



“To promote, foster and encourage swimming”

‘Club Swimming’ COACHING BOOK

Version 2 2019

Tawa 'Club swimming' Coaches Book

This Coaching Book is designed to be a one-stop-shop for the implementation of a consistent, quality swim coaching programme for 'Club swimming' (vs 'Squad swimming'). This Book forms the basis of a living group plan and reference manual.

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Background

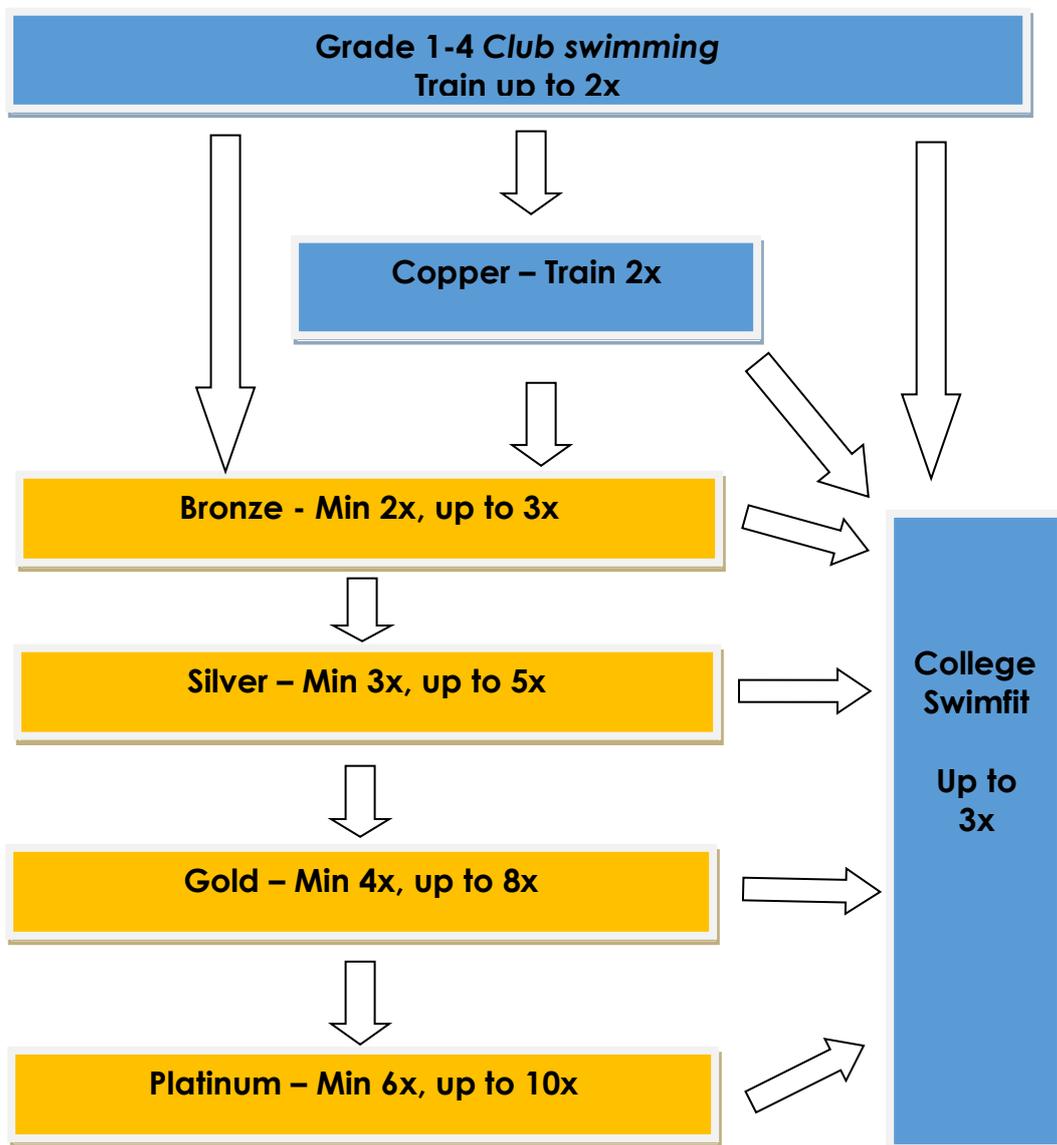
How is Tawa Swimming Club managed?

