

Kilmore Swimming Club



Handbook

Overview

Contact can be made with the Kilmore Swimming Club by emailing secretary@kilmoreswimmingclub.com.au.

Kilmore Swimming Club Inc. (KSC) is a sporting organisation in which adults and children can swim in a safe, lively and healthy atmosphere. The club is committed to encouraging and supporting all members to be the best they can, whilst having some fun along the way.

The coaches aim to train and prepare swimmers for competition. It is therefore not the aim of the club to teach beginners to swim as this is more than adequately provided for by the Kilmore Leisure Centre Swim School. The club teaches swimmers to race, not to swim.

Our training program progresses throughout the year from pre-conditioning which lays a good foundation; concentration on stroke correction and aerobic endurance, then working through to higher intensity and race pace closer to competition. The whole program prepares the swimmers for Pennant season, District Championships and other major swim meets. Swimmers are encouraged to compete in other swim meets whenever possible aiming ultimately for entry to Victorian Country Championships, Victorian Championships, and Australian Championships.

It is therefore important to recognise the commitment necessary on the part of both parents and swimmers to get the most out of both the Kilmore Swimming Club and the coaching received.

Club Values

To assist swimmers in achieving their goals in a healthy, safe and supportive environment.



Membership

To ensure a minimum standard has been achieved, all potential members must be assessed by Kilmore Swimming Club Coaches according to the criteria detailed below. Upon successful entry into the Kilmore Swimming Club, payment of a Swimming Victoria registration fee and club fees are required.

Due to insurance requirements, no swimmer can participate further until these fees are paid.

New Competing Members

10 years and under – Correct Technique of;

- 50m Freestyle
- 50m Backstroke
- 50m Breaststroke
- Have potential for 50m Butterfly

11 to 13 years - Correct Technique of;

- 100m Freestyle
- 100m Backstroke
- 100m Breaststroke
- Have potential for 100m Butterfly

14 years and over - Correct Technique & Times

100m Freestyle	F: 1:30:00	M: 1:20:00
100m Backstroke	F: 1:40:00	M: 1:30:00
100m Breaststroke	F: 1:50:00	M: 1:40:00
50m Butterfly	F: 1:00:00	M: 0:50:00

New Non Competing Members

10 years and under – Correct Technique of;

- 50m Freestyle
- 50m Backstroke
- 25m Breaststroke

11 years and over - Correct Technique of;

- 100m Freestyle
- 50m Backstroke
- 50m Breaststroke
- Have potential for 50m Butterfly



Club Uniform

Club colours are navy and royal blue. Swimmers can choose the colour and style of bather to meet their own needs however when competing swimmers must wear club caps. The mandatory items of clothing are the blue Kilmore polo shirt and the Clubs navy blue shorts; these must be purchased upon entry to the club. It is expected that these items will be worn to every competition where the swim club is being represented. It is also a requirement that swimmers wear the club shirt when collecting medals. The Club Property Officer is responsible for the purchase and distribution of club uniform, all uniform enquiries or requirements should be staffed through the property officer.

At all Victorian State and Country events a white team tee shirt will be presented to the swimmers and is to be worn for the duration of the meet along with the clubs navy shorts.

Club Mascot and Logo

The Kilmore Swimming Clubs mascot is the Kouta. The Kouta is our primary logo and is used in the below formats:



The below logos may also be used for uniform purposes



Requirements of the Club

1. Adhere to Swimming Australia Ltd (SAL) Behavioural Guidelines and Code of Conduct
2. Adhere to the Kilmore Swimming Club Inc. By-Laws.
3. Competing members to be available for Pennant and District competition.
4. Yearly registration fees are to be paid prior to the first training session of the new swim season. Swimmers cannot enter the water until this fee is paid as it covers registration and insurance through Swimming Victoria (SV). Registration and payment can be made through the online portal via the SV website – www.swimmingvictoria.org.au.
5. Training fees will be invoiced either per term or in 4 week blocks, fees will depend upon which squad the swimmer is attending, see squad information sheet for pricing. Preferred method of payment is by direct bank transfer, although cash or cheque is acceptable and can be paid to the Club treasurer.
6. Club caps are compulsory for competition and are recommended for training. It is a requirement that all swimmers bring their own equipment to each training session. Different equipment may be required for different squads, refer to squad information sheet for specific squad requirements.
7. All swimmers must have a drink bottle filled with water at the pool edge during training sessions to prevent dehydration. Swimmers without drinks may not be allowed to train.
8. It is the Kilmore Leisure Centres (KLC) policy for swimmers 10 years and under to have a parent or guardian present at all times, this includes while swimmers are training as part of the Kilmore Swimming Club.
9. All club members over the age of 18 are required to undergo a Working With Children Check (WWC).
10. All parents are asked for their assistance with time keeping at swim meets and time trials throughout the season. WWC Checks are required.
11. If a swimmer decides to withdraw from the club, written confirmation must be sent to the secretary.



