

# Members' Handbook



## Ku-ring-gai Amateur Swimming Club

2011-2012 Season

BASED AT WEST PYMBLE SWIMMING POOL

*KASC - The Family Swimming Club*

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**Important Notice**

All information in this handbook is provided on a best efforts basis in good faith to assist our members. This Members' Handbook complements the Official KASC Club Rules which are available from the club-house. Where there is a discrepancy between these two documents, the latter shall take precedence, unless otherwise agreed to by the KASC Committee.



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## Welcome

*Welcome to your Swimming Club - from the President*

Firstly, welcome to our new members - and if you have been a member before, it's good to have you back!

Ku-ring-gai Amateur Swimming Club (KASC) is a well established and highly regarded club, completely run by its members on a non-profit basis for the benefit of the club and wider community. The club currently has over 200 active members with the full range of abilities, from those at the early development to State & National representatives.

This Members' handbook is intended to provide a brief informal introduction to our club, what we do and how we do things. Please let one of the committee members (see p13) know if there is anything else you think should be in here or any other information others might find useful.

## Background and History

*A short history of our swimming club*

Our club was established in 1969 with 150 members and the West Pymble Swimming Pool was opened in 1970. Originally intended to be a 33m pool, this was changed following pressure from the local community to build a 50m pool instead. The club contributed half of the cost of the clubhouse, which was built seven years later.

The pool at West Pymble is located in the most magnificent setting in Bicentennial Park. Current facilities include the Lofberg & Norm Griffiths Ovals, the Bowling club, the Park, picnic areas and walking tracks set in natural bushland. Parking is plentiful and access is straightforward from Ryde Road or Yanko Road.

The club calendar is hectic during the first few months of the new school year as the club provides time-keeping, marshalling and referee services to over 20 school carnivals, the majority of which are Public Primary schools in the local area.

We encourage &  
promote swimming  
in our local  
community

## Our Purpose

KASC is a members' club, run by volunteers (including a Management Committee) for the benefit of the members. Our aim is to encourage and promote swimming - we support family involvement and look to build confidence in swimmers at all levels -- from youngsters to oldsters, beginners to State and National swimmers.



## **What we provide**

As well as a good social community, the club provides a number of core activities, including:

### **Saturday Morning Swimming Meets**

This is where our swimmers have the opportunity to improve their Personal Best (PB) times by swimming alongside fellow club members of similar ability. We swim rain, hail or shine.

### **Club Championships**

The championships are held annually at the club to provide competitive racing against other KASC swimmers in the same age group. Open Championship swimming events are also swum during the Season.

### **Carnivals**

Club members participate in numerous other swimming carnivals, some inter-club (for example Swimming Metro North East – SMNE- meets), some sponsored and others run by Swimming New South Wales (SNSW).

### **Fun**

We have a number of 'simply-for-fun' events throughout the season, like the KASC biathlon and parent and child handicap relay event.

### **Stroke Correction**

When time permits, at the end of our Saturday morning meets we provide free stroke correction and advice on swimming technique. This covers many aspects of swimming, including starts, turns, finishes, relay and race tactics.

### **Point Score**

During the season swimmers accumulate points through our point score system, enabling the club to provide further encouragement and recognition at our annual Presentation event.

All of the Swimming events are officiated under SNSW rules which helps prepare our swimmers for more serious competitive swimming.

Who can join  
the Club?

## **Who can join the Club?**

Our club is open to all members of the Ku-ring-gai and neighbouring communities; families with swimmers of all abilities are particularly welcome.



## Saturday Club Meetings

*Here's how things work at the Saturday Morning Club Meetings.*

Saturday morning meets start at 7.15am.

### Arrive

Come along to the pool - try to arrive early as the first event kicks off at 7.15am (these events are generally either the long races or Open Championship Events. Please note that qualifying times apply to these events. A list of qualifying times is in the KASC Rule Book and also posted on the notice board). The freestyle races follow at 7.30am. Although the Ku-ring-gai Council gives KASC exclusive access to the pool between 7.00am and 10.00am each Saturday, the usual admission fees apply for swimmers, spectators and volunteers. Concession tickets (purchase from pool kiosk) can also be used.