Tawa Swimming Club is a not-for-profit community organisation affiliated to Swimming Wellington and managed by up to 12 Members, who are elected annually. The Management Committee sets the strategic direction and objectives for the Club and manages finances. All coaches operate under frameworks set by Club Members, through the Management Committee.

How is Tawa Swimming Club structured, and who is encompassed in 'Club swimming'?

Structurally, the Club is split into two groups – 'Club swimming' and 'Squad swimming'. 'Club swimming' is coordinated by the Club Captain, and is coached largely by volunteers. 'Squad swimming' from Bronze upward is managed by the President and coaches are professional. The entry level swimming squad, Copper, currently sits under the 'Club swimming' programme and is legacy of a 2016 restructure. All 'Squad swimming' (other than the College Swimfit squad) is *Competitive*. The College Swimfit squad sits under the Club Captain in 'Club swimming'.

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Purpose

Which coaches should use this guide?

This Coaching Book applies to the coaching programme for Grade 1-4 '*Club swimming*' and including *Copper* squad, but excluding College Swimfit. There will be links with Bronze (and upwards) programmes, but this coaching manual is specifically for Grade 1-4 and Copper coaching at this stage.

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Framework

Vision

Vision and Values are at the core of the culture of a Club. The Vision of Tawa Swimming Club is to “**promote, foster, and encourage swimming**”.

The focus in the '*Club swimming*' programme is to provide quality, planned coaching progressions in an engaging programme (competitive and non competitive) which keeps members wanting to stay for senior swimming programmes, by which time swimming can become a source of **lifelong interest, enjoyment and good health**.

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Values

Values endorsed in 2016 are:

Teamwork –	together we achieve more
Achievement –	all members are encouraged to better themselves
Welcoming –	new members are welcome
Attitude –	we value positive attitudes and commitment
Sportsmanship –	embodiment of the SNZ Code of Conduct
Contribution –	put in as much as you take from your Club

These are the values that the Club hopes to see demonstrated in members and coaches on a day-to-day basis.

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Goal for Club swimming programme

What are we trying to achieve?

Our goal is to provide the **best quality 'Club swimming' programme in the region**. This will contribute to the strength of the rest of the Club.

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How will we achieve our Goal?

We will achieve this through developing, implementing and evaluating a team coaching plan as detailed in this Coaching Book. The programme is designed with these factors in mind:

- Swimming is enjoyable
- Swimming skills progress
- We have best practise coaching
- Achievement expectations are high yet developmentally appropriate
- Achievement objectives are clear
- Positive attitudes are cultivated
- Presence of positive senior swimmer role models is cultivated
- Participation in inter-club competitive swimming events is encouraged

Where can I make my impact?

You make the biggest impact through the quality of coaching in each session you run. Your focus should be on how you run your session, what is in your session and how you structure your sessions. Refer to [How do I run a Session?](#)

You are an essential team member and we need your views. Contributing to a team programme plan and discussing ideas and approaches with Mentors will aid the development of a team approach that everyone wants to stand behind.

You are also critical to maintaining a safe environment for children, particularly in regards to diving, breath-holding and behaviour poolside. Further information about safety is provided later in this book.

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Context

What is the context of 'Club swimming' sessions?

Children can enter Tawa Swimming Club at a minimum of 8 years old. Minimum expectations are ability to swim 50 to 100m Free continuously, 50m Backstroke and basic skills in Breaststroke and Fly. Most children enter the Club in the 'Club swimming' programme. A smaller number enter directly into 'Squad swimming'. The age range in Club swimming is approximately 9-12 years, with most children 10-11 years. Boys tend to enter the Club 1-2 years older than girls.

What is the Club's Approach with Swimmers this Age/Stage?

Children between 8-12 years old should have well balanced lives. Children this age have a number of other activities on the go as well as swimming, and parents are often busy getting other children to other extra-curricular activities as well. We run various session options to provide flexibility for families of 8-12 year olds.

We have the capacity to offer swimmers the ability to choose 1 or 2 training sessions per week. This involves a balancing act administratively, between booking current swimmers twice per week, and keeping space for new

members. There is no set number of places for twice per week swimming at present. This is an approach which can be adapted according to fluctuations in demand, and can be reviewed over time.

Any and all Club swimmers are encouraged to participate in Club Time Trials once per term, suitable swim meets, and Club social events. Children this age enjoy friendships made at swimming, should be encouraged to swim all 4 strokes and coaches need to keep swimming fun. If its not enjoyable, children won't want to keep doing it.

