



Information Handbook

www.ttgmastersswimming.com

www.mastersswimmingsa.org.au

Email: secretary@ttgmastersswimming.com

Facebook: Tea Tree Gully Kingfishers

Instagram: ttgkingfishers

HEJA

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 Board member.

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November 2023

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 the international body World Aquatics through Swimming Australia Ltd.

Individuals can join one of the 200 Master Swimming Clubs around Australia. Clubs are affiliated to their respective Branch, and the Branches are affiliated to the National Body.

Clubs offer various programs, 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 the Endurance 1000 and Million Metres Awards. Masters Swimming Australia Branches offer Technical Courses for Officials and Coaching Courses and clinics for Coaches.

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

Tea Tree Gully Kingfishers Masters Swimming Club was formed in 1979 and has approximately 50 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.

The end of the summer or winter season are celebrated with a dinner at a local pub or restaurant and most Friday nights after training there will be a dinner in the local area. These will be notified on Heja or by email. After either pool competitions or ocean swims we will gather somewhere for lunch. Participating in the ocean swims at Port Elliot or other regional areas is also a good excuse for a great weekend away.

Annually (usually in February or March) 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 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 Board 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. **Communicating with Members**

The Club communicates with its members via e-mail and Heja. Heja is a phone app designed for members of a sports team to communicate with each other. We recommend that you download this free app available via your app store, to keep up to date with everything happening in the Club. When you have downloaded the app, you will need our team code which is ZL-716299.

The club also has a newsletter 'Keeping in Touch' that is published 3-4 times per year. It covers news, events, swimmers' achievements, lane gossip, swim tips or anything that is of interest to our members. We can only publish what we know, so please feel free to submit photos, snippets of information or full articles to the Communications Co-ordinator (via email to secretary@ttgmastersswimming.com)

d. 2023-24 Board Members

President	Helen Haberfield	president@ttgmastersswimming.com
Secretary	Bernadette Shears	secretary@ttgmastersswimming.com
Treasurer	Ian Thorpe	
Membership Co-ordinator	Janice Gill	
Publicity & Marketing Director	Maddi Edgely-Smith	
Safety Officer, Record Keeper,	John Gamlen	
Fundraising Co-ordinator		
Communication Co-ordinator	Caitlin Pywell	

e. 2023-24 Appointed Positions

Coach	Mark Priess
Endurance 1000 Co-ordinators	Eric Smith Steve Shears
Captain	Vacant

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 Kingfishers Swimming Club for general management of the club

Membership period 2024	National	State	TTG	Total
Regular Swimming membership (calendar year). Applies irrespective of date of payment. Excludes GST and fees.	\$55.00	\$62.00	\$30.00	\$147.00
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 6 month and 16 month membership options which are available from July or September to December each year. Fees for these options are shown when you register during this period.

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 at the AGM as do swimming members. Social Members will also be eligible for a range of discounts at the Board's discretion.

For further information on club fees please contact the Club Treasurer – Ian Thorpe.

4. Membership Registration

Membership registration is available on Swim Central, a membership and event entry system used by Masters Swimming Australia and Swimming Australia.

a. New Registration

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

Select Membership – Join/Renew from the front page or go directly to <https://swimcentral.swimming.org.au/home>

At the bottom of the right hand screen Select Register for an account.

Enter your email address and create a password that contains at least 8 characters, with at least 1 uppercase letter and 1 number, and select Register.

Follow the prompts, including confirming your e-mail address.

For more detailed instructions see <https://.mastersswimming.com.au/swim-central-for-members>

Once you have set up a Swim Central account, login to your account.

From the Menu on the left select Store, then Memberships.

Search for Tea Tree Gully Kingfishers Masters.

Select yourself as the person who you are purchasing a membership for.

Select the appropriate membership by selecting Add to Cart.

To go to Checkout click on the cart icon next to your name.

Confirm all your details are correct.

Enter credit card details.

Read and agree with terms and conditions.

Select Buy Now.

A screen saying Thank you for your Purchase shows a summary of your purchase and a confirmation e-mail will be sent to your registered address.

b. Re-registration (for existing members)

Log in to your Swim Central account.

Follow the direction above.

c. 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.

Log in to your Swim Central account.

Select Profiles from the lefthand menu.

Edit profile as required.

5. Member Protection Policy

Masters Swimming Australia (MSA) is committed to creating a safe, fair, and inclusive sporting environment. We seek to prevent all forms of harassment, discrimination, and abuse and to promote positive behaviour and values. Inappropriate or unlawful behaviour will not be tolerated by the organisation. Our policy sets out codes of behaviour with which everyone associated with the organisation is expected to abide. Disciplinary action will be taken against individuals if there is a breach of the policy.

The Member Protection Policy is available at www.mastersswimming.org.au/rules-and-policies/member-protection.

Tea Tree Gully Kingfishers has a Member Protection Information Officer (MPIO) who is the first point of call in the club for any enquiries, concerns or complaints about harassment and abuse. The MPIO provides confidential information and moral support to the person with the concern or who is alleging harassment. Owen Haeney is the Club MPIO and can be contacted at Ph 0421 478 952 or oweninaustralia@hotmail.com.

6. Club Clothing

TTG Kingfishers have a range of general merchandise from our supplier Fullhammer. These are available at <http://www.ttgmastersswimming.com/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 Board member will advise you when your order is ready to collect.

The Club polo shirts, swimmers and swimming parkas are available by special order. Contact Helen Haberfield at president@ttgmastersswimming.com to order.

a. Polo Shirt

Club polo shirt available on special order. Price \$35.



b. Swimming Bathers

Bathers are available on special order.

