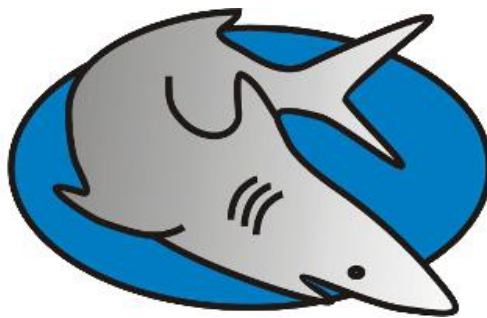


WODEN VALLEY SWIM CLUB INC.

(ABN: 17 263 738 623)



CLUB HANDBOOK

(Updated May 2015)



Table of Contents

1.	Introduction & Welcome	1
1.1	General Information.....	1
1.2	Club Mission, Philosophy and Goals	1
1.3	Parental Involvement and Assistance	1
1.4	Mission Statement.....	2
1.5	Club Philosophy	2
1.6	Communications & Information Dissemination	2
1.6.1	Newsletter.....	3
1.6.2	Handbook	3
1.6.3	Website	3
1.6.4	Notice Boards	3
1.6.5	Electronic Mail	3
2.	Club Management.....	3
2.1	Annual General Meeting (AGM).....	4
2.2	Management Committee.....	4
2.3	Executive Officers and Committee	4
2.3.1	Roles and Responsibilities of PRESIDENT	5
2.3.2	Roles and Responsibilities of VICE PRESIDENT	5
2.3.3	Roles and Responsibilities of SECRETARY	5
2.3.4	Roles and Responsibilities of TREASURER	6
2.3.5	Roles and Responsibilities of COACHING STAFF.....	6
2.3.6	Roles and Responsibilities of REGISTRAR.....	7
2.3.7	Roles and Responsibilities of RACE SECRETARY	7
2.3.8	Roles and Responsibilities of POINT SCORE RECORDER / CLUB NIGHT CO-ORDINATOR	8
2.3.9	Roles and Responsibilities of MEET DIRECTOR /	



Woden Valley Swim Club Inc. Member Handbook



COMPETITIONS COMMITTEE REPRESENTATIVE	8
2.3.10 Roles and Responsibilities of PUBLICITY OFFICER	8
2.3.11 Roles and Responsibilities of PUBLIC OFFICER.....	8
2.3.12 Roles and Responsibilities of PROPERTY OFFICER	9
2.3.13 Roles and Responsibilities of ACT SWIMMING DELEGATES (2)	9
2.3.14 Roles and Responsibilities of FUND RAISING COORDINATOR	9
2.3.15 Roles and Responsibilities of CATERING COORDINATOR.....	9
2.3.16 Roles and Responsibilities of AWARDS COORDINATOR	10
2.3.17 Roles and Responsibilities of PROTECTION INFORMATION OFFICER	10
2.3.18 Roles and Responsibilities of WEBMASTER	10
2.4 Club Office Holders	11
2.4.1. Coaching Staff	11
2.4.2. Club Captains	11
2.5 Financial Management	11
2.5.1 General Financial Management	11
2.5.2 Fund Raising	12
3. Membership	12
3.1 General	12
3.2 Basis for Membership.....	12
3.3 Applications for Membership.....	12
3.4 Termination of Membership	13
3.4.1 Voluntary Termination of Membership	13
3.4.2 Involuntary Termination of Membership	13
3.5 Register of Members	13
3.6 Equity and Diversity	13
3.7 Fees	14
3.7.1 Annual Membership Fee	14
3.7.2 Swimming NSW Ltd Registration	14



Woden Valley Swim Club Inc. Member Handbook



3.7.3	Coaching Fees and Sessions	14
3.7.4	Discounts	14
3.7.5	Disabled Swimmers	15
3.7.6	Reimbursement of Fees	15
4.	Club Code of Conduct	15
4.1	Purpose	15
4.2	Disciplinary Action	16
4.3	WVSC Code of Conduct	16
4.3.1.	Language	16
4.3.2.	Physical Actions	16
4.3.3.	General Rules	16
5.	Training	17
5.1	Squads	17
5.1.1	Fitness Squad.....	17
5.1.2	Blue Squad	17
5.1.3	Bronze Squad	17
5.1.4	Silver Squad.....	18
5.1.5	Gold Squad	18
5.2	Squad Allocation	18
5.3	Training Location	18
5.4	Attendance Exceptions.....	18
5.5	Swimmer Responsibilities at Training	19
5.6	Coach/Swimmer/Parent Interaction	19
5.7	Training Schedule	20
5.8	Parent Guidelines	20
6.	Swim Meet Information	21
6.1	Background.....	21
6.2	Meet Entry Procedures.....	21



Woden Valley Swim Club Inc. Member Handbook



6.3	Meet Format.....	22
6.3.1	Age Group Categories.....	22
6.3.2	Development/Intermediate Meets versus Qualifying Meets	22
6.3.3	Stroke & Distance	22
6.3.4	Long Course (LC) versus Short Course (SC) Meets	22
6.3.5	Lane Assignments.....	22
6.4	Timing System	23
6.5	Attending Swim Meets	23
6.5.1	COACHES TIPS:	23
6.5.2	Suggested Meet Packing List:	24
6.5.3	Before Leaving a Swim Meet	24



1. Introduction & Welcome

1.1 General Information

The purpose of this handbook is to provide parents and swimmers with information about Woden Valley Swim Club Incorporated (WVSC). This handbook is intended both as a reference for existing members, and as a source of information and guidance for new members.

All WVSC members (swimmers and parents) are strongly encouraged to familiarize themselves with the contents of this handbook. This will ensure all personnel are fully conversant with WVSC procedures and operations. Specifically, all WVSC members are expected to:

- Read the guidance contained in this handbook, and
- Put this guidance into practice – especially the section relating to Code of Conduct.

Any WVSC member who is unsure about the contents of this handbook should contact a committee member, who will be only too happy to provide clarification.

The Club is committed to maintaining and fostering open and positive communication. Any questions, suggestions, or problems with respect to any aspect of Club operations should be addressed to the Executive Committee, either in person, by phone, by email or by correspondence.

1.2. Club Mission, Philosophy and Goals

The WVSC welcomes and caters for all standards of swimmers. The Club appreciates that swimmers may also be involved in other activities. Members are reminded however, that full competence, fitness, and the ability to compete at championship levels can only be achieved through regular training. Modern, innovative training techniques and practices are employed by the WVSC coaches, who also provide an emphasis on making training fun and enjoyable.