### Enter

You enter by filling in the entry the week prior to the meet and from 29 October 2011 you can enter on line on the Club's website. You can only enter a certain number and combination of events each week. This is so that the point score remains balanced, we don't wear ourselves out with too much swimming and to make sure we can fit everyone in during the morning session. At most, you can swim:

You have to 'enter' each event you want to swim in

- One Long Distance (ie over 100m) race
- One Freestyle race
- Two Formstroke (ie Breaststroke, Backstroke or Butterfly) races
- One Individual Medley (IM) race

Note that you can only swim ONE distance per stroke - excluding the Long Distance events.

If you are a parent you can swim the Parents' race in addition to your other races or enter the Parents' event only.

Each week there is a selection of Form stroke, Freestyle & IM events

After the entries have all been collected, the heats in each event are 'seeded'. This means that everyone who is swimming in the event is put into order depending on his/her seed time - usually your fastest time from the last three swims in this event. The first heat, Heat 1, comprises the swimmers with the fastest seed times. Within each Heat, the swimmers are allocated lanes, based on the following - fastest in Lane 3, second fastest in Lane 4, then lanes 2, 5, 1 and 6. If this is the first time that you swim a particular event at a club meet, you'll be rated as having 'NI' (no time) and be seeded in the last heat.

Mark off your name

All swimmers need to mark off their names on the sign on sheet prior to 7.30 each Saturday morning. This gives us the opportunity to amalgamate (or combine) heats if there are a large number of no-shows so that swimmers are not swimming by themselves.

### Enter On-Line

From 29 October you will be able to enter on line. See Appendix 1 to this Handbook for on-line instructions.

### Warm-up

The pool is available until 7.30am for warm-up as needed, or dry warm-ups can be performed

### Be Marshalled

Listen out for the Marshal who will call your event, for example, 'now marshalling heat 6 of the 50m Breaststroke, times around 55 seconds'. Go over to the Marshal and when your name is called, 'claim' your event by saying 'yes', 'here', or 'hello'.

The Check Starter will tell you which lane you are in and put you alongside the other swimmers in your heat. Remember which lane you are in just in case there is a last minute withdrawal from a lane next to you. (It will confuse the timekeepers if you swim in a different lane).



'Take Your Marks'

## Swim

When directed, stand behind the starting block on your allocated lane. Follow the starter's instructions - climb up on the block when the Referee blows the long whistle. The Referee waits for all swimmers to be still before giving the starter the signal to say 'Take Your Marks' and sounding the starting signal, so the gap between the command and the starting signal can vary sometimes depending on the swimmers.

When you hear the starting signal.. GO!

The timekeeper can give you your unofficial time.

## Get your time

When you finish your swim, you can ask the timekeeper for your unofficial time. The timekeeper may also check your name against his/her timesheet. Stay in the water until instructed to get out by an official (or till you hear 2 short blasts from the whistle) and make sure you get out via the steps at the side of the pool. Exiting the pool by the side steps is a rule at SMNE and SNSW meets and you may be disqualified if you exit over the timing pads, so it is good to get into the habit at Club level.

The official times for the previous meet are put up outside the club-house each week.

Cheering is good!

## Congratulations!

We like lots of cheering, especially for our younger swimmers. 25m is a very long way when you are very small. And, yes, even at Saturday morning meets encouragement really does make you swim faster.

Not every day is a sunny day

And remember, if it didn't go as well as you hoped, not every day is a sunny day! But ... there is always next week.

## After your swim

Doing a cool-down is tricky on Saturday mornings for obvious reasons. It can be a good idea though to do some post-swim stretching ... or warm ups for your next event.

## Stroke Correction

When time permits, at the end of each Saturday morning session the club provides free stroke correction. This will also cover starts, turns, finishes, race preparation and warm-ups/ cool-downs.



## In the water

*What's the important stuff ..*

### Distances

Buddy Swimmer available to assist

The 25m events are for less experienced swimmers so that they have a chance to get a feel for lane swimming with others and judge their ongoing improvement. A senior swimmer can be asked to swim with younger members for the first few times if needed.

