



NEPTUNE

SWIM CLUB

CLUB MEMBER HANDBOOK

ABOUT US:

Neptune Swim Club is a non-profit swimming club ran by a dedicated team of volunteers. Founded in 1958, Neptune Swim Club is based in Dunedin, New Zealand. Our club achieves swimming excellence through dedicated members who achieve their personal best. For some this means aspiring to Regional, National and International levels while others obtain necessary water skills that are carried throughout their life. This achievement is enhanced by the support of our swimming community. Neptune Swim Club is a strong competitive club with a tradition of producing regional and national champions, as well as having a grass roots club for swimmers just starting out. These achievements are enhanced by the support of our parents, volunteers, coaching and sponsorship partners.

MISSION STATEMENT:

To administer and encourage positive participation in the sport of swimming, for each swimmer to reach their full potential according to their individual capabilities and to encourage sportsmanship and team spirit.

DEFINITION OF A CLUB MEMBER:

Trains as per normal, either on a Monday night or through the Dunedin Swim Coaching Board. They can compete at inter-club meets throughout the country **only** (entry is not permitted to regional championships or higher-level meets).



CLUB CONTACT DETAILS



neptuneswimclub@gmail.com



PO Box 567, Dunedin

SOCIAL MEDIA LINKS



<https://www.facebook.com/NeptuneSwimClub?ref=profile>



<http://instagram.com/neptuneswimclub>

JOINING

- Log onto our website and press the Join Now button, completing all details asked of you
- New members will be contacted by the club with an assessment date and time. These are held at Moana Pool on a Monday night
- Further details will be discussed at your assessment

Neptune Swim Club **does not** offer Learn to Swim classes, we would recommend you contact JC Swim School at <http://www.jcswimschool.co.nz/>, we do however offer professional coaching services provided by JC Swim School.

Entry Criteria - Children wishing to enroll in the club must be able to complete 25 meters in freestyle and backstroke competently.

Limited Numbers - Due to limited lane space, our numbers are also limited, to only one hundred and ten (110) swimmers; with a maximum of ten (10) swimmers per lane.

On becoming a current financial member, members undertake to abide by all Neptune Swim Club policies and procedures and to uphold the Club Mission Statement.

CODE OF CONDUCT

Have respect for yourself, your family and your country. Show respect towards your coach, team mates and competitors, as well as your club and all officials.

UNIFORMS

When we represent Neptune Swim Club it is important that we do so in accordance with our standards and values. This includes both how we conduct ourselves and how we wear the Neptune Swim Club uniform when we are travelling as a team and when we are representing our club at swim meets.

- Only Neptune approved uniform is to be worn (no “mix and matching”)
- In the event that you do not have a Neptune approved item, then the only permitted alternative is the same item in plain blue
- All items should be in a tidy, clean and presentable state

Majority of uniform items are held in stock. Orders should be emailed to the club, including swimmers name, items required and sizing.



Singlet
\$30.00



Polo Shirt
\$35.00



Hoodie
\$55.65



Swim Cap
\$20.00



Dome Cap
\$30.00

Additionally, your name can be printed on your hoodie (on the back, centered at the bottom) for a fee of \$5.65

MEMBERSHIP FEE STRUCTURE

Annual Club membership and Affiliation fees are to be paid by 7th July each year. As a non-profit organisation and in fairness to all members, fees must be paid on time. Swimmers who have overdue fees will be unable to train and/or attend meets until all fees are up to date. Please avoid this embarrassment for your child by ensuring their fees are paid on time.

Neptune Swim Club aims to keep fees as low as possible, however the Club has many fixed and fluctuating costs to cover such as coaching and pool hire. Therefore, the Club is unable to offer 'part fee' options. Each member is charged at the full rate irrespective of attendance.

<i>Fees current as of 1 July 2017</i>	1 July - 30 June	\$220.00
	1 Jan - 30 June	\$110.00

Invoices will be issued prior to 1 July with payment is preferred by internet banking to the Neptune Swim Club account using swimmers surname as in the particular section and the invoice number as the reference. Our account details are: Bank: Kiwibank, Name: Neptune Swim Club, Account Number: 38-9005-0921635-00

LATE PAYMENT POLICY

Outstanding debt, sixty (60) days or greater, will incur a \$50.00 fee.

CLUB NIGHT TRAINING

Training is held on a Monday night from 6.15pm until 7.15pm throughout the school year, exception being public holidays.

Our swimmer's pathway is aimed at developing a strong feeder programme based on a quality Swim Teaching/Coaching programme.

Club Ribbon Nights are held once a term, starting at 6.15pm, sharp. Information is emailed to all club members prior to the ribbon night.



RIBBON NIGHTS

Ribbon nights provide both swimmers and their coaches a great opportunity to evaluate their times, technique and skills in a fun, familiar atmosphere.