1.3. Parental Involvement and Assistance

WVSC is a non-profit organization which is administered by a parent-run Executive Committee and staffed by licensed swim coaches. The Club cannot function effectively without the support of parents.

WVSC encourages parents to assist with club activities such as:

- Acting as swimming officials at meets,
- Helping out at regular Club events (such as the monthly Club Night),
- Assisting with catering at meets (both our meets and any meets that our club has been asked to cater for),
- Participating on the Management Committee, and
- Time-keeping at meets.



1.4. Mission Statement

The WVSC aims to:

- Provide the best possible instruction, training and competition for every WVSC swimmer. The long-term goal of most swimmers should be successful participation at all swim meets.
- Motivate young people to achieve the most from themselves, to be "the best they can be".
- Instill in young people an appreciation of high self-esteem, the value of hard work, and the importance of good sportsmanship.
- Provide general fitness.
- Provide opportunities for social and emotional development as well as cultural and educational growth.

1.5. Club Philosophy

The Club philosophy is to provide professional swimming coaching and training in a fun and safe competitive atmosphere. WVSC encourages swimmers to enjoy working towards and achieving their goals. It takes hard work, dedication and perseverance to maintain the high level of fitness and ability required for competitive swimming.

Swimming with WVSC develops many life skills such as:

- Self discipline,
- Persistence,
- Goal Setting,
- Responsibility,
- Sportsmanship,
- Time Management,
- Teamwork,
- Concentration,
- Physical conditioning, and
- Confidence.

1.6. Communications & Information Dissemination

Effective communication of information between the Management Committee, Club Staff and Club members is critical to the smooth running of the Club. In order to keep club operating costs to a minimum, electronic dissemination is the preferred method of passing information to parents. The Club communicates with its members using the following:

- Newsletters,
- Members' Handbook (this document),
- Website,
- Notice Boards, and
- Electronic Mail.



Woden Valley Swim Club Inc. Member Handbook



1.6.1 Newsletter

The newsletter informs families of the latest news about the club. It contains a Meet reports, training schedules, notice of social functions, meet information, accomplishments of swimmers and other important issues.

The Newsletter is published each month and is available through the website. An email is distributed when it becomes available, to let members know it has been published, and provides a link to it. Members who are not comfortable accessing the website can have the newsletter emailed to them instead of a link. Copies of past newsletters are also available on the Club website.

1.6.2 Handbook

The Members' Handbook (this document) will be revised, updated and re-published as required.

1.6.3. Website

The WVSC maintains a website at www.wodenswimclub.org.au. The website provides the most up-to-date information about Club activities, and serves as a notice board for important announcements such as club registration requirements, training schedule changes, event calendar, team records, links to associated sites, contact information, and information regarding swimmer official times.

1.6.4. Notice Boards

The Club Notice Boards (the Seniors Coach and the Juniors Coach both have them) are available on pool deck during training sessions. Notices and other relevant information, such as coming meet flyers and results, are displayed on these boards.

1.6.5. Electronic Mail

The Club maintains electronic mailing lists. The electronic mailing list is used to convey notices of cancellations and sudden changes to schedules or other matters that require immediate attention by members, and to notify members of any website posts including newsletters. Members who have access to email are strongly encouraged to provide their email address. The Club takes the personal privacy of its members very seriously and only club committee members have access to email addresses. Under no circumstances will member email addresses be released to any third party.

2. Club Management

WVSC is a non-profit organization governed by club by-laws, administered by a parent-run Executive Committee, and staffed by licensed swim coaches. WVSC relies on member fees, swim meet fees, merchandise sales and sponsorships for the continued growth/improvement of the Club.



Woden Valley Swim Club Inc.

Member Handbook



2.1 Annual General Meeting (AGM)

A Club Annual General Meeting is held each year (usually May), where new committee members and office bearers are elected from amongst the Club member's families. Prospective Committee Members must be nominated, seconded and achieve a majority vote at the AGM in order to be elected. All Committee members must be registered with NSW Swimming.

2.2 Management Committee

The WVSC management committee is responsible for:

- Club administration
- Financial management
- Leadership

The roles and responsibilities of the WVSC Management Committee are to:

- Co-ordinate the planning of activities in a manner which ensures the aims and objectives of the Club are fulfilled.
- Carry out the recommendations of members as expressed at the annual general meeting.
- Provide members with detailed information regarding the running of the club.
- Monitor the performance of the club officials (according to their job descriptions), to see they are carrying out their functions. It also monitors the performance of any sub- committees or club employees.
- Ensure that all committee members are well-versed in past activities and the reasons for previous decisions, making sure any deviations from these are fully considered.
- Negotiate training opportunities for Administrators and Coaches and provide detailed written and oral records and job descriptions to a newly elected committee so they can settle into their duties quickly.
- Plan and budget for the future.
- Ensure that all members of the committee are role models in the area of leadership.

2.3 Executive Officers and Committee

The Committee is comprised of the following members:

- President, (Executive Committee)
- Vice-President, (Executive Committee)
- Secretary, (Executive Committee)
- Treasurer, (Executive Committee)
- Coaches,
- Registrar,
- Race Secretary,
- Public Officer,
- Point Score Recorder/Club Night Coordinator,



Woden Valley Swim Club Inc.

Member Handbook



- Meet Director/Competitions Committee Representative,
- Publicity Officer,
- Public Officer,
- Property Officer,
- ACT Swimming Delegate (2),
- Fund Raising Coordinator,
- Catering Coordinator,
- Awards Coordinator,
- Protection Information Officer, and
- Webmaster.

2.3.1 Roles and Responsibilities of **PRESIDENT**

The role of the President is to:

- be well informed of all club activities,
- be aware of the future directions and plans of club members,
- have a good working knowledge of the club constitution, club rules and the duties of all office holders and sub-committees,
- manage committee and/or executive meetings,
- manage the club annual general meeting,
- represent the club at local, regional, state* and national* levels (*if appropriate),
- be a supportive leader for all club members,
- act as a facilitator for club activities,
- ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members, and
- present the Annual Report at the Annual General Meeting.

2.3.2. Roles and Responsibilities of **VICE PRESIDENT**

The Vice-President assists the President, and assumes the duties of President as and when required.