25m or 50m

When swimmers can confidently swim 25m in a stroke - either in training or Saturday club meetings - or complete the distance in under 25 seconds, they are required to swim 50m in that stroke

Sprints and Long Distance Events

The sprint events (50m and 25m) are the most popular and therefore have the most heats. The 100m and 200m are also popular, the 400m less so. To enter a 400m event a swimmer must have swum 200m in 3:30.00 or less. We don't usually hold 1500m long distance events due to the time constraints and the specialised nature of the event.

### Disqualifications

DQ

There are a number of reasons a Referee may disqualify a swimmer, some specific to certain strokes. Your coach can provide the best advice on techniques including 'technically correct' starts, stroke, turns and finishes; or come along to stroke correction at the end of Saturday morning meets. Here are some common faults, which can result in disqualification, but **this isn't a full list!** (Refer to the club flyer "Do You Know the Rules" for a more complete list.

Stroke	Things to watch out for to avoid being disqualified
Butterfly	Bring both arms forward together over the water All up & down movements of the legs must be simultaneous At turns & the finish the touch must be made with both hands simultaneously
Breaststroke	All movements of the legs must be simultaneous & on the same horizontal plan At turns & the finish the touch must be made with both hands simultaneously
Backstroke	Remain on your back for the whole race, including when you are touching the wall
Freestyle	It's a free style!
Individual Medley	Sequence - Fly, Back, Breast, Free
IM Relays	Sequence - Back, Breast, Fly, Free
Relays	Don't leave block before team-mate touches the wall.
Starts	Don't move on the blocks or go before the starting signal



## Carnivals & Events

*What's happening this coming season?*

This is a brief overview of the Swimming Carnivals & club events coming up this season, including the type of event (not a complete list - see notice board)

### Club Events

#### Invitational Carnival

The Invitational is the club's main fund-raiser.

KASC holds an annual invitational carnival with 5 other clubs invited along to West Pymble Pool. This is a fun, sociable event, which is the main club fund-raiser for the year. It usually takes place one afternoon/evening around February each year. We organise raffles, a cake stall, competitions, a BBQ and fun events for all the family.

#### KASC Biathlon

This is just for fun. Run around the oval next door to the pool (a few times if you're older) and a few laps in the pool. Always a nail-biter, prizes are based on age group.

#### Swimming Santa

Can Santa swim?

Santa takes time out from his busy schedule to visit our club - usually the last Saturday meet before the Christmas break. (Listen out for the motorbike & jingle bells.)

#### Club Championships

At least 6 Saturday Swims required to enter the Club Champs

The longer distance club championship events are held during the Saturday morning meets from early January to mid March. The most popular events (generally the 25, 50 & 100's freestyle/formstrokes & IM's) take place on special club championship evenings. **Note that you must swim on at least 6 Saturday mornings to be eligible to enter the Club Championships.**

#### Various Social Events

We organise a number of social events throughout the year, including Club dinners held at a local restaurant suitable for the whole family.

#### Presentation of Trophies and Awards

A social event and chance to recognise our swimmers and thank our volunteers - usually held after the end of the summer season (around May)

#### Parent / Child Relay

A chance for that family team to shine. This is a handicap event. Each team comprises a parent and one child. You enter by estimating the time it will take the each of you to complete 1 lap of the pool each in any stroke.



### **KASC Committee Meetings**

We hold a monthly KASC Club Committee Meeting, which focuses on various planning activities and the day-to-day operation of the club.

### **Swimming Carnivals**

There are a large number of carnivals which take place throughout the year, most hosted by swimming clubs like ours. Details can be found on club noticeboards, the SMNE website, the SNSW newsletter and website (see page 17), other carnival programmes and websites. Carnivals, which can offer 'official times', enable swimmers to qualify for SNSW Metropolitan, State, Age & Open competitions. Our club is also invited to 1 or 2 Invitational carnivals hosted by other clubs each year.

Club, School and  
NSWSA Carnivals  
run throughout the  
year

The school swimming carnivals run in parallel with both the club and NSWSA competitions, although they are spaced differently throughout the year. In fact there are several variants to the school swimming calendar, depending on whether the swimmer attends a Public, Catholic or Independent school.

#### **Public School Competitions**

School Carnivals - usually held February/March at West Pymble Pool or in school's own pool.

Public Schools Sports Association (PSSA) Zone Carnival- Zone swimming organiser selects swimmers for the area competition. Ku-ring-gai Zone comprises a number of local schools.

