



Information Handbook

Web: <http://www.ttgmastersswimming.org.au>

Email: ttgkingfishers@gmail.com

Facebook: Tea Tree Gully Masters Swimming Club

The purpose of this information handbook is to give new club members an overview of the club, and all activities available through and at the club. Those who choose to become members of **Tea Tree Gully Kingfishers Masters Swimming Club** will soon integrate into a club which embodies the motto of Masters Swimming – *“Fitness, Friendship and Fun”*.

If you would like more information about anything described in the information handbook speak to the coach or a committee member.

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May 2019

1. **Welcome to Masters Swimming**

Masters Swimming Australia Inc. is the peak body and national sports organisation for adult swimmers aged eighteen years and above. Masters Swimming Australia is affiliated with FINA through Swimming Australia Ltd.

Individuals can join one of the 184 Master Swimming Clubs around Australia. Clubs are affiliated to their respective Branch, and the Branches are affiliated to the National Body. There are seven Branches within Australia, representing each State/Territory, with the exception of ACT, which is incorporated as part of the NSW branch.

Clubs offer various programmes, such as regular training and stroke correction with qualified coaches, fun events and social activities. Competitions are available at Club, Branch, National and International levels. Competitive opportunities are also available through postal swims, the Endurance 1000 and Million Metres Awards. Masters Swimming Australia Branches offer Technical Courses for Officials and Coaching Courses and clinics for Coaches.

Tea Tree Gully Kingfishers Swimming Club Inc. is one of these clubs.

2. **Tea Tree Gully Kingfishers Masters Swimming Club**

Tea Tree Gully Kingfishers Masters Swimming Club was formed in 1979 and has approximately 60 members. Our club serves interested swimmers from the north east suburbs and is affiliated with Masters Swimming in South Australia (MSSA) and nationally with Masters Swimming Australia (MSA).

a. **Come and Try**

New or potential new members are able to experience club training before joining. You are welcome to join us for 3 free training sessions over a 4 week period.

b. **Social Activities**

Besides getting fit and swimming better, we believe in having a good time together. Social activities are always a great way to meet your teammates and we are constantly creating new ways to entertain and be entertained.

Most Friday nights after training there will be something on, a BBQ in the carpark in the summer season, dinner at a local pub or restaurant in the winter season. If you are free please join in. After either pool competitions or oceans swims we will gather somewhere for lunch. Participating in the ocean swims at Port Elliot and Port Augusta is a good excuse for a great weekend away.

Annually (usually in February) there is a celebratory dinner for the club, a night to get dressed up, bring your partner +/- family, and enjoy celebrating the achievements of the club, including presentations of trophies and awards to some lucky swimmers who have achieved milestones during the year. The State Branch also has a dinner (towards the end of the year) for the presentation of awards and trophies. A great way to have a good time in something other than our bathers!

We also like to have a Christmas party, an event well attended and enjoyed! There are a variety of other social events throughout the year and the committee always welcomes suggestions for club activities, not necessarily related to swimming.

The club will often subsidise costs involved in attending these events as we are always conscious of keeping the cost within swimmers' budgets.

c. **Newsletter**

The club has a newsletter that will be emailed to everyone covering news, events, swimmers achievements, lane gossip, swim tips or anything that is of interest to our swimmers. We can only

publish what we know, so please feel free to submit photos, snippets of information or full articles to the Secretary.

d. 2019-20 Committee

President	Helen Haberfield	0412 626 383 haberfieldh@gmail.com
Vice-President	John Gamlen	0401 121 347 John.Gamlen@bigpond.com
Secretary	Janice Gill	0402 839 917 1janice.gill@gmail.com
Treasurer	Ian Thorpe	
Registrar	Rachel Thorpe	
Nominations Officer	Bernadette Shears	
Publicity Officer	Maddi Edgely-Smith	
Safety Officer	Helen Haberfield	
Committee Member	Eithne Mayton	
Committee Member	Adele Goalder	
Committee Member	Eric Smith	

e. 2019-20 Appointed Positions

Coach	Anita Blackmore	0418 896 050
Club Captain	Bernadette Shears	
Endurance 1000 Co-ordinator	Des Mulqueen	
Social Officer	Angela Vas	