For those children who are further on in developing competition swimming paths, and whose skills and strength are at an appropriate level for the training programmes, squad entry (including Copper) is from around 10 years. First level squads train a maximum of 2 times per week (Copper), and 3 times (Bronze). Similar coaching philosophies apply to junior squad swimming programmes and there will be enhanced focus on participation in swim meets to build experience.

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How is 'Club Swimming' organised?

The Club currently offers 4 grades of 'Club swimming', spread across 14 hours of coaching, on three different days and at different times. This involves upwards of **100 children**, with approximately 12 children swimming twice per week. The current model is based on 10 swimmers per lane. This is what the Club swimming programme looks like in Term 2 2019 in terms of lane allocations/grading.

Monday 3.30pm Tawa 2 2 lanes (4 grades)	Grade 1 & 2 Coach Hannah (Char - assisting)		Grade 3 & 4 Coach Isaac (Char - assisting)	
Monday 6.15pm Tawa 4 lanes (4 grades)	Grade 2 (a) Coach Clara	Grade 2 (b) Coach Miriam	Grade 3 Coach Brenna	Grade 4 Coach Andrew
Wednesday 6pm KSP 2 lanes (4 grades)	Grade 1* & 2 Coach Hannah		Grade 3 & 4 Coach Anuha	
Thursday 3.30pm Tawa 2 lanes (4 grades)	Grade 1 & 2 Coach Hannah		Grade 3 & 4 Coach Danika	
Thursday 6.15pm Tawa 4 lanes (4 grades)	Grade 1* Coach Sue	Grade 2 Coach Tyler	Grade 3 Coach Gavin	Grade 4 Coach Andrew

*indicates a lower level Grade 1.

Because our sessions are spread across the week, it is important that we coordinate our coaching approach to provide a consistent, quality swim programme. All children should have an equitable chance to progress through the Club and a cohesive coaching programme helps to achieve this.

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The coaching programme

What are the underlying Principles?

Consistent coaching is a key factor in childrens progression and is becoming more important as the Club now has children attending two sessions per week often with different coaches.

We can achieve consistency by:

- using best practise programme planning, including working on an agreed overall programme and well structured individual session plans
- using a common set of drills and explaining them using the same terminology
- holding coach meetings regularly (once per term) to evaluate and refine planning
- having oversight of the swim programme by experienced coaches

If coaches want to do something outside the agreed programme please talk with the Club Captain.

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Expectations of a Coach

What are the Club's expectations of me as a Coach?

Professionalism

Tawa Swimming Club aims to project a professional image. Please help by:

- Wearing uniform (if you have it)
- Appropriate poolside language and body language
 - Folding your arms, hands in pockets, long periods of sitting and extended conversations with friends, are examples of behaviours which don't project a professional image
 - Put your phone away. Use of a phone can be interpreted as disinterest/distraction. Session plans on phones are not advisable.

All coaches are asked to undergo Police vetting. This is a criminal history check and is a measure that organisations with people working closely with children are expected to take to provide best possible protection for children's personal safety.

All members of Tawa Swimming Club are bound by the SNZ Code of Conduct, which includes a section for Coaches. Find this in [ANNEX B](#)

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Health and Safety

What are the Club's major Health and Safety concerns for children?

Diving:

- All diving is to be taught at the deep end at both Tawa Pool and Keith Spry Pools
- No diving is allowed during any Club session at shallow ends of these pools
- Always check out a new members diving skills progressively

- Refer to the dive clinic guide for progressions as required
- **We do not want to be responsible for head, teeth or spinal injuries**
- **Refer to the Club Night [Safety Plan](#) for further detail**

Breath holding activities:

- No breath holding activities are to be conducted in Club sessions (or squad swimming)
- Children must always be encouraged to breath comfortably
- Hypoxic training is highly specialised, seek guidance on this
- **We do not want to be responsible for a shallow water blackout (even experienced, confident swimmers can black out and drown quickly and silently)**
- **Refer to the Club Night [Safety Plan](#) for further detail**

Behaviour around the pool:

- Entering the pool feet first
- No swimmers are to be allowed to clown around near the side of the pool
- **We do not want to be responsible for head, teeth or spinal injuries**

Accidents/Injuries/Medical situations:

- Please refer all Accidents and Injuries, minor and major, to Life Guards.
- Please make Club Captain aware
- Please look out for your own safety as well as your swimmers, especially slip/trip hazards

Emergency Action:

- Follow instructions from life guards.