Area Carnival - Selected from the Zone swimming carnivals. North Shore Area comprises a number of Zones.

#### **Independent Schools**

The independent schools have their own, similar School-Zone sequence, followed by the CIS (Combined Independent Schools) and 'All Schools' competitions.

There are private schools in the area that are part of the Combined Associated Schools (CAS) and Ku-ring-gai club has provided officials to the CAS championships for many years.

#### **Swimming Metro North East Competitions**

Our Club belongs to the SMNE Area which encompasses clubs within an area from North Sydney to Avalon and from Manly to Knox School. Championships are held throughout the year (Winter and Summer) and are generally held at Sydney Olympic Park Aquatic Centre (SOPAC). Qualifying times apply.

#### **Swimming New South Wales Competitions**

SNSW Metropolitan and State Age Swimming carnivals are open to swimmers based on age-based qualification entry times. The best swimmers in the state can then represent KASC at the Australian National events.

## Preparing for a Carnival

### Get yourself ready

Many believe a holistic approach is required to do well in sport. This involves not only getting your body ready but also getting your mind ready. Providing your body with the right fuel (food & drink), committing yourself to the right level of training and planning your race are key. Mental preparation can involve visualising you achieving your goal, thinking positive thoughts and remaining calm and focused before & during the race. So,

- Discuss Race Strategy with your coach
- Sleep enough
- Eat well
- Be Happy
- Swim

### Get your stuff ready

Bag, towels, books, games, cards, food, lucky goggles/swimmers/cap.

Leave in plenty of time to get there and warm-up.

Plan your food intake: what to take, when to eat it, warm-up & swim-down.

### Where should I sit?

At swim meets away from West Pymble Pool, where should you sit? Head for the big green Ku-ring-gai Swimming Club Banner to sit with your teammates. Or, look out for others in the Ku-ring-gai club colours.

### Check-In

Check the programme and make sure you have been entered in the right events (mistakes do happen).

### Do warm-up

At larger carnivals, the events are run as Timed Finals. This means that the event doesn't have preliminary heats, followed by finals later - you swim once. This is good because everyone only swim's their event(s) once, but it is tricky to keep track of your finish position across the heats.

Do red jelly snakes really make you swim faster?

### Swim, then cool down

At some carnivals there is a separate pool to the competition pool and competitors can use it to cool down immediately after an event.

Head for the green KASC Banner

### Results

Results are usually posted (printed and placed on the notice board) as the events progress during carnivals, typically 5-30 minutes after the event has been completed. Look for a group of people with pens and paper reading results and pointing at a wall somewhere central. Results from SMNE are forwarded to the club, as are those from some other meets. You should check the website of the respective host of the Meet to find your result. SNSW, for example, posts live results on their website.

Timed Finals



## Who's Who on the Pool deck

*Who does what ....*

### The Officials

These folks are pretty easy to spot as they usually wear white and/or have the tools of the trade, like clip-boards and stopwatches.

Who	Does what?
Meet Director	Responsible for everything at the meeUevent not related directly to swimming.
Referee	Responsible for everything in the pool and all the officials to ensure the competition is fair; The only person who can disqualify a swimmer; the person to speak to if there is a protest.
Starter	Announces event, calls 'take your marks' and sounds the starting device (buzzer + light or pistol shot)
Chief Judge	Collates finish positions by lane.
Judge	Records the finish positions.
Marshal	Does roll call of everyone who has entered an event.
Check Starter	Takes or directs swimmers to their lanes.
Timekeeper	Stops stopwatch when the swimmer touches the wall/rope; Writes down time they recorded for the swimmer on the timesheet & gives swimmer 'unofficial' time if requested
Chief Timekeeper	Co-ordinates the lane timekeepers; Takes the fastest and/or potential record-breaking time(s); Ensures a time recorded when a time is missed (eg faulty stopwatch or timekeeper), eg uses a reserve timekeeper if available.
Chief Lane Timekeeper	Co-ordinates the lane timekeepers for his/her lane Writes down the times
Club Captain	Figurehead and role model for our younger swimmers.
Vice Captain - Boy	Assists club captain
Vice Captain - Girl	Assists club captain
Tea & Toast	Provides vital sustenance to needy parents/swimmers and officials.