3. Membership and Membership Fees

There is an annual membership fee. This is made up of the following components:

- One component to the National Office for national administration, affiliation, member insurance cover etc
- One component to the State Branch Office for the state administration, interclub pool hire, website maintenance, open water swim trailer, various training programs etc
- One component to the Tea Tree Gully Kingfisher Swimming Club for general management of the club

Membership period	National	State	TTG	Total
Regular Swimming membership (Calendar year). Applies irrespective of date of payment.	\$42.00	\$52.00	\$26.00	\$120.00
Second choice club, Swimmer only	Exempt	Exempt	\$15.00	\$15.00
Social member, Non-Swimming only	Exempt	Exempt	\$5.00	\$5.00

For new members there are also 4 month and 16 month membership options which are available from September to December each year. Fees for these options are determined at the end of August each year and are shown on Clubs Online during this period or are available from the Club Treasurer, Ian Thorpe.

Club Policy – New or Potential New Members

The National Insurance Policy allows new swimmers 4 weeks of swimming before they must join to continue to be part of the club.

- During this 4 week period (dating from the first swim) New or Potential New Members are allowed three free sessions of club training.
- New Members who pay in advance – prior to any swimming sessions – are still entitled to 3 free sessions within the first 4 weeks of joining.
- All other sessions during the 4 week period must be paid for at the club fee as applied to all members.

Social Members

The non-swimming social membership fee of \$5.00 is to be paid directly to the Treasurer. Social Members have voting rights as do swimming members at the AGM. Social Members will also be eligible for a range of discounts at the committee's discretion.

For further information on club fees please contact the Club Treasurer – Ian Thorpe (Ph 8264 2215 or 0428 604 347)

4. Membership Registration

a. Clubs Online

Clubs Online is the online membership, subscription management and event registration system adopted by Masters Swimming Australia. The system went live in 2008 and the major benefit is that both new and existing members can register, make payments and update their own information on line.

When you join online you submit all your details and pay online. If you are having any difficulty in doing this please contact the Club Treasurer, Ian Thorpe on one of the above phone numbers.

b. New Registration

Go to the SA Masters Swimming Australia website at www.mastersswimming.org.au

1. Select 'About us' from the top tabs then 'Membership'
2. Click on 'Members portal'
3. Click on the 'New Registration' icon
4. Use the drop down arrow to bring up the list of SA clubs and select Tea Tree Gully
5. Click on Next
6. Select the appropriate Membership (4month, 12 month, or 16 months). Note the appropriate cost will be displayed for the various options
7. Click on Next
8. Read the declaration, tick the box at the bottom (by clicking on it) to say you have read and agree; and click on Next
9. Fill in your details on the New Registration page. All information marked with a * is mandatory. If you leave something out you will be prompted with an error message
10. At this point you can Submit Application and Pay Online. You will need to continue to follow the prompts and enter your credit card details. You will either be given, or asked to provide, a Username and Password. It is important to make a note of this as you will need both to access the system in the future. You will also be issued your six digit Member Number.

c. Re-registration (for existing members)

Follow as per New Registration above, but at point 3 select the 'Re-Registration' icon. You will get the Login page which requires you to enter your Username and Password to proceed. Follow the prompts to re-register.

d. How to get your Username and Password if you have Forgotten it

Follow the instructions for Re-Registration and on the page where you are asked to enter the information, there is a blue heading called 'Forgotten Password?', Click. The 'Password Retrieval' page will come up. Input your email address and the system will send your Username and Password to that email address PROVIDED it matches the email address in the system.

If this fails, contact your Club Registrar who will be able to check the system and give you the information.

e. Updating your details

Once you are registered in the system, you can update any details as necessary i.e. change of address, email or phone number. Please do ensure you do this, especially next of kin, so we know who to contact if an emergency requires it.

