



MINGARA

**Mingara Aquatic
Swimming Club
Incorporated**

www.mingaraaquatic.com

Members Handbook

Mingara One

Fitness, Aquatic and Wellness

Last Revised September 2008

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The Aims of Mingara Aquatic Swimming Club

Mingara Aquatic Swimming Club was formed to provide swimmers training at Mingara One – The Lifestyle Centre, a swimming club based at their home pool.

The club's emphasis is to promote swimming on the Central Coast and to provide a first step into the world of club swimming for younger children.

We aim to create an environment where children can enjoy both the competitive and social aspects of swimming while encouraging them to achieve their full potential.

Club Management

Mingara Aquatic Swimming Club is managed by the committee, which consists of:-

President

Vice President

Secretary

Treasurer

Race Secretary

Assistant Race Secretary

Registrar

Handicapper/Point Scorer

Property Officer

Fundraising Officers

Delegates to Central Coast Swimming Association

General Committee Members

The officers are elected at the Annual General Meeting (AGM) of Mingara Aquatic Swimming Club and unless they are removed or resign, they serve for a twelve month period until the next AGM.

The current committee members are listed on the Club notice board and are available to answer any question you may have.

A person **must** be a financial member of Mingara Aquatic Swimming Club to be eligible to stand for a position on the committee and to vote at the AGM.

The committee will have regular monthly meetings to which all members are welcome to attend, however, only financial members that are 16 years and over are eligible to vote on motions put before the meetings.

Notice of these meetings will be posted on the club notice board and in the monthly newsletter.

The business of the club is governed by the club's Constitution, copy of which is held by the President and the Secretary and is available to any member upon request.

General Information

Constitution

Mingara Aquatic Swimming Club Incorporated had the standard Swimming Club constitution that is based on the standard Swimming NSW Ltd. Constitution. Copies of the constitution are available to all interested.

The Swimming Year

The New South Wales swimming year is divided into two seasons, summer (Long Course) and winter (Short Course). The summer season runs from 1st October through to 31st March and the swim meets are conducted in a 50 metre pool. The winter season runs from 1st April to 30th September and the swim meets are conducted in a 25 metre pool.

Registration

All members are issued with a capitation number. The capitation number is issued by Swimming NSW Ltd and is used to identify the member's financial status. The capitation number is also recorded each time a swimmer competes in a swimming meet.

Mingara Aquatic Swimming Club members aged sixteen and over are eligible to vote at the Annual General Meetings of the Club. New swimming members **must** provide proof of age to the Registrar. The membership fee is to be paid to the club Registrar.

Fees

Mingara Aquatic Swimming Club fees will be set by the Committee prior to the new season and are to be paid to the Registrar before competing with the club. The joining fee covers registration with Swimming NSW Ltd, Central Coast Swimming Association (CCSA) and insurance.

Children coming to swimming club for the first time are allowed to swim for two nights before joining. If they wish to continue they must join the club, as they will not be covered by insurance and the club will not accept any responsibility if anything happens to the child.

Other than taking part in the 'free' swims, swimmers will not be allowed to compete with the club unless they are a current financial swimming member of Swimming NSW Ltd.

At least one parent/guardian of children under 18 years of age are required to join Mingara Aquatic Swimming club to ensure that they are covered by insurance for activities at the pool, as well as being eligible to nominate for any position on the Mingara Aquatic Swimming Club's management committee.

Parent's Role

Mingara Aquatic Swimming Club is an amateur sporting club that is managed and run by parents, in a committee. All the positions on the committee are voluntary, which means that there are no paid workers managing the swimming club. At least one parent/guardian of children under 18 are required to become members of the club and are encouraged to take an active part in its management by attending the monthly meetings. This is a great way, for the parents of younger swimmers in particular, to learn about swimming as a sport. New parents will be made very welcome.

There are many ways parents can help without becoming committee members. As well as the day to day running of the club, a large number of people are required to run the club's various activities. At least 20 adults are required to assist on club nights.