2.3.3. Roles and Responsibilities of **SECRETARY**

The role of the Secretary is to:

- handle and manage all incoming and outgoing correspondence,
- act as Secretary during Committee Meetings and at the AGM,
- compile and disseminate the agenda for Club Committee Meetings and the AGM,
- compile and distribute minutes of Club Committee Meetings and the AGM,
- monitor the status and progress of action items arising from Club Committee Meetings, and
- perform Club administrative tasks as required by the President.



2.3.4. Roles and Responsibilities of **TREASURER**

The role of the Treasurer is to:

- issue receipts and promptly deposit all monies received,
- make all payments and keep accurate, up to date records of income and expenditure,
- be the signatory on club cheques (with at least one other Committee Member),
- be responsible for the club's petty cash,
- invoice groups or members for rentals, e.g. building, equipment, uniforms, etc.,
- be fully informed about the financial position of the club at all times,
- prepare budgets for the forthcoming year describing potential sources of income and expenditure,
- present regular breakdowns of income and expenditure to the management committee,
- prepare financial statements for presentation at committee meetings and at the AGM,
- monitor surplus funds,
- manage club investment programs,
- negotiate with banks for loans, overdraft facilities, and mortgages,
- handle tax returns if applicable, and
- prepare annual financial accounts for auditing, and provide the auditor with information as required.

2.3.5. Roles and Responsibilities of the **COACHES**

The role of the Coach is to:

- plan and implement training programs and performance assessment, including:
 - planning and submission of training program to club committee,
 - co-ordination and delivery of training program in cooperation with the clubs committee for the provision of pool time and other required equipment/ supervision,
 - recommendation of swimmers placement in groups and swimming lanes within the club structure, as appropriate to the swimmers ability and agreed aims,
 - encourage meet entries, in accordance with meet entry conditions and with parental confirmation of swimmers availability to attend, and
 - consult with parents as appropriate to discuss swimmers development and/or health concerns.
- Plan coach attendance at Club Nights and competitive meets attended by club members.



2.3.6. Roles and Responsibilities of **REGISTRAR**

The role of the Registrar is to:

- ensure all attendees of WVSC activities are registered members with Swimming NSW Inc and WVSC,
- promote, advertise and facilitate annual registration for all swim club members with Swimming NSW when registration falls due in October each year,
- ensure that current general information for all members is available through the WVSC website or by hard copy at the pool,
- be available to assist members with all membership enquiries throughout the registration year,
- liaise with the Race Secretary and Club Night Coordinator to provide current membership lists,
- hand out the Swimming NSW member cards each year containing capitation numbers, to each swimmer.

2.3.7 Roles and Responsibilities of **RACE SECRETARY**

The role of the Race Secretary is to:

- Provide information via Woden website about upcoming swimming meets,
- respond verbally or through email to requests from swimmers and/or parents regarding eligibility for upcoming meets,
- ensure Team manager software is kept up to date with current times for all financial members of Woden Swim club,
- provided a point of entry for swimmers wishing to enter a swimming meet, when online entry is not available,
- facilitate meet entries for all swimming meets which Woden swim club host,
- facilitate entries for club swimmers into upcoming meets through the provision of race entry and financial data to the event host,
- ensure that payments for meet entries are paid into Woden swim club bank account in a timely manner (when entry not online),
- provide swimmer results to other swim clubs for outgoing members and contact the swimmers previous club to ensure the transfer of results for incoming members,
- liaise with swimming ACT if a swimmer would like a split time recorded as an official result,
- maintain accurate database of club records held by Woden swimmers,
- liaise with club treasurer to ensure payment to host organisation for race entries,
- allocate time keeping for Woden club members at meets,
- provide coaches with list of meet entries prior to meets, and
- allocate relay teams, liaising with coaches and using the Hy-tek Meet Manager Software. The software builds the fastest relay by taking into account all times, for all strokes, for all swimmers.



2.3.8 Roles and Responsibilities of **POINT SCORE RECORDER/CLUB NIGHT COORDINATOR**

The role of the Point Score recorder/Club Night Coordinator is to:

- liaise with Meet Director to organize Club Nights,
- create the Club Night program,
- collect Club Night entry forms,
- prepare "Meet Manager" for Club Night,
- produce and disseminate Club Night documentation,
- collect time data,
- load data into "Meet Manager", and
- forward results to Race Secretary.

2.3.9 Roles and Responsibilities of **MEET DIRECTOR/COMPETITIONS COMMITTEE REPRESENTATIVE**

The role of the Meet Director is to:

- arrange all aspects of running club swimming competitions,
- oversee the conduct of all club competitions,
- prepare competition programs in co-operation with key officials,
- co-ordinate key staff for all competitions,
- liaise with pool staff and all other officials,
- work with media and assist in arranging interviews,
- liaise with swimmers, coaches, team managers and other club officials,
- conduct an evaluation after all competitions and report to club committee,
- have a copy and be familiar with ASI / State competition rules, and
- attend and participate in the monthly ACT Swimming Competitions Committee meetings.

2.3.10 Roles and Responsibilities of **PUBLICITY OFFICER**

The role of the Publicity Officer is to:

- ensure that the club receives maximum promotional exposures in all spheres,
- write media releases concerning upcoming events, interesting personalities or club events,
- co-ordinate arrangements for press media coverage of club news releases on functions, staff changes, players and recruits,
- assist in the development of a program for the recruitment and retention of financial supporters to the club,
- act as a liaison person for media at all events, and
- disperse State / National promotion material / information to club members.

2.3.11 Roles and Responsibilities of **PUBLIC OFFICER**

The role of the Public Officer is to:

- act as the registered representative of the Club (the person to whom legal



- process, notices or documents are served),
- sign all legal demands made by the Club,
 - ensure that the Club's audited annual accounts are lodged,
 - keep a copy of the Constitution and make it available to members on request,
 - make a register of members available for inspection by members of the Club, and
 - ensure that accurate minutes are recorded and retained for 7 years.

2.3.12 Roles and Responsibilities of **PROPERTY OFFICER**

The role of the Property Officer is to:

- maintain a stock of Club uniform items in a secure place,
- sell uniform items to Club members,
- pass all monies received to the Treasurer,
- monitor the stock of uniform items and order additional stock as required,
- liaise with the Management Committee to review/establish pricing for uniform items, and
- maintain the Club Property Register.

2.3.13 Roles and Responsibilities of **ACT SWIMMING DELEGATES** (2)

The role of the ACT Swimming Delegates is to:

- attend ACT Swimming committee meetings,
- represent Woden Swim Club, and
- report back to Woden Swim Club committee.

