OPENS.

International Membership Guidelines:

1. Can swim with CSC squads while in NZ. Please email the Head Coach with applicable dates.
2. Must wear CSC gear at all NZ National meets e.g. NAGS and Opens.
3. Must wear a CSC cap when representing CSC at all NZ National meets.
4. Must wear CSC gear when receiving a medal at all NZ National meets.

Exemptions/reductions from payments is at the discretion of the committee and usually applies where there is sound reason for the swimmer not attending sessions for at least six weeks. Application for exemptions/reductions must be in writing to the Committee through the Secretary.

## REGISTRATIONS FEES

All competitive swimmers must pay an annual registration fee to Swimming NZ (SNZ) and its associated groups (Auckland Swimming Association (ASA) is but one). It is a pre-requisite that this payment be made before any swimmer is allowed to compete at any swim meets. This fee is not pro rata and therefore regardless of when a swimmer starts competitive swimming, the full fee is charged by SNZ / ASA. These fees are paid directly through SNZ 'MyPage' and due 1st July.

## FUNDRAISING

In the past few years, significant fund raising activities plus grants and donations have significantly improved the Club's finances. Nevertheless, to continue to prosper, additional fundraising will be necessary. The main fundraising events are Level 3 meets held at our pool and occur several times a year. These are registered meets and are the main times we ask members and their families to be available to help.

The Club needs to constantly think of ways to raise funds. If you can help at all please contact the Fundraising Co-Coordinator, or any other committee member.

# LEAVE OF ABSENCE & RESIGNATIONS

Coast Swim Club is separate from Northern Arena. Please ensure that you contact both Northern Arena and Coast Swim Club for any of the above.

## COAST SWIM CLUB

### Leave of Absence

The Club operates on a limited and controlled budget and does not have the flexibility to allow swimmers to come and go at will. Leave of absence with temporary cessation of fees must be requested in writing to the Committee and will usually apply to long term illness or injury and unavoidable absences.

Swimmers are permitted a leave of absence from paying their admin fee for up to three months in cases where the swimmer is also no longer swimming at Northern Arena (This is to cover extended vacations overseas or a break from swimming for any circumstances).

In the case of illness/recovery from illnesses swimmers are permitted a leave of absence from paying their admin fee for up to six months.

If a swimmer wishes to take a leave of absence from Coast Swim Club but continue to swim at Northern Arena this is considered a resignation and to re-join there is a fee of \$50.

### Resignations

Any club member wishing to resign from the club for whatever reason should do so in writing to the Committee giving at least four weeks notice of their intention and preferably prior to the commencement of a new term. It is also a requirement to advise Northern Arena at the same time to cancel payment of Coaches and Pool fees, the club will confirm this with NA.

It is the Committee's wish that partings be on good terms, so within the resignation it would be appreciated if the reason for leaving the club could be given.

**This would allow the Committee an opportunity to:**

- (i) Remedy any concerns should there have been a problem.
- (ii) Look at implementing a resolution if it was more long term.
- (iii) Attend to any outstanding accounts if there were financial concerns.

**We want your membership of Coast to be enjoyable but you may have to assist us a little.**

## NORTHERN ARENA

### Leave of Absence

If you require a leave of absence, please contact Northern Arena as soon as possible via email to [reception@northernarena.co.nz](mailto:reception@northernarena.co.nz) stating the time frame and reason why you require leave from training and someone will be in contact within 48 hours to discuss your options.

### Resignations

If you wish to cease training permanently, you must give 4 weeks written notice to Northern Arena. This can be done at reception by filling out a cancellation form or via email to [reception@northernarena.co.nz](mailto:reception@northernarena.co.nz).

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# MAINTAINING A POSITIVE ENVIRONMENT

## CONFLICT RESOLUTION POLICY

In the event that you or your child are unhappy with any aspect of the program, or you would like to discuss anything, please refer to the following to identify the correct lines of communication.

### To Raise a Concern INFORMALLY

Please make an appointment to meet with the Head Coach and the Northern Arena Swim School Manager.