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Running a Session

How do I run a session?

Before Your Session

- Get your gear ready before
- Plan your session using your coaching book
- Review and follow Tawa Swim Club [Safety Plan](#) (which will be on your Rolls/Clipboards)

During Your Session

- At the start of the session explain the goals and rules of the group.
 - Welcome each swimmer by name (and mark the rolls)
 - Explain rules
 - Etiquette
 - Keep left
 - Allow other swimmers to finish at the wall
 - Don't tap other swimmers on the toes
 - How to overtake a swimmer (don't overtake when doing backstroke)
 - Mid pool
 - On a turn

Champion Habits - *At Swimming we:*

- Always finish at and attack the wall
- Do our best stream lines with 3 dolphin kicks in two seconds?
- Finish Backstroke lengths on our back
- Finish Breaststroke and Butterfly with two hands
- Start every session with a race start

- If swimmers know how to do tumble turns they must do them at every opportunity
- Try not to stand up during a length of swimming if this can be avoided

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Explaining an activity

- Explain the name
- If need be have a swimmer demonstrate or describe it yourself.
- Explain the teaching points and objective of the activity
- Ask engaging questions
- Explain how far to swim
- Ask if there are any questions? Does everyone understand?

Organization

- Ensure all swimmers have appropriate space to swim safely.
- Fastest swimmer goes first.
- 25m swims (lower lanes) if doing Freestyle or Backstroke you can swim two swimmers at once.
- Ensure all swimmers finish at the wall.
- Look for ways to ensure all swimmers have maximum participation and minimal downtime.
- Zero tolerance for bullying.

Feedback

- Praise
- One thing to work on

At the End Of Your Session

- Review what has been achieved in the session
- Review whether you have been equitable in your focus
- Review whether there are any accidents/incidents/concerns to advise the Club Captain of

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Who can I go to for help on the job?

There are many experienced coaches in easy reach who can provide you with practical support. Just ask the questions, and you will find the support you need. You can always approach the coaches who have agreed to oversee the programme - Cliff Roberts and Todd Morton. Problem-solving with someone else is the best way to move forward when you're stuck on something.

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Fostering positive attitudes

What should I be aware of in how I talk with children?

You need to be consistently aware that your attitudes, and what you say to children can have a huge impact in the development of their attitudes towards themselves and towards the sport they are engaged in. We want to cultivate children who feel good about themselves and see themselves as capable of achieving anything they set their mind to.

Recognise your swimmers step-by-step achievements, and more importantly recognise effort to achieve when you see it. Make comments very specific to individuals. Group feedback will not have the same impact.

Disqualification (DQ) is tarred as a bad thing in swimming circles often. Talking about DQs negatively all the time can lead children to fear it. Good swimmers need to be courageous and take risks. Its okay to make mistakes. Let children know this. Let parents know this too. DQs are part of a learning process. Your attitudes and responses influence swimmers views more than anyone (other than a parent).

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What else do I need to know?

Filming

Swimmers should not be photographed or filmed unless they (as well as their parents) have given permission for this. If you observe parents or members of the public filming sessions, please seek a Life Guard, the Club Captain or a Senior Coach straight away.

If you wish to film swimmers to play this back to them for coaching purposes (and this is a very valid and valuable way to learn), seek permission from swimmers and parents first and delete the films afterwards. If you want a Club administrator to contact parents for permissions, please ask the Club Captain to do this.

General guidelines

As a general rule, don't be alone with a swimmer. If there are no other Club members/members of the public around, make sure you are in the presence of a Life Guard.

As a general rule, the Club does not encourage Coaches to be in the water with their swimmers.

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Expectations of Swimmers

What behaviour standards can I expect of children?

The Club expects that children come to swim club because they want to improve their swimming. We expect children to behave with respect for the coach and other swimmers, and to attempt all tasks.

The Club expects children (and parents) to take responsibility for getting to their session on time. While one friendly 'round up call' by a coach to get swimmers to the start of session is a reasonable expectation of you, the Club does not expect you to have to follow up after that. Just get on with your session.

It is the Club's expectation that your focus is able to be on swim coaching, and that behaviour management does not become your problem. The vast majority of the time, swim club children are on task and behave respectfully. Sometimes, however, individual children, or certain combinations of children, can create an environment in which it is more challenging to maintain a learning focus.