2.3.14 Roles and Responsibilities of **FUND RAISING COORDINATOR**

The role of the Fund Raising Coordinator is to:

- develop fund raising strategy,
- coordinate fund raising activities,
- recruit club members to assist with fund raising activities,
- collect fund raising monies & hand to Treasurer, and
- report to Management Committee.

2.3.15 Roles and Responsibilities of **CATERING COORDINATOR**

The role of the Catering Coordinator is to:

- organize catering for events as required,
- recruit club members to assist with catering,
- order and collect foodstuffs,
- set up at events,
- prepare foodstuffs for sale/distribution,
- oversee sale/distribution of foodstuffs, and
- collect monies and hand to treasurer.



2.3.16 Roles and Responsibilities of **AWARDS COORDINATOR**

The role of the Awards Coordinator is to:

- order trophies, medals, awards for meets, annual presentation event,
- arrange engraving,
- liaise with coaches & race secretary to determine recipients, and
- plan, arrange & coordinate Annual Presentation Night.

2.3.17 Roles and Responsibilities of **PROTECTION INFORMATION OFFICER**

The role of the Protection Information Officer is to:

- be the first point of contact for any enquiries, concerns or complaints around harassment, abuse and other inappropriate behaviour,
- listen, provide information and options, and moral support to the person with the concern,
- support the complainant in taking the matter further – if that is what the complainant wants and the officer feels able to do it,
- keep up-to-date with information on harassment, discrimination and other forms of inappropriate behaviour,
- understand their organisation's policies and procedures in relation to harassment and discrimination, and
- be accessible, approachable and able to maintain confidentiality.

A Protection Information Officer does not investigate or resolve conflict.

2.3.18 Roles and Responsibilities of **WEBMASTER**

The role of the Webmaster is to:

- produce and distribute timely communications to all members of the Club. Communication medium includes but is not limited to:
 - Website,
 - Email communications,
 - Social Media, and
 - Flyers & placards.
- Update the Club Website including but not limited to:
 - News,
 - Calendar of Club Events and Activities,
 - Meet reports,
 - Club Nights, and
 - Newsletters.
- Renew the domain – www.crazydomains.com.au,
- Renew the web hosting for www.crazydomains.com.au,
- Configure and maintain all email accounts from the [crazydomains.com.au](http://www.crazydomains.com.au) domain,
- Configure and maintain all email accounts from MailChimp.com, and
- Utilise Social Media as appropriate to connect with members to share information (Facebook).



2.4. Club Office Holders

Office Holders in the Club include:

- Coaching Staff, and
- Club Captains.

2.4.1 Coaching Staff

The Club maintains the following Coaching Staff:

- Blue Coach
- Bronze Coach
- Silver & Gold Coach

2.4.2 Club Captains

Club captains are appointed annually by the WVSC Management Committee. Selection of an individual for the position of Club Captain is made by the swimmers in the club. Only financial and registered NSW Swimming members are eligible to be nominated. It is expected by the committee that Club Captains consistently display exemplary behaviour, dedication and commitment to swimming and the WVSC. Club captains are automatically appointed to the WVSC Management Committee.

The role of the Club Captains is to:

- be involved with all club activities,
- provide support and advice to swimmers,
- make new members feel welcome, and
- be a role model to all swimmers.

2.5. Financial Management

2.5.1 General Financial Management

Woden Valley Swim Club Incorporated is a registered Australian business (ABN 17 263 738 623). The Club is also registered for collection of GST. Club finances are managed by the Treasurer. The club maintains a cheque account with Bendigo Bank. Financial transactions are tracked using "MYOB Business Basic". Club accounts are audited each financial year by an independent auditor (who is a registered accountant). The audit report is presented each year at the AGM. Additionally, a monthly financial report is presented by the Treasurer at Committee Meetings.

The Club maintains an "open policy" with respect to its finances and accounting procedures. Any member who desires access to the Club accounts should contact the Treasurer.

2.5.2 Fund Raising



The Club will, from time to time, conduct fund raising activities to augment its income stream. Under current legislation, monies raised via fund raising activities are classified as income, and are subject to GST. The Club will apply the following policy with respect to fund raising activities:

- Fund raising activities are managed by the Fund Raising Coordinator,
- All Club members are encouraged to assist with fund raising activities,
- ALL monies raised via fund raising activities are to be handed to the Club Treasurer,
- The Treasurer will deposit these monies in the Club's bank account,
- Appropriate GST shall be deducted from monies raised via fund raising activities,
- Fund raising monies will be charged to the "Fund Raising Income" account in MYOB,
- The Management Committee will, after due consideration, decide how monies raised through fund raising activities are to be expended (funds raised by an individual or group of individuals shall not necessarily be expended on, or for the benefit of, that individual or group of individuals).

3. Membership

3.1 General

Members (both swimmers and parents) are essential ingredients for any Swimming Club. The WVSC has been one of the most successful Swimming Clubs in Canberra, mainly due to the enthusiasm of its members. Members are encouraged to become actively involved in the Club, which after all, exists for their benefit and enjoyment.

3.2 Basis for Membership

Persons wishing to become members of the WVSC should submit a membership application. Once a membership application is approved AND all fees owing are paid, a person's membership is deemed to be active.

Persons who have not paid their fees by the due date are not considered active members of the WVSC.

Non-Active members are prohibited from participating in training sessions until all fees have been fully paid and the registration form is signed. this is because insurance cover is only available to fully paid-up swimmers.

3.3 Applications for Membership

Applications for membership to the WVSC should be made to the Head Coach.



3.4 Termination of Membership

Membership to the WVSC may be terminated, either:

- Voluntarily, or
- Involuntarily

3.4.1 Voluntary Termination of Membership

Members may terminate their membership voluntarily at any time. Reasons for voluntary termination of membership may be for such things as: dissatisfaction with the Club, conflict with another member, or re-location (either within Canberra, interstate or overseas). Members are not required to specify a reason when membership is terminated voluntarily; however any feedback in relation to why the membership is being terminated is welcome.

Club policy of the reimbursement of fees is contained in the "3.7 Fees" section of this document.

3.4.2 Involuntary Termination of Membership

The Club reserves the right to terminate, at its absolute discretion, the membership of any person where sufficient grounds are considered to exist. Typically, grounds for involuntary termination of membership include but are not limited to:

- Any offence of a serious nature against another Club member, official or parent (physical assault, sexual assault, harassment, theft, possession or use of illegal drugs, etc),
- Repeated cases of abusive behaviour or disrespect to other Club members, officials or parents,
- Repeated cases of disruptive behaviour at training or at events,
- Repeated breaches of the Club Code of Conduct, or
- Repeated failure to pay due fees (assuming no effort has been made by the payee to negotiate an extended payment plan).