Club Championships

1. The Club will nominate a date for Club Championship once a full Swimming Victoria and District 22 program has been announced.
2. Age as at the day of the meet
3. Senior grouping is 15 and over. Junior grouping is 14 and under. Senior and Junior Champion decided on total points gained including 100m and 200m IM events. Points given as per rule (5) Club Championship program.
4. Age group champion calculated separately from Senior and Junior Champions.
5. 11 years and under swim 50m events in all strokes, and 100m IM; 12 years and over swim 100m events in all strokes and 200m IM.
6. Trophies and ribbons are awarded to all swimmers, either at Club Championships or Club Presentation night.
7. Points allocation: 1st – 7, 2nd – 5, 3rd – 4, 4th -3, 5th – 2, 6th – 1, 7th+ - 0.
8. All Club Members are permitted to swim in the Club Championships, but will not be eligible for Age Champion, Junior or Senior Champion if they have not;
 - a. Competed in 4 or more pennants, plus either the District Individual Championship or District Relay Championships,
Or
 - b. Competed in all 6 Pennants.
Or
 - c. Represented the Club by competing in all of the below;
 - Country SC Championships
 - Victorian SC Championships
 - Victorian Country Championships
 - Victorian Championships
 - Victorian Sprint Championships
 - HUGDASA District Championships
9. Pending extreme circumstances where a swimmer is unable to for fill one of the above criteria the committee may grant an exemption. An application for exemption must be forwarded in writing to the clubs secretary a minimum of one (1) month prior to club championships; the secretary will present the application at the following committee meeting for consideration. Once a decision has been made the decision is final and cannot be appealed.



Club Captains and Vice Captains

A Male and Female Captain from within the club's swimming ranks will be appointed for each current swimming year. This appointment will be decided by the Kilmore Swimming Club coaches, and approved by the committee. The announcement for these positions will be made at club presentation night.

In the event where there are no suitable applicants the positions may be filled at a later date or not at all.

Criteria for Club Captain

1. To be eligible for Club Captain the swimmer must be aged 15 years and over and have been a member of the Club for a minimum of two (2) consecutive years.
2. Potential captains should display a positive attitude to both their own swimming and to that of their team mates, as well as showing respect and encouragement where ever necessary to all members of the Club.
3. They should be available for and assist where necessary with District based competitions and various other Club meets where required.
4. They should be prepared to liaise with and where necessary take directions from coaching staff.
5. They should have an ability to communicate with swimmers across all age groups especially with those swimmers in the junior years.
6. Club Captains are bound by the SAL Code of Conduct and are expected to abide by those rules at all times.
7. Where a Captain has breached the SAL Code of Conduct the Captain may be removed from their position by the committee.



Competition: See coaches for information.

Although all swim meets are optional, participation in other competitions is advised as competition improves a swimmer's confidence and ability. Swimmers and parents are encouraged to keep records of the times, but times can also be obtained from the Nation Results Database via the Swimming Victoria website. Swim Meets require fees for entries submitted; these fees are the swimmers responsibility and are listed on event information sheets.

Swimmers must request permission from the coaches prior to entering any meet. Depending on where the squad is in the training program, it may not be advisable to enter certain meets. Entering meets at incorrect times, may be detrimental to the swimmer's goals.

There will be an ample number of meets for your swimmer to attend throughout the season, these meets will be promoted through the club and will fit in with the coaches training plan.

Grievances

In the event that you are unable to resolve any particular issue and you feel that the issue requires further investigation, the Club has a nominated Grievance Officer. Your concerns can be raised with this person directly and the formal grievance process commenced. Further information on the grievance process can be found under clause 24 of the Clubs constitution.



Newsletter

A newsletter is emailed out within two weeks of the preceding committee meeting; a copy will also be available on pool deck. The newsletter is the communication line with Kilmore Swimming Club members, and includes all important dates and events. It is important that swimmers are aware of the information contained therein.

Committee

The committee elected at the Annual General Meeting will meet on the second Friday of each month at a location determined at the previous meeting. The meetings are open and all members are welcome to attend. Attending committee meeting is a good way to get an insight into how the club is run and where it is heading. Current committee members are listed on the notice board and on the Clubs website.

Website

The Clubs website (www.kilmoreswimmingclub.org.au) is updated regularly and is a great resource for parents and swimmers. Listed are qualifying times, upcoming Club events, upcoming swim meets, past meet results and much, much more.

Sun Smart

Our District 22 competition falls over the summer months and most of our events are outdoors so it is important that you adopt the following five easy steps recommended by The Cancer Council

Slip on sun protective clothing

Cover up as much skin as possible.