Ladies



FRONT

BACK

FRONT

BACK

FRONT

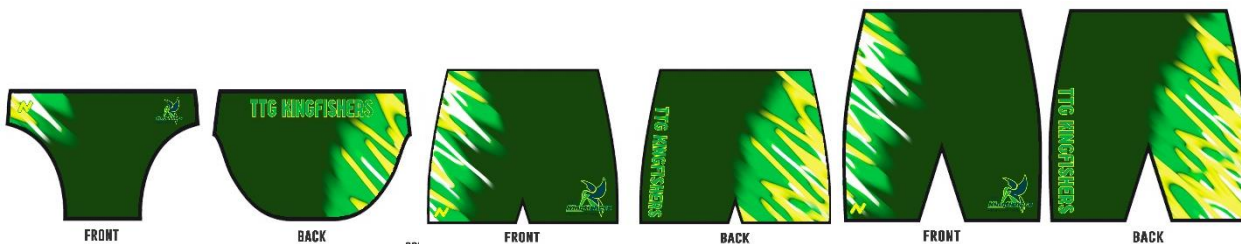
BACK

Sport Back

Cross Back

Knee Length

Mens



FRONT

BACK

FRONT

BACK

FRONT

BACK

Briefs

Trunks

Jammers

c. Swimming Cap.

\$10 each. Contact Helen Haberfield -president@ttgmastersswimming.com

d. Club Swimming Parka



Club swimming parka available on special order.
Contact secretary@ttgmastersswimming.com

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. Mondays, Wednesdays, Fridays: 6.30 pm to 7.30 pm. Our coach, Mark Priess, attends the Monday session. Timing for Endurance 1000 swims is held each Friday session.

Winter

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

Mondays, Wednesdays, Fridays: 7.00 pm to 8.00 pm. Our coach, Mark Priess, attends the Monday session. Timing for Endurance 1000 swims is held on the last Friday of each month.

All Year

Training is held at The ARC Campbelltown on Saturday mornings (10-11am), followed by coffee. Timing for Endurance 1000 swims is held on the last Saturday of each month.

The cost of attending a training session is \$7. Multi-session passes are available. These are:

- i. Season Pass. Cost \$290. This covers all training sessions for one season (summer or winter) and Saturdays at The ARC. The Terms and Conditions can be found on the Club website. Payment needs to be made to the Club account.
- ii. Multi Visit Pass (MVP). \$70 for 10 swims (coached or uncoached). Payment needs to be made to the Club account.

Club Bank Account

Tea Tree Gully Kingfishers Masters Swimming

BSB -065 149

A/C - 10276194

Entry to the Pool

- Waterworld Aquatic Centre. To gain entry to the pool for summer training you will require a Waterworld Summer Pass. You apply online and the link for this will be sent to members at the beginning of the season. If you join after the start of the season contact the Secretary for the link. The Waterworld season pass allows you entry to the pool at any time. This is a privilege for Kingfishers members and the criteria for this is that a member must be active in attending training, swimming in competitions or open water swims or volunteering to support the club.
- The ARC Campbelltown. To gain entry to the pool for winter training or for Saturday morning training tell the staff that you are with the Kingfishers Masters Swimming and they will open that gate for you.

b. Lane Etiquette

Starting

When swimming behind another swimmer in a lane always leave a 10s 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 of 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, please 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 discussed with the coach.

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. Endurance 1000

The 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 Endurance 1000 is done at training sessions. In summer this is every Friday night at Waterworld. In winter it is on the last Friday night of the month. On Saturdays it is the last Saturday training session of the month. Once or twice a year we have an Endurance Sunday where we just swim Endurance swims and finish with a well-earned brunch.

Eric Smith and Steve Shears are the Endurance 1000 Co-ordinators within the club.

10. **Million Metres Awards**

The Million Metres Awards are Masters Swimming Australia Achievement Awards.

The 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

11. **Swimming Competitions**

Welcome to 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. **Nominating for a Pool Competition or OWS**

Entering a pool competition or open water swim is done online.

Log in to your Swim Central account.

From the left hand panel click Events

Find the event you want to enter by selecting the event date.

Click on View Event.

Click on Entries. Select the races you want to swim by clicking on the + button next to the event.

Note when you select the first event a pop up will provide you with the event entry fee information.

Click Continue to select more races. A pop up will tell you when these have been added to your cart. If you have previously swum an event there will be a nominated time which is the fastest time you have swum this event in the last 2 years. If you have not swum this event NT (no time) will be displayed.

When you have selected your events, click on either Make Payment or Your Shopping Cart.

In your Check Out you will see the events you have entered and the card payment details and Terms and Conditions. You are required to agree with the Terms and Conditions.

b. **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. One of the Interclub events is devoted entirely to relays.

There are also three other pool carnivals for which medals are presented

- Long Course State Cup (swum in 50m pool)
- Short Course State Cup (swum in 25m pool)
- Long Distance Carnival (all swims 400m, 800m or 1500m)

c. **Summer Pool Series**

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

d. **Presentation Dinner**

Annually all the clubs get together for a presentation 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.

e. 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).

f. Summer Open Water Swims

Open water swims occur during the months November to March, they occur at a variety of beaches around Adelaide. 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 a helicopter patrol. 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.

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.

g. 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.

Prior to the Pool Competition

The Program for the Pool Competition is published on the Masters Swimming SA website (mastersswimming.org.au) prior to the event. This lists all events, the number of heats, the lane numbers of the swimmers in each heat and their nominated time.

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. If you have not swum this event previously your time will be noted as NT and you will swim in the first heat for the 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 World Aquatics swimsuit rules and there is a summary document about those rules on the MSA website. 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