Club policy of the reimbursement of fees is contained in the "3.7 Fees" section of this document.

3.5. Register of Members

Incorporated Swimming Clubs are legally required to keep a register of all members, containing certain personal data. The Club privacy policy ensures that this information is kept confidential and is not released to third party organizations, or other members outside of the committee.

3.6. Equity and Diversity

Australia is a multicultural society comprised of a rich and diverse blend of differing cultures and offering equal opportunity to all. The WVSC embraces Australian values in this respect and welcomes any and all persons as members. The WVSC will not tolerate behaviour from its members that is contrary to these values.



3.7. Fees

WVSC fees are comprised of:

- an Annual Membership Fee,
- a Swimming NSW Ltd Registration Fee (Capitation), and
- coaching term fees.

All fees quoted are inclusive of GST.

3.7.1 Annual Membership Fee

The annual membership fee is paid to cover members from 1 October – 30 September. The fee is calculated on a pro-rata basis for members joining the Club part-way through the swimming year. Contact the Treasurer for the current fee.

3.7.2 Swimming NSW Ltd Registration

It is a condition of the Club's affiliation with Swimming NSW that swimmers, committee members, officials and coaches MUST be registered with Swimming NSW. A "swimmer" is anyone that trains; and/or participates in any club activity; and/or competes at any level. Any member who does not compete at these levels (ie. officials, parents, coaches) is classified as "non-swimmer members".

The Swimming NSW Ltd registration fee (Capitation fee) is payable to Swimming NSW annually for the period 1 October to 30 September and is made up of a fee for:

- each swimmer per year, and
- where all swimmers in a family are under 18 years of age, one adult parent or guardian registered as a non-swimmer member in each family per year.

3.7.3 Coaching Fees and Sessions

Coaching fees differ for each of the squads (see the website for the current fees), and allow the swimmer to swim up to the following number of sessions:

- Gold Squad up to 8 sessions per week
- Silver Squad up to 8 sessions per week
- Bronze Squad up to 5 sessions per week
- Blue Squad up to 3 sessions per week
- Fitness Squad up to 3 sessions per week

3.7.4 Discounts

A 20% discount is applied to the third and subsequent swimmers in a family. Fees are charged on a pro-rata basis for swimmers who join the club part way through the period.



3.7.5 Disabled Swimmers

Discounted term fees will be made available to swimmers with recognized disabilities, which limit the amount of training sessions they are able to attend. Generally, disabled swimmers will be placed in a billing category entitled "Swimmers with Special Needs ("SSN)", however additional discounts may be offered on a case by case basis depending upon individual circumstances.

3.7.6 Reimbursement of Fees

Club policy is that once paid, fees are not refundable should a member leave the Club or for some reason choose not to attend training. In order to ensure that all members are treated fairly, however, the Club will generally apply the following principles:

- In cases of voluntary termination of membership, the Club notes that whilst fees are not refundable, each case will be considered on its individual merits. However, the Club reserves the right to determine, at its absolute discretion, if a portion of fees is to be refunded.
- In cases of involuntary termination of membership, the Club notes that fees are not refundable. However, the Club reserves the right to determine, at its absolute discretion, if a portion of fees is to be refunded when a member is expelled from the Club, giving regard to the circumstances of the expulsion.
- In cases of sickness or injury, which in itself prevents a swimmer from attending training, or reduces the swimmer's ability to train, the Club reserves the right to determine, at its absolute discretion, if fees are to be discounted or a portion of fees is to be rolled over towards the next term.
- In cases where a swimmer chooses not to attend training, the Club notes that fees are not refundable. However, the Club reserves the right to determine, at its absolute discretion, if a portion of fees is to be refunded given due consideration for the circumstances surrounding the swimmer's decision to stop training.

4. Club Code of Conduct

4.1. Purpose

The WVSC strives to create an environment where each individual swimmer is afforded every opportunity to achieve his or her very best. The Club operates on principles of fairness, honesty, respect, dedication, and commitment. In order that these principles are realized, a Club Code of Conduct has been established. All Club members, swimmers, staff, coaches, officials and parents are expected to abide by this Code of Conduct. The Club Code of Conduct will be enforced, both with respect to WVSC members, and with respect to officials and members of other clubs and sporting associations with which the WVSC may have cause to interact with.

All swimmers are required to SIGN a copy of the Code of Conduct EACH YEAR.



4.2. Disciplinary Action

Failure to comply with the Code of Conduct will result in disciplinary action. Disciplinary action may include, but may not be limited to any or all of the following:

- Issuance of a written or verbal warning,
- Placing the swimmer in "Time Out",
- Scratching a swimmer from an event(s) or meet,
- Convening a Coach/Swimmer/Parent meeting,
- Sending a swimmer home,
- Suspension from the Club, and/or
- Expulsion from the Club.

4.3. WVSC Code of Conduct

4.3.1 Language

The following are considered to be breaches of the Club Code of Conduct:

- Swearing, harassment, offensive language or disrespect towards coaching staff, team mates, officials, parents or any other person,
- Threats to coaching staff, team mates, officials, parents or any other person,
- Demeaning, racist or sexist comments to, or about, coaching staff, team mates, officials, parents or any other person, or
- Arguing or questioning a meet official or referee.

4.3.2 Physical Actions

The following are considered to be breaches of the Club Code of Conduct:

- Hitting, or physically interfering with coaching staff, team mates, officials, parents or any other person,
- Pushing any person on the pool deck or into the pool,
- Running on the pool deck,
- Stopping or placing feet on the bottom of the pool without good reason, or
- Pulling or sitting on the lane ropes.

4.3.3 General Rules

The following are considered to be breaches of the Club Code of Conduct:

- Lying, stealing and/or vandalism,
- Leaving practice without the Coach's permission,
- Failing to follow the pool rules and be respectful to the pool staff and facilities,
- Failing to adhere to all decisions made by the coaching staff,
- Failing to swim in all races in which a swimmer is entered without the Coach's permission, and
- Failing to arrive at the pool in time for warm-up unless the coach has been notified.



Whenever a Woden swimmer wears the team uniform (or any part of it), the swimmer should remember that their actions and words reflect on the Club.