## Calendar 2011/2012

*What's going on and when ....*

<b>Nov</b>	12 & 13	Swimming Metro North East Summer Championships, SOPAC
<b>Dec</b>	3 & 4	NSW State Age and Open Water Swimming Championships, Penrith
	10 & 11	NSW Grand Prix, SOPAC
<b>Jan</b>	7 & 8	NSW Speedo State 10 & Under – 12 Years Age Championships, SOPAC
	10-15	NSW Speedo State 13-18 Years Age Championships, SOPAC
	21-22	2012 Country Regional Meets (Various Venues)
<b>Feb</b>	4 & 5	2012 Speedo Sprint Series Heats (Various Venues)
	10-12	NSW State Open Championships SOPAC
	18	Swimming Metro North East Summer Sprint Meet, SOPAC
<b>Mar</b>	3 & 4	2012 SCU NSW Metropolitan Championships, SOPAC
	11	NSW Speedo Sprint Series Finals, SOPAC
<b>Apr</b>		
<b>May</b>	19-20	NSW SC Qualifying Meet

**Note:** The dates and venues may change as the season progresses



## Who's Who in the Club

*Who they are and what they do*

<b>Club Members</b>	<b>The reason why we are all here</b>
President	Club figurehead, leads the committee and keeps the club in shape
Vice-President	Assists the President as much as possible
Treasurer	Looks after the club's money & other financial matters
Hon Auditor	Checks the treasurer can do his/her sums
Patrons	Community members of standing who provide a voice and support for the club
Secretary	The most time-consuming job of all. The Secretary ensures that everything the club needs is done, liaises with other clubs & the wider community.
Assistant Secretary	Assists the Secretary as much as possible
Minutes Secretary	Takes minutes from Committee & other club meetings
Race Secretary & the Race Committee	Organises participants and teams for carnivals
Registrar	Registers all KASC members (life members, swimmers and officials) with NSW Swimming Association
Publicity Officer	Leads publicity for the club & collates the Newsletter
Clothing Officer	Manages the KASC clothing supplies and organizes the clothing pool rota
Social Secretary	Responsible for club social events
Management Committee	Contributes to the running of the club through decision making, planning, reviewing and actioning KASC initiatives and addressing any issues arising.
Life Members	Club members who have made a substantial contribution to the club over the years and have been recognised as such
KASC Coaches	Where would we be without them? (sinking?)
Volunteer Co-ordinator	Seamlessly co-ordinates the various time-keeping, tea & toast, set-out/ tidy-up, BBQ, marshalling, PA and runner volunteers which keep the club going.
Volunteers	Pester the Volunteer co-ordinator to see how they can help with all the things that need to be done to keep the club running, such as timekeeping. They don't go away until they are provided with something useful to do.



## The Current Committee

President	Graeme Field
Vice-President	Julie Whitelaw and Andy Harper
Treasurer	Brett Redman
Patron	The Hon Barry O'Farrell MP
Patrons General	Cr Jennifer Anderson, Cr Elaine Malicki, Richard Lennon
Secretary	Judy Macourt OAM
Assistant Secretary	Zoe Judd
Minutes Secretary	Clair North
<b>Race Secretary &amp; Race Committee</b>	<b>Julie Whitelaw</b> , Fiona Mance, Andy Harper, Larissa Bytchenkov and Gail Field
Registrar	Chris Perry
Clothing Officer	Clair North
Social Secretary	Fiona Mance
Management Committee	Michael Macourt, Fiona Mance, Larissa Bytchenkov, Sterling Brain, Sandy Grierson, Ian Doureband, Alex Rusten, David Denny
Club Captains	Kate Whitelaw
Vice-Captains	Mark Hancock and Alex Rath
Meet Director	Julie Whitelaw
Referees	Margaret Kniha and Graeme Field,
Chief Judge	Carl Cameron
Starter	Kate Whitelaw, Glen Ryder and Michael Macourt

These people represent the members of the club. Please feel free to approach them at club meets to discuss any issues and recommendations you may have, or to find out any information you need with regard to the club.

Our **Life Members** are Eileen Fitzgerald, Margaret Kniha, Graeme Field, Judy and Michael Macourt, Ian Smith, Carl Cameron, Stuart Cameron, Sandy Lawrence, David Hogan, Ian and Michelle Martin.