Your assistance in the following areas will ensure that the club nights run smoothly and are an enjoyable event.

- Timekeeping – it only requires the use of a stopwatch and pencil and you need to be 13 years or over
- Marshalling – the organisation of a group of children waiting to participate in their selected events.
- Card running – taking the cards from one end of the pool to the other to give to the timekeepers

The club encourages all parents to assist, if we do not have help on club nights the club cannot run.

Swimmers should be encouraged to learn and follow the correct marshalling and racing procedures as soon as possible. Please approach another parent or older swimmer if you are unsure of anything as there is quite a lot to learn and we all remember starting out.

All parents should note that the Club nights are not to be treated as 'child care centres'. The club will not be responsible for children who are left without adult supervision.

If parents have any enquiries about the conduct of the meet, they should direct them to the President or other committee member. Do not approach the handicappers or timekeepers in the first instance, as this will interrupt the smooth running of the meet.

Communication

Club information such as social events, meetings and major results will be posted in the club notice cabinet located on pool deck. Throughout the year the club's coaches will target certain swimming meets. The information regarding the targeted and representative meets will be posted in the notice cabinet and advertised in our monthly newsletter and on our club website at www.mingaraaquatic.com All other swim meet information is listed in the Swimmer, which is a monthly booklet produced by Swimming NSW Ltd.

Publicity

All media coverage is co-ordinated by Central Coast Swimming Association. The club will endeavour to have news and results published in the local press and announced on local radio. All news and results should be made available to the Publicity Officer who is responsible for informing the CCSA Publicity Officer.

Fundraising

Mingara Aquatic Swimming Club members participate in many fund raising activities including weekly raffles and BBQ on a club night. These activities raise much needed funds for the club and are used for the benefit of our swimmers. Any outside fundraising should not be undertaken until after the club raffle has been drawn. If doing this outside club hours, permission from Mingara is required.

When you join Mingara Aquatic Swimming Club you will be issued with a Rebel Sport Discount Card which will allow you to receive a 5% discount on all your purchases at Rebel Sport. As well as receiving a discount for yourself, when the total of purchases recorded against the number issued on your card exceeds \$3,000.00, Mingara Aquatic Swimming Club will also receive a 5% commission.

Swimming Competitions

(Also known as Swim Meets or Swimming Carnivals)

There are a number of different types of competitions that your swimmer can enter into. These range from club nights through to National Selection trials. These competitions range in different levels and each one progresses to the next. All swim meets have similar requirements in respect to entry procedures with the higher level carnivals having qualifying times which must be achieved before you are eligible to enter. Examples of these are NSW Country, NSW State and Australian National Championships.

Club Competitions

Club meets are designed to cater for all our swimmers and are important as they give the young swimmers an insight into competitive swimming as well as educating them in the correct procedures eg Marshalling and Race Starting (One Start Rule). Both parents and swimmers are encouraged to learn the correct procedures as soon as possible as this will assist in the management and functions of the swim meets. There are 2 types of club competitions – Club Nights and Club Championships.

Club Nights

Club Night is held on a Friday night as per the Club Night Program, at Mingara One. Normal Pool entry fees apply for each swimmer. Club nights will start promptly at 6.30pm to enable us to finish no later than 8pm.

Cards

Club night swims are to be entered on club cards. The entries are to be submitted no later than 7.00pm on a Thursday night or can be placed in the club night entry box anytime during the week. The club cards can be purchased from any committee member on a club night.

Points are accumulated by each swimmer for attendance and also in comparison against your personal best time (pb). These points are used to determine the Age and Grade Champions for the year.

To swim in a 200IM, a qualifying time of 4 minutes or better must be achieved in a scheduled IM Time Trial.

Events

A program of events is located in a display folder near the display cabinets on pool deck. We will post a notice of cancellation on the notice board if, for any reason, a club night is cancelled.