5. Training

5.1. Squads

The following squads are available at WVSC:

- Fitness Squad
- Blue Squad
- Bronze Squad
- Silver Squad
- Gold Squad

5.1.1 Fitness Squad

Fitness Squad is ideal for those swimmers who would like to maintain their fitness but do not wish to pursue competitive swimming. This squad further develops swimmers to improve their fitness and skill base over each session. Coaches plan sessions with an emphasis on technique across all four strokes.

5.1.2 Blue Squad

Blue squad is for the new club member. Swimmers generally come from a swim school and this squad is designed to ease swimmers into the squad style of swimming. The main focus of this squad is on technique, drills and skills. Blue Squad swimmers are welcome at club night and are encouraged to compete in the local development meet series. Once the Coach feels that a swimmer has met the criteria for advancement to Bronze Squad, they will be invited to trial the squad for a period of one to two months, before confirmation of entrance into the squad.

Blue squad trains for one hour, three nights per week. Swimmers may attend as many of these sessions as they like.

5.1.3 Bronze Squad

Bronze squad concentrates on stroke correction and gaining strength and endurance. They will be introduced to competition swimming through the monthly club nights and are encouraged to compete in the local development meet series and other ACT meets. Once the Coach feels that a swimmer has met the criteria and obtained the appropriate qualifying times for Silver Squad they will be invited to trial the squad for a period of one to two months, before confirmation of entrance into the squad. Bronze squad trains for one and half hours, five nights per week. Swimmers may attend as many of these sessions as they like.



5.1.4 Silver Squad

Silver squad is for the competitive swimmer of any age and they must have qualified for an ACT Championship time. Seasonal planned sessions, varying between distance and sprint work. The squad also focuses on the maintenance of good stroke through skills and drills. Once the Coach feels that a swimmer has met the criteria and obtained the appropriate qualifying times for Gold Squad they will be invited to trial the squad for a period of one to two months, before confirmation of entrance into the squad. This squad offers 7 sessions per week with a session requirement of 3 to 4 session per week for the 10 years and under and a minimum of 5 per week for 11 years and over – with AM training strongly recommended.

5.1.5 Gold Squad

Gold squad is for the competitive swimmers age 13 years and over and they must have qualified for a NSW State time. Seasonal planned sessions, varying between distance and sprint work using all the energy systems are carried out in this squad. These swimmers are required and expected to attend mandatory training sessions (minimum of 5 sessions, National swimmers a minimum of 7 sessions) and compete at targeted meets as requested by the Coach.

5.2 Squad Allocation

The placement of swimmers into squads is the responsibility of the coaching staff. Any questions about a swimmer's placement should be directed to their immediate Coach. The goal is to have swimmers placed in one of the groups based primarily on ability and commitment. At all times, the best interest of the swimmer and team will be considered.

All swimmers are encouraged to strive to attain the next level of training.

For placing swimmers in the appropriate Groups, the following criteria apply:

- Practice attendance,
- Training ability,
- Age,
- Attitude,
- Skills achieved, and
- Swim Meet participation.

5.3 Training Location

The WVSC conducts training at the Lakeside Leisure Centre in Tuggeranong, Canberra, ACT.

5.4 Attendance Exceptions

Membership of Woden Swim Club does not guarantee a certain number of training sessions in any given week, month or year. Nor are swimmers expected to attend any minimum number of training sessions.



Woden Valley Swim Club Inc.

Member Handbook



A published schedule of training session times and meet times is provided as a working guideline for members. This schedule will normally be adhered to; however, there will occasionally be times when the schedule will deviate, or a practice will be cancelled. The following events may influence training session schedules:

- Mechanical - Any pool maintenance issues that occur may affect the practice training times.
- Facility Scheduling - WVSC does not own or operate the facilities we train in. There are times where the Centre makes changes, which may affect the training schedule.
- Holidays and Team Functions – Training times may vary when a Coach is away at swimming events such as Nationals, with some of our senior swimmers. WVSC does not train on Public Holidays. Check the newsletter/website for changes to the schedule.

5.5. Swimmer Responsibilities at Training

All WVSC swimmers are expected to abide by the following at training:

- Maintain a positive attitude at training sessions and swimming meets,
- Arrive at the pool at least 5 minutes before the start of practice,
- Bring their own fins, hand paddles, kickboard and water bottle to all sessions,
- Be ready to enter the water at the designated time,
- Notify coaches of expected prolonged absences,
- Listen to coaches and follow their instructions,
- Display respect towards coaches, adult volunteers and other swimmers,
- Respect Lakeside Leisure Centre property,
- Stay in the allocated lane and not interfere with other swimmers, and
- Swim to the wall on finishes in the allocated lane and move out of the way so the swimmer behind may do the same.

5.6. Coach/Swimmer/Parent Interaction

The following principles are applied:

- Fairness
 - Coaches will deal with each individual fairly, consistently and directly.
 - If swimmers have issues or concerns, they should approach the coach.
 - In fairness to coaches and the swimmers, WVSC may request meetings with parents and swimmers to get to resolve issues.
 - Coaches will make every attempt to avoid rumour or negativity. Swimmers and parents are asked to do the same.
- Appropriate Times
 - If a parent has a concern, it should be expressed when the coach can give it his/her full attention, either before or after a training session. Please do not distract a coach with these concerns during a work-out or on the pool deck.
 - In the event that a problem occurs during a swim meet, please notify the coach. The coach will take care of the problem as quickly as possible, given the constraints of managing the team.



Woden Valley Swim Club Inc.

Member Handbook



- Parental disruption and interference during practices is detrimental to the Team. Please refrain from interacting with swimmers during training.
- Directness
 - Coach/swimmer relationships are the concern of the coaching staff and should be dealt with at that level. Coaches will discuss issues after practice or by appointment.
 - If required, parents/swimmers may approach the head coach with concerns. An appointment may be made to discuss the matter discussed privately if required.
- Team Policy
 - WVSC encourages parents, swimmers and coaches to work together to produce the best possible team. To that end, WVSC suggests that taking extra lessons or practice with opposing coaches or teams is counterproductive. Taking lessons from outside coaches is confusing for swimmers, and not healthy for a successful coach/swimmer relationship. For a referral for swimming lessons, please speak with a WVSC coach.

5.7 Training Schedule

The training schedule is available from the WVSC website.