Slop on SPF 30+ screen

Make sure it is broad spectrum & water resistant, make sure you reapply at least every couple of hours.

Slap on a hat

Make sure it's a brimmed hat that covers your face, neck, head and ears.

Seek shade

At all District 22 meets the club will bring their two club tents to provide shelter for the swimmers and parents, although if you have your own more is always welcome.

Slide on some sunglasses

Close fitting, wrap around style offer the best protection

Remember to take care between 10 am and 3 pm when the UV radiation is most intense.



Swim Meet Nutrition

It is quite often that coaches and committee members are asked, what should I feed my swimmer before, during and after a competition? The simple answer is whatever makes them feel comfortable and confident when swimming. What your swimmer eats and drinks on the day of a competition is important but what they eat and drink every day is more important. Healthy every day eating will provide your swimmer with the fuel and nutrition they need to train well, which in turn will help them achieve their best come race day.

Some good tips for race day nutrition are;

Before Competition

Eat a good breakfast, a good low GI cereal is best although if you can't stomach milk on the day, try some toast and jam instead. Try to keep away from meals like bacon & eggs, these meals have their place, but tend to be too fatty for a pre-race meal. In addition to food, keeping hydrated is equally important; have a glass of water either with breakfast or before you leave for the meet.

During Competition

Depending on how close your races are depends on what you can eat. If you only have a short amount of time between races (around 30 minutes such as a Pennant) a good snack could be a couple of lollies (snakes, jelly beans, jelly babies etc.), ½ a jam or sprinkle sandwich or some cut up fruit. If you have longer between races (1-2 hours) something more substantial like a salad or banana sandwich will keep your energy up. Try to stay away from fatty food as these will sit in your stomach when you're racing and won't feel nice at all. Again stay hydrated, make sure you drink enough water throughout the competition, even if you have a sports drink it is important to drink water as well.

Parents: Not all pools (if any) are stocked with a nutritious array of healthy snacks to choose from, truth be known most of it comes from the deep fryer! So plan ahead, bring the esky and you will probably save quite a bit of money too.

After Competition

After a big day of racing it is good to refuel your body with a nutritious meal, again low in fat with some protein and vegetables for vitamins. Although, if you have been training for a long time, eating well and have no other competitions coming up it's a good time for a treat. Don't hit the deep fryer too hard though or you might not be feeling the best next training session!



Parents of Competing Members

Parental involvement is always encouraged and welcomed, whether it be time keeping or running, or getting more involved and trying your hand at starting or compiling. Some of these jobs might seem a bit daunting but don't be scared to give something a go, we have experienced members and officials that are more than happy to teach you the skills you need. It is also encouraged that parents purchase the team uniform, just because you're not in the water doesn't mean you can't show your colours!

It is important to recognise that a personal best cannot be achieved every time a swimmer enters the water and that swimming should remain a fun and healthy activity for all. Over the years we have noticed one very important thing when it comes to racing; happy swimmers are fast swimmers! So don't put too much pressure on the swimmers, just let them do their thing and enjoy it.

Below are a few steps that you can take to assist in keeping our club a healthy, safe and supportive environment.

Do

1. Be patient with progress and offer encouragement wherever possible.
2. Be tolerant of mistakes and poor performance.
3. Be calm and dignified at sporting events.
4. Accept winning and losing graciously.
5. Offer praise at all times.
6. Encourage independence and self-sufficiency.
7. Above all, keep sport in perspective especially with younger swimmers.

Do Not

1. Approach other swimmers in a threatening manner.
2. Approach Coaches during training. Please organise a time with coaches either prior to training or after the training session has been completed.
3. Attempt to coach your own child or other members of the team.
4. Contact SV as a first port of call for information, our committee and coaches have been in the sport for a long time and have quite a good knowledge bank. If you cannot find the information you are looking for a committee member or coach will instruct you on the best course of action.

For further information on what you can do for your swimmer, please refer to the SAL Go Swim Parent Handbook.



District 22 Competition Information

Pennants:

Kilmore Swimming Club is an affiliate of the Hume Upper Goulburn District Swimming Association (HUGDASA) or District 22. We compete in 6 Pennant swim meets over the summer against the other clubs in District 22 - Seymour, Yea, Alexandra and Mansfield. Each club hosts a Pennant at their home pool throughout the season. The club pays for swim entry, but not for the entry to the pools. Pennant season runs from the beginning of December to the end of March each year.

1. Swimmers must attend training sessions before being eligible for selection in the Pennant Team.
2. Swimmers available to swim must write their name and registration number on the Pennant availability sheet which will be put up on the notice board in the weeks leading up to the pennant.
3. Coaches select pennant teams on the Friday night prior to the pennant.