What do I do if behaviour is a problem?

Effective behaviour management can one of the most difficult aspects of teaching groups of children. It takes training in a range of strategies, and experience trying these out, to figure out what works, as every situation is different. Discuss any problems as soon as possible with the Club Captain.

During the session in which a child's behaviour is an immediate problem, these options are approved by the Club. This is basically "**Strike 3, You're Out**":

- Step 1: Firmly and calmly address the child disrupting the session by name. Make consistent eye contact and state briefly what behaviour you want to see. Take your time and make it look like you mean it. Back yourself, and most often children will respond positively. If this does work, remember to give positive feedback to the child later in the session for applying themselves – and in future sessions;
- Step 2: If Step 1 fails and the Club Captain or a senior Club coach is present, ask for backup. If no Club supervisor is present, and the child's parent is present, you can approach the parent for assistance. If the parent is absent, try one more time, advising the child they will be instructed to leave the session if they don't comply, and their parents will be notified.
- Step 3: If Step 2 fails, instruct the child to get out, get changed and wait for their parent.
- Step 4: Once you have instructed a child to get out, its important to carry this through. If they refuse, you will need help. Even if its embarrassing to ask for help, talk to a Life Guard/Duty Manager or the parent of another child at this point. Tawa Pool Life Guards are pretty supportive of our volunteer coaches, and parents will generally help you too, if their intervention is invited.

Keeping children motivated and challenged

- If you feel individual children are lacking motivation, or stagnating, please raise this with the Club Captain and/or a Mentor Coach. Often a discussion with the swimmer and parent is needed to find out why, and come up with an appropriate strategy to move forward.
- Keep reflecting on whether your approach is working for all your swimmers. Girls outnumber boys by 2:1 currently (boys comprise 33% of Club swimmers). This can mean the general coaching approach may have a tendency to lean towards girls more than boys. Be aware of this, and if you need support in learning how to engage a variety of different learners and learning styles, ask.
- We will work on individual goal-setting in the future, as specific individual goals can work well in such situations.

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Expectations of Parents

What can I expect of parents?

You can expect to be treated with courtesy by parents. Many parents are interested in their child's progress and swimming clubs are full of strange jargon and processes for those not familiar with swimming. You can expect that many parents will be interested in learning more. They will have questions.

Parents are encouraged to approach you, after or before sessions, if they have questions about their child's swimming. You are the swimming expert - please discuss what you are observing, and explain what you've been working on. Parents want to understand the progression of swimming and purpose of drills as much as swimmers do.

Parents may ask you about competitive swimming. Please encourage interest in competitive swimming and provide guidance on an appropriate introduction to racing. Please advise the Club Captain also, so that other Club members including the Race Secretary can provide more information about the Race Meet Calendar, SNZ database, etc.

We hope that parents will ask their children two questions after each swimming session:

- (1) Did you enjoy your swimming?
- (2) What was the focus of the session?

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If you have run your session well, every child should be able to discuss the session focus easily. This provides assurance to parents of the quality of the programme and reduces the need for parents to have to approach you too regularly.

What do I do if I feel pressured?

If you feel uncomfortable/under pressure in conversation with a parent, please advise them to contact the Club Captain.

You are not able to commit to any elevations.

Please be conscious of keeping conversations focussed on the individual, and don't be drawn into talking about comparisons with other children in too much detail.

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Administrative support

Who is the coordinator?

The 'Club swimming' programme is coordinated by a Committee Member, the Club Captain.

What is the coordinator's role?

<u>Coaching team</u>	<u>Club swimmers</u>
<ul style="list-style-type: none">• Roster Volunteer Coaches	<ul style="list-style-type: none">• Respond to new inquiries
<ul style="list-style-type: none">• Support coaches	<ul style="list-style-type: none">• Arrange assessments and inductions
<ul style="list-style-type: none">• Coordinate meetings	<ul style="list-style-type: none">• Administrate elevations
<ul style="list-style-type: none">• Supervise, as required (if possible)	<ul style="list-style-type: none">• Account set ups and general information
<ul style="list-style-type: none">• Coordinate programme planning with Coach Mentors	
<ul style="list-style-type: none">• Evaluate programme with Coach Mentors and coaching team	

What if I can't make my session?

If you can find your own relief coach easily, please do. If you can't, please notify the Club Captain, with as much advance notice as possible, of an absence. captain@swimtawa.org.nz

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Elevations

How long does it take to work through the Grades?