Follow the instructions as above and once you get to the registration page login by selecting 'Login'. Choose 'Members Section' then amend your details by overtyping the data and hitting the 'Update' button at the end.

5. Member Protection Policy

Masters Swimming Australia and Masters Swimming South Australia are committed to providing a safe, fair and inclusive sporting environment. They have instituted a Member Protection Policy to protect members from harassment, discrimination, vilification, abuse and other forms of inappropriate behaviour. The policy can viewed at

<http://www.mastersswimming.org.au/Portals/26/Information/Policy/11%20-%20MSA%20MPP%20OCT%202014.pdf> or a copy can be obtained from the TTG Club Secretary. It sets

out the process for handling complaints and the types of disciplinary action that will be taken for any breaches of the policy.

6. Club Clothing

TTG Kingfishers have a range of general merchandise from our supplier Fullhammer. These are available at <http://www.ttgmastersswimming.org.au/merchandise>. Check all details as there are a range of colours and choices on many items. Payment is required online when you place your order. Fullhammer will do a regular delivery of items to the club and a committee member will advise you when your order is ready to collect.

The Club polo shirts and swimmers are available by special order.

a. Polo Shirt



Club polo shirt \$35

b. Swimming Bathers

The Club will sponsor your first pair with a reduction of \$10. See Helen Haberfield to purchase.

Ladies



One piece - Sizes 10-20, \$55
Knee Length - Sizes 12-20, \$63

Mens



Briefs - Sizes 14-24, \$33
Jammers - Sizes 14-24, \$40

c. **Swimming cap.** \$7 each. New members receive a free cap. Please ask if this is not offered.

7. Training

Tea Tree Gully Kingfishers is a swimming club where people come together and swim for fitness and fun. Some people come into our club with goals and some to swim for fitness only but nothing makes a coach more satisfied than to see average people become accomplished swimmers through some hard work.

Swimmers should arrive up to 15 minutes before the session starts to allow time for stretching and warming up. It is recommended to bring a plastic drink bottle of water to consume as you train. People are placed into lanes according to their fitness and ability. It is expected that you will complete the whole session and you can certainly rest when you need to. The distance swum is usually 1.5k to 2.8k. Please inform the Coach and Safety Officer if you have any medical conditions that may be relevant for swimming eg heart, asthma or diabetes.

Sessions consist of aerobic base work, distance and with some speed and sprint sets added. Longer aerobic swims and distance sets assist swimmers prepare for the open water swim season. Some of our members like to compete and/or enter the open water swims such as Jetty to Jetty.

In the winter months from April through to October there are Interclub swimming competitions available and the training sessions are changed accordingly for those who wish to be involved. Winter training consists of more sprint sets to assist swimmers wishing to compete at interclub competitions.

There is something for everyone on offer at our club, the coach will aim to assist with advice on technique and fitness both at a competitive level and for those who are just swimming for fitness and fun.

a. Training Times and Cost

Summer

Training is held at Waterworld Aquatic Centre during the summer season from October to April.

Monday: 6.30 pm to 7.30 pm (Coach)

Wednesday: 6.30 pm to 7.30 pm (Coach)

Friday: 6.30 pm to 7.30 pm (No coach and Endurance 1000 swims)

Winter

Training is held at The ARC Campbelltown during the winter season from April to September.

Monday: 7.00 pm to 8.00 pm (Coach)

Wednesday: 7.00 pm to 8.00 pm (Coach)

Friday: 7.00 pm to 8.00 pm (No coach and Endurance 1000 swims)

All Year

Training is offered on Saturday mornings (10-11am) at The ARC. This session is uncoached but there is a program to follow.

All cost is \$9.00 when the coach is present, and \$5.00 when the coach is absent.

Multi-session passes are available - 11 sessions for the price of 10 (coached sessions \$90.00, uncoached \$50).

3 x free swims for new people – to be used in the first month.

b. Lane Etiquette

Starting

When swimming behind another swimmer in a lane always leave a 10 sec gap between you and the swimmer in front of you. This serves two purposes:

- Swimming on someone's feet is a bit like getting a free ride; you simply don't have to work as hard to go as fast. But it makes swimming harder for the person in front of you and they often do not like it.
- There is a risk of collision as the swimmers turn at the ends of the pool.