## Other Need-ta-knows

*Other important stuff ....*

### Coaching & Squad Training

There are several different levels of coaching available, based on ability: Learn-to-swim, Mini-Squads (Seals, Dolphins & Marlins), Superfish, Junior, Intermediate, Senior and Adult Squads. See Larissa or Oleg Bytchenkov at the pool for more information.

### Insurance / NSW Capitation

The club membership fee includes the compulsory SNSW capitation fee of \$51 per member per year. This is required for insurance purposes. Non-swimming club members pay a SNSW capitation fee of \$15

### Prohibited Persons / Child Protection

The law requires that all pool-side volunteers complete a Prohibited Persons declaration form which is retained in the club's records.

### Our Club Newsletter

*The Deep End* - is our weekly club newsletter. This will be posted on our website each week or can be distributed by email. Paper copies are available on Saturday morning meet days. Please supply your news, successes, stories and swimming-related information to the Publicity Officer by the close of business on Tuesdays for Saturday publication.

Up-ta-date club news in our weekly newsletter

### Qualifying Times

Swimmers who want to get a qualifying time for SMNE, Metropolitan, State or National championships should tell the Meet Director and Referee well before the meet so that a time trial can be organised.

### The Club Noticeboard

The club noticeboard is the best place to find out what else is going on for all things club-related. The noticeboard will have up-to-date information including:

What's going on?

- Times swum in previous week's events & point score running totals
- Forthcoming events with qualification processes / criteria

### The Club Point-Score System

The idea of the club point-score system is to encourage ongoing improvement in swimming. Swimmers gain points each time they swim in a regular Saturday morning meet event. More points are awarded for bettering their previous personal best time (PB). A PB for point score purposes is the best time swum over the last three swims for that stroke at a club meet. (For more details on how many points for what level of improvement see the KASC Rule Book)



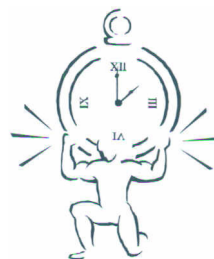
## Timekeeper Basics

Every event needs at least six timekeepers. Timekeeping is really a matter of common sense - no experience necessary. Here are the basics:

- Our Club uses a semi-automatic timing system.
- The Chief Timekeeper will check the timekeepers on each lane and signal the Referee when they are all ready. The Starter will ask swimmers to 'take your marks' and then start the race.
- The timing device will automatically start following activation of the starting device by the Starter. .
- If your watch doesn't start, starts then stops or otherwise fails, tell the Chief Timekeeper immediately. She/He will have a stopwatch running and/or be able to pull in a reserve timekeeper to take over your lane for that race.
- Stop your watch when any part of the swimmer's body touches the wall. To avoid 'anticipating the finish', watch your swimmer until they reach the backstroke flags, then look down the face of the wall (vertically above the swimmer) and stop your watch when any part of the swimmer touches the wall.
- As timing is a manual process, it is rare for two (even more rare for three) timekeepers to record exactly (to the 1/1 00th second) the same time. If you get the same time on three stopwatches (on same lane!) ask the Chief Timekeeper for three chocolate Freddo Frogs.
- When two timekeepers time the same event, the slower (higher number!) time is recorded. When there are three timekeepers, the middle time is used or, if two times are the same, that time is used.
- Write down the time achieved on the result sheet. Tell the swimmer or write down for the juniors (eg 25m events) - the 'unofficial' time.
- Don't forget to thank the tea/biscuit waiter when they bring on the refreshments - it's thirsty work.

## Want to learn more?

You can become a 'badged' SNSW Timekeeper - see Judy Macourt for details.





## Clothing Pool

*It's not a fashion show, but having the right gear does help*

When representing the club at club events, carnivals, Metropolitan, State, National meets, please be sure to wear your KASC swim cap and swimmers. We are proud of our club and want to show that in the way we represent ourselves. (It also makes it easy for us to know whom to cheer for when you are competing.)

### Ordering from the Clothing Pool

Order early to avoid ®

Note that although the clothing pool does cover a broad range of stock, some items do need to be ordered when requested. This means that there can sometimes be a bit of a wait (until the supplier's minimum order level is reached) - this is particularly true for track suits.