Childrens progression and elevation through the Club occurs at varying rates. It is not unusual to spend 2 years or more in the Club swimming programme, especially if children joined under the age of 10 years. The programme is not based on moving up each term by any means.

The first factor in elevations for administrators is whether or not there is physically space at the next level. Spaces above are determined by movements into squads (once appropriate swimming levels are reached), and these in turn are often determined by members leaving the club.

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What is my role?

- Providing there is space, coaches can recommend any swimmers very clearly mismatched in their current grouping. Usually, we would only move someone 'up' at any level, not 'down' due to the damage to a child's esteem and peer relationships that a downwards move would cause.
- In general, near the end of term, the Club administrator will ask you to highlight on your rolls, and to provide a priority order recommendation, of swimmers for elevation. Please wait for the Club Captain to confirm who is moving before you discuss this with parents or swimmers. There may be a number of children in this category at any one time and it takes time to move everyone. Look for well rounded, motivated swimmers with good training attitudes who are meeting the achievement expectations for entry at the next level.
- We can probably expect swimmers attending twice per week to progress more quickly than swimmers attending once per week. Swimmers attending twice per week are indicated in Red on your rolls. This is so that you can monitor the speed of their progress and can ask them what their other coach has them working on to coordinate your approach.
- When there is no space at the next level, it is hoped that a significant portion of your group has progressed together. In which case, you will be well aware of the swimmers capabilities, and can push your grade expectations to a higher level. Consult with the Club Captain/Mentor Coaches about which objectives to use in this case.

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When do new intakes occur?

Generally, progressions will occur for the start of each term throughout the school year and new intakes are made every school term. If there is scope to move children during the term, and its in their best interests, swimmers can move during the term. The end of term is when parents are re-booking swimming classes for the next term, and considering swim club for the following term.

A higher number of resignations come through at the end of the financial year (30 June), which is the end of Term 2 each year. Thus, Term 3 is quite busy, with many movements, the entire membership rollover, and school swimming sports stimulating new interest.

It is administratively challenging to manage progressions and session placements for a variety of reasons. Please encourage parents to discuss any questions or concerns with the Club Captain.

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Coach training

What kind of support will the Club offer me in my coaching?

The Club will seek to support you in providing quality coaching through team meetings and supporting professional development. The Club has supported participation in training courses such as the NZ Swim Teacher Award and Teacher of Competitive Strokes in particular. We currently have one coach accredited to

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Bronze level with NZ Swim Coaches and Teachers Association ([Andrew Evans](#)). You can ask [Andrew](#), [Cliff Roberts](#) or [Todd Morton](#) any questions about your coaching.

Because the financial outlay on training is not insignificant, the Club asks recipients of Club funding to commit to 12 months of regular coaching. In some cases we may ask for a greater commitment/number of hours, depending on the level of investment the Club has made in you. If you can't commit to these conditions, you are welcome to still participate in training with self funding.

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What training options are available?

SNZ Swim Teacher Award

- One day entry level course
- Lesson Log
- 20 hours
- Practical and written assessment
- Training agreement with Skills Active

The Swimming New Zealand Swim Teacher Award (SNZ STA) is a great opportunity for swim teachers to develop skills and understanding in aquatic education. SNZ STA is a nationally recognised training programme developed to train people for teaching swimming and personal survival.

- SNZ STA covers how people learn, teaching and learning styles and effective communication
- SNZ STA outlines health and safety requirements in and around the aquatic environment
- SNZ STA explains the progressions of learn to swim
- SNZ STA provides the tools to assist in the planning and delivering an effective swimming lesson
- SNZ STA covers processes and protocols for working in aquatic facilities

Please note that you must be minimum 16 years of age to complete the Swimming New Zealand Swim Teacher Award

Teacher of Competitive Swimming

This course provides coach training in developing swimming technique and attitudes of novice and junior swimmers. Coaches at this level are encouraged to work with experienced qualified coaches to gain experience with this level as an 'assistant coach'. TOCS is perfectly suited for Club coaching.

Bronze coach NZ Swim Coaches and Teachers Association

Further training following completion of the TOCS course.

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Who can I go to for help on the job?

There are many experienced coaches in easy reach who can provide you with practical support. Just ask the questions, and you will find the support you need. You can always approach the coaches who have agreed to oversee the programme - Cliff Roberts and Todd Morton. Andrew Evans is also able to help you. Problem-solving with someone else is the best way to move forward when you're stuck on something.