5.8. Parent Guidelines

WVSC aims to build a strong team through partnership between parents, coaches and swimmers. WVSC adopts the following parent guidelines:

- Imposing your ambitions on your child is counterproductive. Swimming is your child's activity. Improvement and progress occur at different rates for each swimmer. Judging your child's progress based on the performance of others and pushing them based on what you think they should be doing is counterproductive. The nice thing about swimming is every person can strive to do their personal best.
- Be supportive. There is only one question to ask your child: "Did you have fun?" If meets and practices are not fun, your child will lose interest. Help them to have fun!
- Let the coaches do the coaching. WVSC provides professional coaches. Coaching by parents on the side undermines the coaches. The coach is responsible for technical swimming, including stroke technique and race strategy.
- Be positive at swim meets. Please cheer and applaud all WVSC swimmers. Criticising your swimmer or coach is not constructive.
- Acknowledge your child's concerns at meets. Swimming a 400 free, 200 IM, 200 fly or even a 100 butterfly can be stressful to a swimmer. It is okay for your child to be worried. Assure your child that the coaches will not allow them to swim the race if they feel your child is not ready to compete.
- Respect your child's coach. The bond between a coach and swimmer is "work in progress" and one that contributes to your child's success. Criticising the coach in the presence of your child will only serve to hurt your child's swimming.
- Please do not criticise meet officials. Any concerns regarding meet officiating should



be directed to the WVSC Coach.

- Develop goals for your child besides winning. Giving an honest effort regardless of the outcome is more important than winning.
- Moving from team to team or coach to coach is counterproductive. Children who switch from team to team or coach to coach are often ostracised for a long time by the team-mates they leave behind. Often swimmers who switch teams never do better than they did before they sought the "bluer" water.
- Most swimmers do not become Olympians. Swimming teaches many lifelong values and long lasting friendships. Swimming builds good people.

6. Swim Meet Information

6.1. Background

WVSC hosts at least 3 swim meets each calendar year:

- Woden Qualifying Meet. This meet is a 2 day meet, with a combination of distance and sprint events, allowing swimmers to qualify for State and Country Championships. This meet is held at the AIS generally in November each year.
- Woden Development/Intermediate Meet. This meet forms part of the ACT Swimming Winter Development Meet series and is for swimmers who have not yet made State and Country Championship qualifying events. It is also a short course meet, held at the AIS generally in July each year, and is a one day event.

The Team participates in a variety of away Meets. These include, but are not limited to, the various Country, NSW and National championships.

Information about all swim meets is published in the Newsletter, on our website and on the Coaches white boards.

6.2. Meet Entry Procedures

Coaches and swimmers will determine the individual events for home or away meets.

Meet information and entry forms are distributed and published on the website approximately two weeks prior to the meet. Extra entry forms can be obtained from Coaches. Parents should review meet entry information with the swimmer, complete the entry form and return it, together with the entry money or cheque, either to the Coaches, or dropped in the WVSC mailbox on the wall of the pool area opposite the canteen. Payment can also be submitted via electronic funds transfer to the Club's account. The form and money needs to be returned before the due WVSC closing date (not the competition hosts closing date) that is hand written on the bottom of the form – this is the date that it needs to be handed in so that the WVSC race secretary can collate all the entries and send them through to the appropriate club running the meet. Any cheques need to be made out to Woden Swim Club, not the swim club running the meet. If no form is submitted by the stated deadline, it is assumed the swimmer will not be attending that meet.

Relay teams are selected by the Coaches on the day of the meet - coaches must be



informed if swimmers are not available for relays. Failure to report for a relay affects the whole relay schedule, is inconsiderate to fellow swimmers, and may result in WVSC being fined.

Swimmers who have questions about meets or events should discuss these with their coach. WVSC swimmers are expected to pay their own meet entry fees. Entry to Club Nights is free.

6.3. Meet Format

6.3.1 Age Group Categories

These will vary slightly between different distance races. Generally the following applies:

- Development Meets - 7 & under, 8, 9, 10, 11, 12, 13, 14, 15 & over.
- Qualifying Meets –Generally 9 & under, 10, 11, 12, 13, 14, 15, 16 & over.

6.3.2 Development versus Qualifying Meets

Development meets have break times. These are the times that the swimmer cannot be faster than, or they do not qualify to swim at a Development meet. These times do not vary between Development meets, but are the same for every Development meet for that season.

Qualifying Meets often have qualifying times. These are times that the swimmer must have officially swum faster than at a past meet (ie it is an officially recorded time, and not just swum at training).

6.3.3 Stroke & Distance

The competitive events are freestyle (free), backstroke (back), breaststroke (breast), butterfly (fly), individual medley (IM), freestyle and medley relays. The competitive distances in all strokes are:

- 25 metres in all strokes (Development Meets only),
- 50, 100, and 200 metres in all strokes, and
- 400m IM, and 400, 800, and 1500 metre events for Freestyle may be offered at some meets.

6.3.4 Long Course (LC) versus Short Course (SC) Meets

A meet is always designated either LC or SC. All winter meets are SC, meaning that they are swum in a 25m pool. All summer meets are LC, meaning that they are swum in a 50m pool. Swimmers should not expect to swim as quickly in a LC race as they will in a SC race, and may sometimes feel disappointed at the start of the Summer season because they are not doing PBs based on their SC times. They need to understand that this is normal, and is nothing to be worried about.

6.3.5 Lane Assignments



Woden Valley Swim Club Inc. Member Handbook



In a swim meet, the swimmers are placed in lanes according to previously recorded times. The fastest swimmer is allotted to Lane 4 in an 8 Lane pool- The 2nd fastest in Lane 5 etc.

The following is the lane assignment based on an 8-lane pool:

Lane #	1	2	3	4	5	6	7	8
Seed Time:	7th	5th	3rd	1st	2nd	4th	6th	8th

6.4. Timing System

The WVSC uses an automatic timing system at meets conducted at AIS and CISAC. The timing begins when the starter starts the race, at which time the start signal is automatically sent to the computer-timing console. The time of each lane is recorded when the swimmer touches the touch pad at the end of the race. There are always three time keepers on each lane, in case there are problems with the automatic timing system.

6.5. Attending Swim Meets

The following are swimmer responsibilities at meets:

- Obtain plenty of rest several nights before a swim meet,
- Arrive at least 15 minutes prior to the start of warm-ups (this is the time notified by the coach, not the start time of the meet),
- Report to your Coach on arrival and begin stretching,
- Report to your Coach both before and after each event,
- After warm-up, write their event numbers on their arms,
- Keep warm and rest between warm-up and races,
- Do not run around and over-exert yourself,
- Adhere to the Swimmer's Code of Conduct at all times,
- Older swimmers help younger swimmers,
- Listen for all announcements and events being marshalled,
- Drink plenty of water and supplement with sports drinks if required,
- Eat in moderation (and make it healthy!),
- Think positively and believe in yourself, and
- Keep pool area clean.