For parents, this is a chance to learn what it takes to become an official. Every parent is required to participate in ribbon nights, so take up the opportunity and get to know other parents along the way. You can see your child swimming while helping the night go to plan.

Ribbon Nights are held once a term, starting at 6.15pm sharp.

Ribbon Night Procedure

1. Event flyer (information) will be emailed to all club members
2. Entries are to be completed via our website or MyPage prior to advertised close date
3. Members receive draft psych sheets, changes and/or additions can be made at this time
4. Members received final event program
5. Members are to be ready to race at 6.15pm sharp
6. Swimmer's report to marshalling, stands at the deep end
7. Parents check in to get your stopwatch and time recording documents
8. Once raced, the timekeeper will hand them their time sheet, this is to be taken to the ribbon table
9. Ribbon table attendants will check against personal best time, if faster, a ribbon will be given
 - o If first time swimming at ribbon night, one (1) ribbon is offered, with the chance of more next term

Results are available on our [website](#), usually within two days.

INTER-CLUB MEETS

Race meets help evaluate each swimmer's performances and provide the opportunity to meet other club members and enjoy competition with other swim clubs. Notifications of swim meets are sent via club email and are available on the club website and newsletters.

Entries are to be completed online, either via our website or MyPage. Entry fee payments are made at the time of entry.

Club and Regional relay selection - Depending on the number of individual entries, swimmer availability and meet criteria, Neptune Swim Club will enter up to three (3) relay teams per age group per gender. Should you NOT wish to be selected for a relay team you must inform the club two (2) days prior to entries closing. Club/Regional Relay team fees are paid by the club or region, no additional cost to the swimmer.

Car Pooling with fellow swimmers attending the same meet is a great way to go. We would recommend a contribution of \$15.00 towards fuel for meets within Otago and Southland, but please discuss this with the family taking your swimmer.

Expectations

- To provide one (1) official per four (4) swimmers attending. Email your availability as soon as possible to soswimmingotago@gmail.com, stating meet name, your name, what you are available for (timekeeping etc.) and what sessions (where applicable, normally larger meets)
- Swimmers are required to wear Neptune Swim Club uniform, especially Neptune swim cap, whilst attending these meets

STRIVE TO ACHIEVE

To recognise, reward, and encourage club members to strive to achieve. Times are set annually by the committee for all ages over four levels of achievement; Gold, Silver, Bronze and Green. Open to all current financial members who have NOT obtained qualifying times for a national meet. Recognition and rewards are presented at our annual prize giving.

To view the full eligibility criteria, achievement standards, recognition and rewards, please click [here](#).

CLUB CHAMPIONSHIPS – ANNUAL PRIZEGIVING

Held annually, date set and notified in advance to swimmers and parents. Criteria for the current season is available [here](#).

Trophies obtained by a member are to be returned prior to our annual prize giving. You will receive a reminder email.

TROPHIES

Annual trophies obtained by a swimmer are to be engraved by the individual prior to being returned to the host club. All expenses are reimbursed by Neptune Swim Club upon the receipt being received.

An exception to this are trophies awarded at Club Prize Giving, these trophies will be engraved prior to them being issued to the swimmer.

POOLSIDE POLICY “NO PARENTS ON POOL DECK”

Neptune Swim Club encourages parents to sit pool-side and watch their child’s progress as a swimmer, and take the opportunity to meet and interact with other Neptune families. We do however ask parents not to approach the coach during practice. Coaches and swimmers function best when they can focus on the task at hand without outside interruption and distraction. If you have any questions or comments, please speak with your coach upon completion of the training session.

Safety is an important issue around pools. Please supervise your children and ensure they know the rules regarding the pool, (no running for example).



MOANA POOL SUPERVISION POLICY

- Caregivers for children under 5 years must be in the water within arm's reach, and able to physically assist at all times
- Children under 10 years must be actively supervised, watching your child always and be able to provide immediate assistance, by a caregiver
- Caregivers must be 16 years or older
- Children aged 5 to 9 years are required to wear a wristband

What does this mean for our members aged between 5 - 9 years?

- Receptionist will issue a wrist band when paying to enter the facility
- Your child is to be actively supervised while in the facility
- Spectators are now free to enter the facility, given a turnstile pass at reception.

LEAVING, REJOINING, OR TRANSFERRING

Should you decide to leave Neptune Swim Club, we require a written notice given to the club. You will, of course, need to make sure all fees are up-to-date before leaving. Any membership and affiliation fees paid will not be refunded.

To re-join Neptune Swim Club, you will need to contact the club, unfortunately your place will not be held as the club will continue to intake new members. Upon being successfully reinstated, payment of all fees is required prior to the commencement of training.

Transfers to another club must be completed via MyPage, with all necessary approvals started upon receipt of electronic request. by Neptune Swim Club. All fees must be up-to-date before clearance is given.