Passing

If you are going to pass a swimmer, tap them on the feet once and wait for them to move to the side or hold up at the next turn (likewise, if you get tapped on the feet, move over or hold up at the next turn to let the swimmer behind you go first). You can always rework the lane order during the interval rest period.

Stopping during a set

If you feel the need to stop during a set, swim to the end on the lane, then stay to one side of the lane near the lane rope, don't block the middle of the lane, as it will interfere with your fellow swimmers trying to do turns and complete the set.

Joining in the middle of a set

Use your judgement on when to join a set, but keep in mind that you should fall in behind the last person in the lane, not try to wedge into the middle of the pack, which only contributes to swimmers bunching up.

c. Arriving Late and Leaving Early

When arriving late, you will want to consider that the practice has been designed from warm-up through cool-down, and when you hop into the action midway, you will not be getting the maximum benefit from the practice. Late arrivers can potentially disrupt the flow of a lane if they are not considerate of those busy in the main set.

Here are a few things that you can do to integrate into the practice more smoothly when arriving late:

- Talk with the coach to find out what set the lane is doing and how far through the set they are. Do not expect the swimmers to stop and explain it to you.
- Wait until the swimmers are resting at the wall to announce your arrival. Do not surprise them by just hopping in and swimming behind them.
- Swim at the tail end of the lane and warm-up slowly before raising your heart rate. Once you are up to speed and the interval allows, adjust your position within the lane to one most appropriate for your speed.

If intending to leave early, let the coach and your teammates know. This is particularly important if you are leading the lane. Those behind you will want to make sure they understand the set, the intervals and the send-off times.

d. Other problems

If you have problems with another swimmer or a question, ask the coach on deck. The coach has the final authority during a workout: any problems, issues, or questions should be addressed with her.

e. Injuries at swimming

Any injury sustained by a swimmer during a training session or during a competition either in the pool or the open water, must be reported to the Safety Officer who will then report to the appropriate people.

8. Swimming with other Clubs

At any time you may swim/train with another South Australian Masters Club as all SA Masters Clubs have reciprocal training rights. However prices will vary across clubs. To find out details about when and where other clubs train check the Masters Swimming SA website and follow the links to the other clubs.

Similarly you may swim at other Masters clubs when travelling intra/interstate or overseas. You can find out what clubs might be local to your travel location(s) by checking the appropriate State Branch websites.

It would be advisable to contact the club to confirm that the training sessions will be held at the location and time that you expect and to indicate your intention to attend. When you arrive at the training, introduce yourself and provide basic contact and health details.

9. Million Metres Awards

The Million Metres Awards are Masters Swimming Australia Achievement Awards.

The Vorgee Million Metre Awards acknowledge progress from the 'learn to swim' beginner to the distance swimmer. They are intended to stimulate members to strive for greater fitness and are open to all registered members. As you swim, record your distances covered in training and races using the Record Card

The awards are for 1, 2, 3, 5, 7, and 10 million metres. For details visit www.mastersswimming.org.au/Programs/Vorgee-Million-Metres

10. Vorgee Endurance 1000

The Vorgee Endurance 1000 program is a swimming program designed to encourage people to compete in distances from 400m to 60 minutes duration in a variety of strokes. The program is entirely optional and to achieve the required goals (which relate to gender and age groupings) the swims are done over the calendar year.

Points are gained for the completion of each different event (400m, 800m, 1500m, 30 mins, 45 mins, 60 mins). These combine with points gained by fellow club members and contribute to a total point score for each competing club.

Timing for the Vorgee Endurance 1000 is done at the Friday night training session. Des Mulqueen is the Endurance 1000 Co-ordinator within the club.

There are two national awards each year, the Vorgee Endurance 1000 Champion Club and the Vorgee Endurance 1000 Award.