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After 'Club Swimming'

What are the pathways for my swimmers as seniors?

Senior Swimming Pathways

It is useful for you to understand the swimming pathways the Club is currently providing, as your swimmers (and their parents) will have a range of reasons why they have come to swim club, and the coach is often the

person who develops a relationship with the swimmer/parent. You are able to advise swimmers/parents on what future options there are but do not commit to any grade or squad movements. This is because its quite an administrative juggling act to manage the numbers involved in progressions. We also have to moderate nominations for elevation, as all coaches will have swimmers they want to advance.

The Club has developed a dual pathway for teenagers. Those who want to compete regularly and to increase their training schedule as they reach college can do this through competitive swimming squads. There is an expectation of a willingness to compete for the Club and minimum training commitments in these groups. Tawa Swimming Club has a proud history of outstanding swimming achievers in competition. Our goal is to provide high quality Age Group (13-18 years) training, so that the highest achieving Tawa Swimming Club swimmers choose to stay with the Club throughout their college years. Between 13-18 years, "if you want to be good at swimming, you have to swim often" and consistency in attendance is key. [Gary Barclay, Swimming For Parents pg 48, 53].

Those who do not want increasingly intensive training commitments can opt for the College Swimfit training squad from Year 9. Swimfit is a coached group, with a focus on maintaining, and improving swimming skills in so far as this can be achieved in a maximum of 3 sessions per week. A peer group environment enables college students to socialise as well as swim, and this training choice suits swimmers who have chosen to specialise in another sports code but want to keep up some swimming.

Interest in coaching/teaching

Yet another pathway for college students is into swim coaching. Many of the Clubs volunteer coaches are current swimming Club members of college age. Volunteers are supported in learning to coach, and are often later employed by swim schools as teachers, in paid coaching roles with clubs and as lifeguards at aquatic facilities. This is also a pathway in line with the Club's vision of fostering long term involvement in swimming. The swimming community is wider than our Club.

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Transitioning from Club swimming to teenage/Age Group swimming programmes.

Children will generally work through Club grades, and, depending on their ages, capabilities and interests, continue into Copper, Bronze and even as far as Silver squad, before making a decision as to which pathway is right for them. Gold and Platinum swimmers finishing intensive competitive swimming may choose to transfer to College Swimfit.

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ANNEX A**Tawa Swimming Club Sessions – Safety Plan**

A Session Safety Plan has been developed in recognition of the potential risk and hazards that may be encountered whilst operating out of Tawa Council Pool, Davis Street, Tawa, Wellington and Keith Spry Pool, Frankmoore Avenue, Johnsonville, Wellington. This has been conducted to ensure the health and well being of Tawa Swimming Club coaches and members, recognizing Tawa Swimming Clubs Health and Safety responsibilities. Please read this in conjunction with the Club's overarching Health and Safety Plan.

Risk	Likelihood	Severity	Control Measures
Drowning	Low	High	<p>New Swimmers</p> <ul style="list-style-type: none"> Brief them that if they have an issue move to the lane room or side of the pool and hold on to it. Supervise safe entries and exits <p>Diving</p> <ul style="list-style-type: none"> Learner divers, explain the depth of the pool and to dive out rather than down. Explain how to use hands to turn up away from the floor. Keep all participants in view at all times, especially when using platforms No diving into the swimming pool from the shallow end or side of the pool. Teacher controls diving by always starting swimmers Don't dive from side by wall in outside lane <p>Hypoxic Training (Breath Holding)</p> <ul style="list-style-type: none"> Coaches tell swimmers that they should never ignore the urge to breathe. Hypoxic training should involve progressive overload, in line with the athletes physical and skill development – for example beginning with efforts over 5m, 10m, then up to and no more than 15m – as the swimmer develops the appropriate skills and physiological capacity. Coaches should ensure adequate rest between hypoxic efforts to ensure full recovery Athletes should not hyperventilate (take multiple, deep breathes) prior to any underwater or other hypoxic effort. Hypoxic training should not involve competitive efforts of maximum duration or distance covered. No other activities (not pushing from wall) are permitted when the swimmer holds their breath greater than five seconds.
Injury	Med	Med	<ul style="list-style-type: none"> Arms down kicking on back – teacher to ensure swimmers do not hit their heads on the wall or collide with other swimmers. Only use stick to dive over in 2m depth or more. <p>General</p> <ul style="list-style-type: none"> No sitting on boards, or on lane ropes and support the rules of the pool. Supervise safe entries and exits. Educate swimmers that flags are there to warn of the wall approaching. Tell other swimmers to tap swimmers on the head if they are going to hit the wall. Using flippers – no walking in flippers Breaststroke – fastest swimmer goes first, be wary of others ensure kids have safe space to swim.
Hypothermia	Low	Med	<ul style="list-style-type: none"> Do activities that encourage movement Remove swimmers with symptoms of hypothermia