### To Raise a Concern FORMALLY

Please document your concerns using the format below and send to the Head Coach. Upon receipt of your e-mail we will investigate the situation and then schedule a meeting between yourself, the Head Coach, the Northern Arena Swim School Manager. We will acknowledge your e-mail within 3 business days and we will endeavor to get back to you within 1 week to schedule the meeting. Please note this may not be possible if our staff are away at Regional or National meets, in this case we will deal with the issue when regular training resumes.

### What to Include in Your E-mail

1. Please clearly determine if you would like the issue pursued informally or formally as this will shape our response.
2. Please include a brief description of the issue/incident as you see it.
3. Where possible include names and contact details of any witnesses who are happy for us to contact them and discuss this issue.
4. Please be aware that if you choose to use the following language in your e-mail, such as "Abuse", "Bullying" or "Harassment" we must enact our compulsory reporting and child protection processes, so be sure to use these, only if this is your intention.

### Our Undertaking

We undertake to welcome all feedback and respond in a timely and respectful manner, giving any issue raised due concern. We aim to provide a safe training environment for athletes, coaches and officials.



# MAINTAINING A POSITIVE ENVIRONMENT

## BEHAVIOUR POLICY

The purpose of this is to define the process for handling behaviour that is inappropriate during training sessions. We operate a “3 strikes you’re out” policy for our squads.

### MINOR INCIDENTS

In the event of a minor incident, the coach will warn the athlete and explain calmly what he/she is doing wrong and clearly explain the change(s) he/she needs to see to the behaviour. If the behaviour improves no further action will be taken.

### STRIKE 1

In the event of a more serious or repeated incident the coach will ask the athlete to exit the pool. He/she will explain the reason the athlete has been asked to sit out. The athlete will sit out for a period of time equal to the number of years old they are to reflect on their behaviour and think about the impact it is having on their athletic development as well as the impact it has on their team-mates and coaches. Once this “time-out” has been served the athlete will re-enter the session. A follow-up e-mail will be sent home to the parent/carer to ensure everyone is informed of the incident.

### STRIKE 2

Should a second serious incident occur, the athlete will be asked to get out and change and then return to the pool deck to be supervised until their parent/carer can collect them from training. A meeting will be convened between the athlete, coach, Head Coach and parents at the earliest convenience, to address the ongoing behaviour issue. During this meeting an action plan will be formulated to ensure continued success in the Coast squad programme.

### STRIKE 3

Should a third serious incident occur, the athlete will be excluded from training and asked not to return for a period of 3 months. A meeting will be convened between the athlete, coach, Head Coach, parents and a member of the Northern Arena Management team at the earliest convenience to communicate this decision and the reasons for it.

### NOTES

1. All Coast coaching staff will annually undertake “Play by the Rules” child protection training to safeguard against bullying.
2. Theft / Vandalism may result in immediate exclusion.
3. We ask that if your child is unwell, injured or going through any kind of disruption, which might affect their behaviour at training, that you communicate this directly to the coach in person or via e-mail. Often teenagers are not the best communicators so this ensures we don’t inadvertently chastise an athlete who is not feeling their best. Please keep the lines of communication open.
4. Please note the pool environment is noisy and can be very busy, additionally our athletes have caps on and are often submerged in water. On occasion we will raise our voices to get our message across. This is not always a negative thing but an occupational necessity. Please encourage your child to chat with us, if they feel sensitive to this or intimidated – this is never our goal.



## **WHAT DOES IT MEAN TO THE SWIMMERS FAMILY?**

For the swimmers to be successful in these squads requires huge support from their families.

However, it is vital that the swimmers lead the process.

At the most basic level get them an alarm clock so that they are waking you up - not the other way round.

Let them build a relationship with the coaches by letting them discuss with us the meets they attend, the events they select, any discussion prior to, during and after races and goal setting.

It is very helpful if you, as a parent, understand that we perceive our role as coaches, is to make your swimmer constantly uncomfortable. We will challenge them at every level to be better than they think they are. This will sometimes be uncomfortable for them. They may be annoyed and even upset.

Your role is to parent your swimmer – encouragement, comfort, long term focus and just some good old fashioned love.

Oh and good food, plenty of sleep, taxi service, another spare set of goggles...

# COAST SWIM CLUB

[COASTSWIMCLUB.ORG.NZ](https://coastswimclub.org.nz)



**WINNING • PASSION • COMMITMENT  
PRIDE • TEAMWORK • BELIEF**