11. Swimming Competitions

Welcome to Tea Tree Gully Kingfishers Masters Swimming and the fabulous world of adult swimming carnivals. It doesn't matter if you are an ex squad swimmer looking to rekindle your youth or someone just starting out. You can choose events as easy as 25 metres freestyle or as challenging as a 400 metre individual medley. The club relays are the fun events of the meet, they build a really good team spirit and friendly rivalry with the other Masters clubs.

a. Winter Pool Series

The SA Branch of the Master Swimming Association holds a four meet interclub series from May to August each year, usually held on Sunday mornings. Each swimmer can nominate for three individual events plus participate in club relays. At the end of the year all the clubs get together for the annual formal dinner where we get to see each other with dry hair and clothes for a change! It is at this event that the medals are presented for 1st, 2nd and 3rd male and female swimmers in their age group. There are also club trophies presented and partners are encouraged to attend.

There are also three other pool carnivals for which medals are presented on the day.

- Long Course State Cup (swum in 50m pool)
- Short Course State Cup (swum in 25m pool)
- Long Distance Carnival (all swims 400m or longer)

b. Summer Pool Series

There are a series of club completions held in the summer at venues in regional South Australia – Woodside, Gawler, Strathalbyn, Clare and Port Augusta. These are a less formal competitions which can be associated with a weekend away to these areas if desired.

c. National Championships

The Masters Swimming National Championships are held annually and are exclusively for Masters Members. Information about upcoming National Championships can be found on the National Masters website (www.mastersswimming.org.au).

d. Summer Open Water Swims

Open water swims occur Saturdays or Sundays during the months November to March, they occur at a variety of beaches around Adelaide, and one in the estuary at Port Augusta! A program will be available before the season commences with dates, times and locations etc. Prizes are awarded to Masters Members who complete all Masters run Open Water Swims.

Distances vary for each of the races e.g. 750m, 1.5km, 2km, 2.5km, 3km, 4km, 5km and 10km. Extensive water cover is always provided by Surf Life Savers and often a helicopter patrol.

There are a large number of ocean, harbour and channel swims available around the world also, particularly in our own back yard, Australia, New Zealand and the South Pacific region. The internet is a great resource for finding out information about upcoming ocean swims.

e. Are you New to Masters Swimming Competitions?

This article assumes that you know the rules applicable to the stroke(s) you are swimming so they will not be covered here. If in doubt, speak with the coach.

Entering the correct time

The first thing you need to think about is what time should you put on the entry form for each event. For those not used to competing, this may not be of great concern but it can make a great deal of difference to the meet organisers and other competitors. At Masters meets, the competitors in each event are sorted by entry time so that swimmers in each heat swim roughly about the same time. A competitor who puts in an entry time which is much faster than they can actually swim ends up finishing the heat on their own which delays the rest of the day's program. It is particularly important for the longer distance events where an incorrect time can result in a swimmer being several minutes behind the rest of the field which delays the whole meet by those several minutes. At the other end of the scale, putting in a really slow time so that you can easily win a heat won't help overall because the final results are based solely on times swum within each age group. If you don't have any history of times, work with your coach or a fellow club member to do some trials and try to get a reasonable idea of how fast you might swim in each event.

What to wear

Another thing you need to think about before the meet is what you are going to wear, both during the race and before events. Since 2010 there have been quite tight rules regarding swimwear and swimmers should make sure they understand those rules. MSA has adopted the FINA swimsuit rules and there is a summary document about those rules on the MSA web site. Taping of the body, jewellery and watches are prohibited although we do accept normal rings and bangles etc. which cannot be removed without damage. Make sure that your cap and goggles fit neatly and are tight enough to stay in place when you dive in at the start. We encourage you to purchase the club bathers and wear the club cap so you are easily recognisable as a Kingfisher and we can all barrack for each other.

Marshalling

At the pool, swimmers will be marshalled for each event i.e. the swimmers for each heat will be assembled together and taken out to the starting end as a group. The procedures for marshalling will vary between pools and meets so you will need to determine where you have to go and how far ahead of your event/heat you need to be there. Generally there will be displays on a board.