Please note it is the responsibility of the swimmer or the swimmer's parents to ensure that the club night cards are completed correctly. The grading time that is to be submitted on Club Night cards is your best time swum on a club night. It must not be a time that has been obtained in an outside carnival.

Club Championships

These are run once a year and provide the swimmers with a chance to determine the male and female champions in their age divisions. Points are awarded for 1st through to 20th place and are used in the calculation for the overall age champion. In the championships points are allocated in every swim that is swum, from the age events through to the open events. The points obtained in an open event will only be used in the calculation for the Open Champion.

Inter Club Competitions

These swim meets are designed to enable swimmers a natural progression to the next level of competition. Many swimming clubs run carnivals, which are open to entries from other clubs. A number of these meets/carnivals will be attended by the club coaches; these are indicated as a **Targeted Meet** and will be displayed on the Carnival Notice Board. Your child's coach will be only too happy to give advice on the meet that will best suit your swimmer. Our swimmers benefit from these carnivals in a number of ways:-

1. They provide valuable racing experience under different conditions and against varying levels of competition
2. They provide an opportunity for the swimmer to put into practice the skills that they have learned from their coach in the pool.
3. Carnivals at other venues provide a social opportunity where swimmers and their parents can get to know their fellow club members as well as those of other clubs.
4. Provides the opportunity to obtain a qualifying time to compete at Representative swim meets.

There are 3 types of competitions – Encouragement/Development Carnivals, Qualifying Carnivals and Representative Carnivals. Entry into these swim meets is on Swimming NSW Ltd cards which can be purchased from the swim club. Carnival ads will indicate whether entries are to be on single or multiple entry cards.

Only a time swum at an outside carnival may be used as your entry time. If a swimmer has not achieved a time for a stroke in an outside carnival, then they would submit a NT (No time) entry. Club nights are not qualifying meets and the times achieved on club nights can not be used as an entry time. If the carnival does not state that a qualifying time is required, you still need to supply a time so the entry can be submitted for seeding purposes.

Encouragement/Development Carnivals

These meets offer the developing swimmer the chance to compete against other competitors of a similar standard. These meets are usually structured to restrict the faster or more experienced swimmers from competing. This is achieved by setting a qualifying standard for each age and stroke, that when met or exceeded prohibits that swimmer from entering the competition.

Qualifying Carnivals

Qualifying carnivals provide an opportunity for swimmers to improve their 'Personal Best' time and also to achieve a qualifying time for a major championship. Some events at the District and all events at NSW Country, NSW State and National level have qualifying times set which swimmers must equal or better to be eligible to enter.

A qualifying meet is one that is sanctioned by Swimming NSW Ltd and when the carnival is advertised, it is clearly stated that it is a qualifying meet.

The Race Secretary will place photocopies of programs for carnivals on the notice board. The ads have details of the each carnival closing date for entries. The Race Secretary will nominate a closing date for Mingara Aquatic Swimming Club entries to be lodged in our entry box. This date will always be earlier than that nominated on the carnival advertisement. This additional time will allow the Race Secretary time to check the entries and forward them to the other club.

No late entries can be accepted. All entries must be submitted through the entries box and must be accompanied by the correct money or cheque made payable to Mingara Aquatic Swimming Club Inc.

Under no circumstances can entries be submitted directly to the club managing the carnival.

Representative Carnivals

Country, State and National Championships are representative carnivals. **All** the representative carnivals require swimmers to have achieved or bettered the qualifying times prior to the closing date to be eligible to enter. These required qualifying times will be posted on the notice board.

Note that adjustments (constants) need to be made when converting a time from long to short course and vice versa. However, times for Nationals **must** be achieved in a pool equivalent in size to the pool at the hosting venue. For example Fisher & Paykel Australian Age Championships is a summer competition and the applicable qualifying times **must** be set in a 50m pool. However, for Telstra Australian Open Short Course Championships qualifying times can be set in either a 50m or 25m pool. Please note that there are no conversions applicable and the time must be equal to or faster than the qualifying time stated. Times **must** be able to be verified and accurate to the hundredth of a second.

