

Information Handbook

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Welcome to the Selwyn Swim Club

Welcome to the Selwyn Swim Club, we hope both you and your child are looking forward to many enjoyable and successful seasons of swimming with us. We at the Selwyn Swim club aim at creating an environment where success is inevitable.

Selwyn Swim Club's training programme is run by the Selwyn Aquatic Centre through the Selwyn Distract Council, and all training fees are paid through the Selwyn Aquatic Centre rather than the club. Fees are due before the beginning of the new month or term, these can be paid at reception.

This handbook is designed to introduce parents and swimmers to the club, to explain how the club operates, and what to expect over the coming swimming seasons. We also suggest checking out the following resources to learn more about competitive swimming in New Zealand:

Visit	For
Selwyn Swim Club Website www.selwynswimclub.swimming.org.n Z	For information about the club, sponsors, policies, contacts and photos.
Selwyn Swim Club Facebook page www.facebook.com/selwynswimclub	For information about the club. Update on upcoming meets, pictures of club members at meets and info about committee meetings.
App - Team Reach	Communication from swim coaches direct to swimmers and their families. Team Reach – Group code is 'Selwynsquaddies18'. Can be downloaded in Goggle Play or the Apple store
Swimming New Zealand www.swimmingnz.org.nz	Information targeted to parents choose Education > Parents toolbox
Swimming Canterbury/West Coast www.canterbury.swimming.org.nz	Details about the coming swim meets for our region and results of past meets and the regional season calendar.
Meet Mobile www.active.com/mobile/ meet-mobile-app	A really useful mobile phone app you can use to get real time race results during a swim meet (not all meets use Meet Mobile). Download it directly to your phone from your app store.
Take Your Marks www.takeyourmarks.com	An online tool that records all meet results, stores swimmers best times, graphs progress, shows swimmer's qualifying meets etc. You pay a yearly subscription for this site.



OUR PHILOSOPHY

The Selwyn philosophy is centred on personal development, emphasising the teaching of strong moral standards, discipline, and commitment within a team culture that builds confidence and self-esteem.

Selwyn is developing an uncompromising elite swimming programme and we encourage all our athletes to aspire to achieving their full potential. We at the Selwyn Swim club aim at creating an environment where success is inevitable.

The Selwyn Team provides security, direction, and challenges for its members in a positive environment where success and achievement is celebrated.

Our coaching programme relies on an effective partnership between swimmers, parents, and coaches and we encourage parents to take a supporting role and allow the coaching staff freedom to work with and develop our club athletes.

KEY CLUB CONTACTS

Position	Contact Details
Club President David Bennett	davkel@xtra.co.nz
Club Secretary Jeanette Anderson	selwynswimclub@gmail.com
Club Treasurer Sam Newbigging	selwynswimfinance@gmail.com
Uniform Coordinator Miriam Eyles	miriameyles@gmail.com
Travel Coordinator Michelle Boyce	boyce.2227@gmail.com
Meet Coordinator Rachel Craythorne	rachel.craythorne@gmail.com
Volunteer Coordinator Kelly Bennett	davkel@xtra.co.nz

Coaching	
Ben Close - Head Coach	ben.close@selwyn.govt.nz
Rhys Pryde-Wall - Assistant Coach	rhys.pryde-wall@selwyn.govt.nz



SELWYN SWIM CLUB - CODE OF CONDUCT

The Selwyn Swim Club Code of Conduct is set on the Selwyn Swim Club website and is to be signed by all swimmers when they join the club.

This Code of Conduct applies to all swimmers of Selwyn Swim Club (SSC), their families, caregivers and anyone participating or connected to SSC in all volunteering roles and at all times when representing the club.

The Selwyn Swim Club's main objectives are to promote, foster, teach and perpetuate the sport of swimming and to encourage the training of all athletes for competition in the field of amateur swimming. The club has always promoted the well-being, the safety and the respect of all athletes involved in the sport. The Club promotes an inclusive fun atmosphere where swimmers can enjoy being involved in all aspects of swimming, competing, training, tours, camps and fund raising. A team ethos is nurtured for the welfare of all members. Listening is automatically given that it be a two way form of communication so swimmers know they can have a voice in their own swimming development.