PLEASE NOTE: Swimmers and parents should check the event board to see which event is being called to the marshalling area. When the swimmer's event number is called, the swimmer must report to the marshalling area ready to swim. At the marshalling area, an official will arrange the swimmers into their heats.

6.5.1 COACHES TIPS:

- It is very important for all swimmers to report to their Coaches on time at the



Woden Valley Swim Club Inc.

Member Handbook



beginning of the meet, and before and after each race.

- Swimmers should have their event numbers and strokes written on the back of their hand.
- At the conclusion of each race, the swimmer should check the score board for his or her unofficial time.
- The swimmer then exits the pool from the side, only after the race is complete (NB many meets operate on an “over the top start”. The referees will advise you when to leave the water.
- Do NOT remove your cap before exiting the pool (you may get disqualified if you do).
- Immediately after exiting the pool, the swimmer should go directly to their coach, who will review the race with the swimmer.

6.5.2 Suggested Meet Packing List:

- 2 of the following: Woden caps, goggles,
- At least 2 or 3 towels – don’t forget you will need one for after the warm up, and wet towels aren’t much fun in winter. You can get away with less towels if you have a sports towel,
- healthy snacks (muesli bars, yoghurt, fruit, nuts, cereal, carrots, sandwiches etc),
- drinks (water, Thorpedos, Powerade, Gaterade, etc (watered down for the younger ones) – maybe a fruit smoothie if a lunch break is planned),
- Sunscreen, hat (if an outdoors event),
- Blanket,
- Track suits (especially in our cold Canberra winters)
- Chairs, and
- Mark all your belongings with your name.

6.5.3. Before Leaving a Swim Meet

Parents and swimmers should check with the coaching staff to make certain that their swimmer has not been entered into a relay. If for some reason a swimmer is entered in a relay but must leave early, please notify the coaches as soon as possible so that the swimmer may be replaced or the relay scratched. As a courtesy to swimmers and coaches, coaches should be notified prior to the meet if a swimmer cannot participate in relays.



Glossary of Swimming Terms

Below is listed some of the lingo you will hear around a pool:

Age Group	Swimmers compete within roughly similar groups: 8 & Under, 9-10,11-12, 13-14,15-18
Block	The starting platform
Deck	The area around the swimming pool reserved for swimmers, officials and coaches. Only "authorised" officials and meet volunteers may be on deck during a swimming competition
Distance Events	Term used to describe events 400 metres in length or longer
DQ'd	Stands for „Disqualified“ . This occurs when a swimmer has committed an infraction of some kind; e.g., freestyle kick in butterfly. A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time
Dry land Training	Training done out of the water usually includes stretching, callisthenics, and/or weight training
Entry Fees	The amount per event charged for each swimmer
Entry Form	The Form on which a swimmer enters a competition. Usually includes name of event; name, age and sex of swimmer; event numbers, strokes and distances; and swimmer entry (PB) times
Event	Any race or series of races (heats) in a given stroke and distance
False Start	Occurs when a swimmer moves before the start gun is sounded
Final	Any single race, which determines the final, places and times in an event
Heat	A division of an event in which there are too many swimmers to compete simultaneously
IM	Stands for Individual Medley; an event in which the swimmer swims all 4 strokes in the following order: butterfly, backstroke, breaststroke and freestyle
Leg (Relay)	The part of the relay event that is swum by a single team member. There are usually 4 legs in a relay.



Woden Valley Swim Club Inc. Member Handbook



Long Course (LC)	All races are 50 metres in length before the competitors turn. The standard size of all international competition and all world record swims is the 50-metre course
Marshalling area	where swimmers report to receive lane and heat numbers, and where they assemble just prior to moving to the starting area.
Meet	Another word for carnival.
Meet Programme	Lists swimmers entered for each event, their seed times, and sometimes designates the swimmer's lane for the event. Programmes are usually available at the beginning of the meet.
Officials	Those people making sure that the meet runs smoothly, and have an official role on the day: Referee, starter, stroke and turn judges, timekeepers.
Open Competition	Competition which any qualified club, organisation or individual may enter.
Pull buoy	Usually made in Styrofoam, this device is placed between the legs to isolate the use of the arms. The pull buoy is used to strengthen the arms and is sometimes used for stroke work.
Referee	The referee makes all final decisions and sees to the efficient running of the meet.
Relays	An event in which (usually) four swimmers, selected by the coaches from among their entrants of a meet, are required to compete. Relays may be Freestyle relays, or Medley relays, where each swimmer has to swim one particular stroke.
Scratch	Withdraw an entry from an event.
Seed	Distribute the swimmers among the required number of heats and/or lanes, according to their submitted preliminary times.
Seed times	A swimmer's submitted preliminary times.
Session	Identified portion of a meet containing specified events to be swum in specific order, eg AM Session, PM Session.
Short Course (SC)	A pool where the competitors swim only 25 metres before turning.
Split	A per-lap time that coaches often record for teaching the concept of pacing. For instance, a swimmer's time for each 25-metre leg of 100-metre event is his/her split.



Woden Valley Swim Club Inc. Member Handbook



Sprint	Describes swimming shorter distances (25, 50,100); in training: to swim as fast as possible for a short distance.
Starter	The official at a meet responsible for starting each heat and calling the next heat to the blocks.
Streamline	The position used by swimmers when starting or pushing off the walls designed to reduce water resistance.
Stroke Judge	An official who determines the legality of swimmers' strokes and disqualifies those who do not conform to the rules.
Submitted Time	Time filed with an entry as having been previously achieved.
Taper	The final phase of training prior to championship meets in which training effort is reduced and swimmer's strength and endurance improve, sometimes dramatically, from rest.
Time Drop	Time improvement measured by comparing a swimmers time to his/her previous best time in a given event.
Time Trials	An event or series of events where swimmers may achieve or better a required time standard.
Timed Finals	Competition in which only heats are swum and final placing are determined by the times performed in the heats.
Time keeper	Individual who keeps back-up times during a meet with a hand- held stop watch or electronic button.
Touch Pads	The pad of electronic timing system that rests in the water at the end of each lane. Swimmers' times are recorded when the pad is touched.
Warm Down	Low intensity swimming used by a swimmer after a race or main practice set to rid of the body of excess lactic acid and to gradually reduce heart rate and respiration.
Warm-ups	The practice and loosening session prior to a meet or before each event.