Swimmers are selected for their swims according to their attendance at training and ability.

4. Coaches reserve the right to select swimmers to participate in events of non- preferred strokes as a method of encouraging swimmers to compete outside their comfort zone and improving skill and competency levels.
5. Pennants begin at 1.30pm sharp, swimmers should arrive at 12.30pm to ensure a good warm up. Coaches must be informed as early as possible if swimmers are unable to attend a Pennant.
6. In extreme weather conditions, swimmers will be notified if a meet is to be postponed or cancelled.



HUGDASA Pennant Rules

1. **Age** – Age remains as at the first pennant meet. Junior 14 years and under, Senior 15 years and over.
2. **Individual Events** - Swimmers may swim in their own age group, one age group up, and Open. They cannot swim any more than 5 individual events.
3. **Relay Events** - Swimmers may swim in their own age group, one age group up, and Open. Pairs events are classified as Relay events.
4. **Eight and Nine Year Olds** - Relays are mixed Boys and Girls. In Medley Relays in this age group only, Butterfly stroke does not need to be swum, but must be replaced with either Back or Breast stroke.
5. **Swimmers Entry Fee** – As set at the District AGM. Per each swimmer. A list of swimmers competing is to be submitted to the District Secretary before the completion of each Pennant Meet.
6. **Membership Lists** – A complete list of all registered swimmers must be logged with the District Secretary prior to the first Pennant and updated where and when applicable.
7. Each club is responsible for the running of their own pennant meet, pool setup, programmes and afternoon tea for District Officials.
8. Each club is to provide 3 timekeepers for their own lane at every pennant. Clubs are to ensure that their timekeepers have stop watches and timekeeper's sheets with the swimmers' names for each Pennant.
9. **Marshall and Chief Timekeeper** – both to be provided by host club.
10. **Pennant Points**
 - 1st place = 7 points
 - 2nd place = 5 points
 - 3rd place = 4 points
 - 4th place = 3 points
 - 5th place = 2 points
 - 6th place = 1 point
11. **Lane Allotted** – The District Committee sets rotation of lanes.
12. **Second Claim Swimmers** – To be nominated at the November District meeting for consideration and acceptance.



HUGDASA District Championships Rules

1. **Age Group** – As at day of meet.
2. **Individual Events** – Swimmers may compete in their own age group and in Open events only. This is a non-negotiable rule, regardless of the date of Country Interdistrict event.
3. **Relay Events** – Swimmers may swim in their own age group **OR** any upper age group, plus the open events. Each Relay (Freestyle & Medley) to be considered separately regarding age groups.
4. **Finals** – All events will be run on a time trial basis with no finals. All champions are to be judged on a points allocation basis.
 - **Age Group Champions** – Points from each of the 4 strokes, in that age group.
 - **Junior & Senior Champions** – Points from the 4 strokes, in their age group and open events, also points from individual medleys and 200 metres swims
5. **Entries** – The district sets the closing date for entries. All entries to be forwarded to the secretary of the organising Club by that date.
6. **Programs** – The organising Club is also responsible for providing entry Programmes.
7. **Officials** – Each club is to provide 5 timekeepers with stopwatches, as well as 2 other officials. All clubs are to provide officials for setting up and packing away at the end of the day.
8. **Raffle** – All clubs are to provide a raffle prize to the value of \$30. Tickets to be sold at the gate and around the ground as well as clubs pre-selling tickets.
9. **Second Claim Swimmers** – Swimmers must have residential status to be eligible to swim, i.e. must be resident in the local area of District 22 clubs and swum at least 3 District Pennants. All claims **MUST** have been submitted to the District Committee for approval prior to the start of the current seasons Pennant series.

All Juniors

All Juniors is a sprint format competition for 8 – 14 year olds. Heats for All Juniors usually take place at the Seymour outdoor pool where swimmers will compete against swimmers in their age group from all of the District 22 clubs. The top five place getters in each stroke and age group go through to semi-finals held at MSAC, normally in March.



Contact Information

Kilmore Swimming Club

P.O. Box 345, Kilmore, 3764

Website: www.kilmoreswimmingclub.org.au

Coaches

coaches@kilmoreswimmingclub.org.au

President

president@kilmoreswimmingclub.org.au

Secretary

secretary@kilmoreswimmingclub.org.au

Treasurer

treasurer@kilmoreswimmingclub.org.au

Kilmore Leisure Centre

White Street, Kilmore

Ph: 03 5782 1287

Website: www.mitchellshire.vic.gov.au

Swimming Victoria

Level 3, Melbourne Sports & Aquatic Centre

Aughtie Drive, Albert Park

Ph: 03 9686 5222

Website: www.swimmingvictoria.org.au



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