Competitors and their parents will be responsible for any fines imposed by Swimming NSW Ltd in relation to incorrect information on carnival entries

Representative Packages

Subject to Club finances, swimmers competing at NSW Country, NSW State Age, NSW State Open, National Age and National Open Championships in individual events will receive a representative package that is determined by the Mingara Aquatic Swimming Club Committee, provided the swimmer has met the required criteria.

The criteria are as follows:

NSW Country and NSW State Age and Open Representation

To be eligible for a representative package, swimmers must compete in not less than 50% of available Club nights for that year, swimming at least 2 events per club night. However, if the swimmer is competing at a “targeted” or representative meet, then a club night swim card should be submitted for the swimmer to be awarded attendance points for that night. Please note that a targeted meet **does not** include school swimming.

Swimmers who qualify for these meets but are ineligible for the Representative Package can purchase one through the Property Officer. There will be one Representative Package per year, presented on Presentation Day and determined by the club’s funds.

National Representation

Australian Short Course Championships and Australian Championships

For a swimmer competing in the Australian Short Course Championships and Australian Championships a representative package in the form of apparel will not be issued. However, Mingara Aquatic Swimming Club will endeavour to provide financial assistance. For a swimmer competing at the above-mentioned championships the 50% of available club nights qualifying criteria must be met to obtain this financial assistance.

National Age Championships

For a swimmer competing in the National Age Championships, Mingara Aquatic Swimming Club will endeavour to provide financial assistance in the form of a package. This will not be in the form of apparel. However, this package will be derived from the following sources:

1. A share of the proceeds from the Mingara Aquatic Qualifying Carnival and Mingara Aquatic Swimming Club Development Meet
2. The sale of Rotary Club Raffle tickets. This raffle is conducted by the Rotary Club of The Entrance and is not organised by Mingara Aquatic Swimming Club. The funding derived from the proceeds of this raffle is dependent upon the number of tickets sold by each participating National Representative. Should the National Age Representative not be eligible to compete at the Australian Age Championships that year, the funds that have been raised by the representative through the sale of the Rotary Club Raffle tickets will be utilised by Mingara Aquatic Swimming club in funding the club’s operating expenses.

3. Funding from the Central Coast Regional Organisation of Councils (CCROC). This body consists of both Gosford and Wyong Councils and its aim is to support via sponsorship or fund any Central Coast resident who has resided permanently on the Central Coast for a period greater than 2 years and who has been selected by a National, State or Regional body to participate in a recognised sporting or cultural event.
4. A cash contribution from Mingara Aquatic Swimming Club subject to the club's financial position.

To be eligible for a share in the proceeds from the above mentioned fund raising activities, a swimmer **must** have qualified for and **be competing** in the Australian Age Championships for that year and will have supported our two swimming carnivals by:

- Actively participating in the running of the meet
- Actively participating in the fundraising activities of Mingara Aquatic Swimming Club for that year

To receive proceeds from the Rotary Club of The Entrance, a swimmer must have sold raffle tickets that were supplied by the Rotary Club of The Entrance. A swimmer will receive an amount equal to the value of raffle tickets that they sold.

For points 3 & 4 above, a prospective National Age Representative **must** have achieved the required club night attendance. The CCROC funding will be divided equally between the National Age Representatives. The cash contribution from Mingara Aquatic Swimming Club will be an amount that is determined by the Mingara Aquatic Swimming Club committee.

End of Year Awards

- **Age Point Score Champions – Male and Female**
- **Grade Point Score Champions for Each Stroke – Male and Female**
- **Club Championship Age Champions**
- **Carly Fitton Junior Achievement Award**
- **High Achievement Award – Male and Female**
- **Commitment to Training Award – Male and Female**
- **The Lewandowski Family Club Person Award**