



“To promote, foster and encourage swimming”

Club Swimming COACHING BOOK

Version 2 2019

Program Guides
Session safety plan
Diving progressions
Coaching Logs
Some example session plans

Tawa 'Club Swimming' Draft Coaching Book

At Tawa Swimming Club it is important to have quality consistent coaching. We achieve consistency by having all coaches do the same drills and explain them using the same names. Further all coaches use the program plans when planning lessons. If coaches want to do something outside the program they must talk with the Club Captain. The program is reviewed and improved every term at the coaches meeting. This is an opportunity to raise and discuss new ideas for consideration into the program.

- Professionalism and Representing the club
 - Wearing uniform
 - 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.
- Before Your Session
 - Get your gear ready before.
 - Plan your session using your coaching book.
 - Review and follow Tawa Swim Club Safety Plan
- During Your Session
 - At the start of the session explain the goals and rules of the group.
 - Welcome each swimmer by name
 - 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
 - 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 are they are accidents/incidents/concerns to advise the Club Captain of
- Diving – follow Tawa Swim Club Safety Plan. See Dive Clinic Guide.
- Accidents and Injuries minor and major–Refer the swimmer to the life guards and make the Club Captain aware.
- Emergency Action
 - Follow instructions from life guards.

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