Keep warm

This is where what you wear before the race also needs consideration. Once you have warmed up for an event, you will want to keep warm while you wait for your event. You will need something which will keep you and your feet warm enough both in the stands and in the marshalling room. The temperature in both of those places may be very different from the pool deck so be prepared. This outer clothing and footwear will also need to be able to be removed quickly once you are on the pool deck so that you do not delay the start.

On the pool deck

From the marshalling area swimmers for each heat will move out behind the blocks as a group where they will position themselves behind the lane they are allocated for the heat. The Check Starter should then check off the swimmers against the program to ensure that they are in the right lane for their heat. The preceding heat may still be standing behind the blocks ready for their start so take care not to get mixed up with that heat. Mix ups between heats most often happens when there is an empty lane in one heat and an overly keen swimmer in the next heat steps forward prematurely so be sure to stay with the correct heat.

Get ready to swim

Once the preceding heat has started your next move will be stepping up behind the starting block ready to swim i.e. cap & goggles in place and outer clothing removed. How long you have to get ready will depend on the length of the event. For single lap sprints you will have very little time so you will need to be getting ready from the time your heat arrives behind the blocks. For longer events, particularly distance events like 400 to 1500m events, you should have a bit more time. It is your responsibility to be ready to swim as soon as the previous heat finishes so make sure you allow enough time to get your outer garments off and cap & goggles in place. The referee has the power to disqualify swimmers who delay the start because they are not ready.

Starting position

What happens when the preceding heat finishes will depend on whether the meet is being run as conventional starts or 'starting over the top'.

If it is conventional starts, the referee will give two short blasts on the whistle to indicate to the swimmers in the water that they should get out of the pool. The two short blasts are a signal to swimmers in the water, not to those about to start. Once all swimmers are out of the water and timekeepers are ready, the referee will give one long whistle to indicate to the swimmers to step up to their starting positions.

If it is 'starting over the top', those in the water should move to the side of their lane after they have finished and hang on to the lane rope about a metre from the end of the pool i.e. well clear of any automatic timing pads. When the timekeepers are ready, the referee will give one long whistle to indicate to the swimmers to step up to their starting positions.

Take your marks

That one long whistle is the beginning of the starting procedure, whether for a conventional start 'or starting over the top'. On that whistle swimmers should immediately step on to their starting position - on the block, on the pool edge or in the water. Any swimmers starting in the water should jump into the water on that signal and move straight to their starting position with one hand holding the starting grip or pool wall. It is not necessary to notify anybody if starting in the water – just jump in. Swimmers starting on the block or from the pool edge should have at least one foot at the front of block or the edge of the pool i.e. where they will be for the start. By the time the referee gives that signal swimmers must be ready to start. It is too late to be putting on caps or goggles. Anyone not ready at that point is likely to be disqualified for delaying the start.

Next, the starter will say 'take your marks' and swimmers should then assume their starting position and hold steady until the starting signal is given.

You are racing

The race is then underway and it is just a matter of time until you find out how well you went. How you swim it is something you need to plan with your coach but there is something to consider for the finish: if automated timing is in use, how you touch the wall can be significant. If you hit the top of the pad for example, you may not put sufficient pressure on the pad for it to record initially so the best technique is to try for a firm touch on the front of the pad just below the water line. Once you have finished your race in an individual event you should remain in the water until directed to get out of the pool. The directive to get out will be the two short blasts of the whistle unless the meet is being run as 'starting over the top'. In that case, you get out of the pool as soon as the next heat has started. You should get out via the side of the pool. Never climb over timing touch pads to get out of the pool.

It's Over

All that remains is to check your result. The results of each event will be posted in a convenient location around the pool shortly after the last heat is completed for the event. If you think there has been an error in your result, go to the recording area and ask an official. If you are unsure at any stage what the correct procedure to follow is, please ask one of the officials. It is best to find out the correct rule before you race, rather than risk disqualification.

John Marshall - MSV Technical Director, 2012)

We hope you enjoy becoming and being a member of the Tea Tree Gully Kingfishers.