Definitions

Severity

Low: First Aid provided at pool location

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Med: Medical attention required from medical professional off site
High: Fatality

ANNEX B

Swimming New Zealand Code of Conduct – extract. For the full Code of Conduct see

[https://www.swimming.org.nz/visageimages/Legal%20&%20Governance/Policies/SNZ%20Code%20of%20Conduct%20\(4.0\).pdf](https://www.swimming.org.nz/visageimages/Legal%20&%20Governance/Policies/SNZ%20Code%20of%20Conduct%20(4.0).pdf)

A Member must not in the course of his/her involvement as a Member:

- (a) Breach any of the rules of conduct set out in Appendix A;
- (b) Breach the Swimming New Zealand Member Protection Policy;
- (c) Breach any other rule or policy of Swimming New Zealand including the Constitution;
- (d) Engage in any conduct which would be contrary to any of the prohibited grounds of discrimination pursuant to the Human Rights Act 1993;
- (e) Knowingly make slanderous or libellous statements or publications against Swimming New Zealand;
- (f) Knowingly act in a manner which will bring the sport of swimming into disrepute;
- (g) Knowingly induce, aid, or abet any Member to breach this Code.

APPENDIX A – RULES OF CONDUCT

The following requirements must be met in regard to your conduct:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service and performance.
- Be aware of, and maintain an uncompromising adherence to, standards, rules, regulations and policies.
- Operate within the Constitution, Regulations, Policies and Procedures of Swimming New Zealand and FINA.
- Abide by the Sports Anti-Doping Rules (as amended from time to time by Drug Free Sport New Zealand).
- Understand the possible consequences of breaching the Swimming New Zealand Code of Conduct.
- Immediately report any breaches of Swimming New Zealand members to the appropriate authority.
- Refrain from any form of abuse towards others.
- Refrain from any form of harassment towards others.
- Refrain from any form of discrimination towards others.
- Refrain from any form of victimisation towards others.
- Provide a safe environment for the conduct of the activity in accordance with relevant Swimming New Zealand policy.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- To not provide comment to any media on behalf of Swimming New Zealand.
- To not speak to any media in a negative way regarding Swimming New Zealand.
- Never act in any way that may bring disrepute or disgrace to Swimming New Zealand members, its stakeholders and/or its sponsors, potential sponsors and/or partners.

Swimming New Zealand expects all members, supporters, advisors, staff and associates of Swimming New Zealand to abide by the Code of Conduct and uphold the principles and values of the organisation and the Swimming New Zealand Member Protection Policy.

In addition a Teacher / Coach will:

- Agree to abide by the Code of Conduct.
- Respect the rights, dignity and worth of every individual athlete as a human being. .
- Treat everyone equally regardless of gender, disability, ethnic origin or religion.
- Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.
- Not participate (or benefit from assisting others involved) in sports betting or gambling activity associated

with swimming events and/or swimming results in which they are participating or have been directly involved in.

- Maintain high standards of integrity.
- Operate within the rules of your sport and in the spirit of fair play, while encouraging your athletes to do the same.
- Abide by the Sports Anti-Doping Rules and advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the Drug Free Sport New Zealand.
- Do not disclose any confidential information relating to their athletes without written prior consent. Be a positive role model for your sport and athletes and act in a way that projects a positive image of coaching
- All athletes are deserving of attention and opportunities.
- Ensure the athlete's time spent with you is a positive experience.
- Be fair, considerate and honest with athletes.
- Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.

Professional responsibilities

- Display high standards in your language, manner, punctuality, preparation and presentation.
- Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your athletes to demonstrate the same qualities.
- Be professional and accept responsibility for your actions.
- You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
- Accurately represent personal coaching qualifications, experience, competence and affiliations.
- Refrain from criticism of other coaches.