### Must-haves

- Green KASC cap - available from club clothing pool
- KASC swimmers - available from club clothing pool
- Goggles (if worn) - available from pool kiosk and sports shops

### Other useful things

These items are not available from the clothing pool

- Ugg Boots - keep those feet warm for maximum flapping in the water - available from department and specialist stores
- Beanies - make sure those positive thoughts stay in your head
- Endurance or Chlorine-resist swimmers - worthwhile if swimming or training more than a few times a week as they last considerably longer than traditional swimmers
- Swim Jackets - to keep yourself warm. More comfortable poolside than towel(s) - ask someone wearing one about suppliers

See our flyer "Do You Know the Rules" for rules relating to swimsuits.

Note that as a KASC member you may receive a discount from local stores. KASC doesn't have a membership card.

## Saturday Meet Swimming Programme

A copy of the swimming programme is provided for each club member additional copies available from the club-house.

## More Information

There is a lot of information pertaining to all matters swimming related, including:-

- KASC Website: <http://kuringgaiswim.org.au>
- [www.sydneyaquaticcentre.com.au](http://www.sydneyaquaticcentre.com.au)
- [www.nswswimming.com.au](http://www.nswswimming.com.au) (Results, Events, News)
- <http://www.metronortheast.nswswimming.com.au/>



## APPENDIX 1

This year the Club will start using on-line or Web based race entry for its meets. This email explains how to enter on-line. On-line entry is optional. The regular Saturday morning paper based entry system will continue, for now.

### **Late Entries**

Significantly, the Club has decided to discontinue accepting paper based late entries. In the past, late entries could be lodged at the pool gate between 10am Saturday and 5pm Thursday. This is no longer possible.

Late entries made between 10am Saturday and 5pm Thursday will be accepted on-line. Read on if you think you might need to make late entries, or, if you just like the idea of online entries.

### **What You Need**

To enter on-line, you need to know your Swimming NSW Portal user name and password - the same ones used to pay the registration subscription at the start of the season. See instructions on the Clubs Registration page for help with that. You will need to enter your Members Portal User Name and Password. There is a Manual Payment step at the end of process below. It has a \$0 cost. You do not need a credit card.

An aspect of entering meets on-line you need to keep in mind is that you will have to login to the Portal once for each family member for each meet. Hence a bulk entry for a family of three over four weeks will require twelve logins and twelve log outs. (Phew!). Take the opportunity to change your user name and password, if you don't like them.

On-line entry will allow you to make late entries up to 5:00 pm on the Thursday just prior to the Meet.

### **What To Do**

To enter a meet on-line you need to:

- . Go to the Club web site. <http://www.kuringgaiswim.org.au>
  - . Click Current Program in the Menu. Or, just go to <http://www.kuringgaiswim.org.au/curprog.shtml>
  - . Locate the "Meet Date" you wish to enter and click it. This takes you to the Swimming NSW Portal.
  - . Click the "Login" button. Then supply the user name and password from above.
  - . Click the "Register" button.
  - . Agree to the rules. Press "Next".
  - . Click "Next" at the bottom of the Personal Details page.
  - . Click "Enter Event".
  - . Select one of the Event radio buttons. Click "Next", then "Submit".
- Click "Enter Event" again and repeat until you are in as many events as desired, according to the rules.
- . When done click the "Entry & Manual Payment" button, then "Submit".
  - . Click "Logoff".
  - . Click the "Login" button to register another family member; OR
  - . Go back to <http://www.kuringgaiswim.org.au/curprog.shtml> and click a different "Link" for a different date.

The "Confirmed Entrants" button can be used when it appears to see who else has entered on-line, or, to see what you have entered, if you cannot remember.

You will receive one email receipt for each entry (swimmer and date).

### **Second Claim**

For reasons beyond our control, second claim members cannot enter Club Meets on-line. Sorry. Come and speak to me about what to do.

Cancellation: Once registered, you cannot withdraw yourself. If you know you cannot attend, leave your entry as is. Your entry will be scratched on the day as a part of the normal scratch process.

Corrections: If you enter an incorrect event, just leave it. Make sure you enter all the correct events.