This Code of Conduct will allow all swimmers to achieve their highest level of excellence and to develop personal discipline and self-motivation. Importantly, it will ensure that training, travel and all other club related activities remain enjoyable and safe for all members.

Swimmer and Members Responsibilities:

- 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.
- Be a positive role model.
- Pro-active in arriving to trainings and events on time.
- Ensure you meet the clubs volunteering obligations.
- Ensure that your coach or team manager is informed regarding absenteeism, medical conditions or other relevant matters concerning your child.
- Know all training and/or competitive programmes and accept that it is your responsibility for arrival
 and departure. Parents/guardians should ensure they do not leave their child/ren waiting
 unsupervised at any time.
- Abide by the Sports Anti-Doping Rules.
- Conduct yourself in a sportsman-like manner and respect fellow swimmers, coaches, managers, staff, officials and the achievement of opponents.
- Never act in any way that may bring disrepute or disgrace to the Selwyn Swim Club
- Understand and abide by the rules set by SNZ, SCWC and the Selwyn Swim Club.
- Never argue with or verbally abuse an official. Always use the appropriate rules and guidelines to resolve a dispute and compete according to the rules.
- Refrain from possessing, consuming prohibited substances while being associated with the Selwyn Swim Club.
- Comply with training, competition, curfew and behaviour requirements directed by coaches and managers while in camp or at away meets.



- Swimmers to follow the Selwyn Swim Club phone policy. Where members are at race meets they are allowed to have their phones to listen to music and relax, but while fellow Selwyn swimmers are racing they are to be off their phones and supporting their team mates. While at away meets, at the accommodation, swimmers will have limited access to their phones, but phones will be handed in to the team manager at night. Parents please contact swimmers through coaches/managers while at away meets.
- Consumption of alcohol during the meet by coaches and managers is at the discretion of the Lead Coach. A "one-with-dinner" policy will be in place for all staff at a team function following the last session if the team is not driving home that day/evening. Athletes 18 and over may also have "one-with-dinner" at team functions, but not before the final event of the meet. If the team is driving home that day/evening, there will be a zero-tolerance for all staff during the day of travel.

SELWYN SQUAD PATHWAY

The competitive squads are grouped according to skill level, endurance, experience, and speed. Beginning at Bronze Squad level where the emphasis is on maintaining good technique, as swimmers progress through the squad levels the expectations and targets that they are expected to reach become more challenging.



Selwyn Squads programme is run by the Selwyn District Council/Selwyn Aquatic Centre, where they work in conjunction with the Selwyn Swim Club.

Movement from one squad to another is based on a number of factors and is solely the coach's decision.

Bronze Squad

Programme

2 x 1hr Mon-Fri PM, Saturday AM. Cost is \$9.00/session paid termly (approx. \$180/term).

Swimmers are expected to be at the pool for dryland training 15 minutes before their actual swimming time to warm up and stretch before training begins.

Objective

This is the first phase of competitive squads with the emphasis on technique, and learning the basic training and technical requirements (starts turns and finishes) for competitive swimming. Swimmers are now introduced to "aerobic based" training, and are expected to attend and complete every session to ensure their development toward being a competitive swimmer is enhanced.

Season events

Bronze Squad swimmers are expected to race in:

- SCWC Junior Carnivals competitive events
- SCWC Junior Championships
- SCWC Development Championships
- Other meets as directed by the coaches

Target event

South Island Country & Town Competition

Silver Squad

Programme

3 x 1hr Choose from Mon-Fri PM, Saturday AM. Cost is \$8.00/session paid termly (approx. \$240/term).

Swimmers are expected to be at the pool for dryland training 15 minutes before their actual swimming time to warm up and stretch before training begins.



Objective

An increase in intensity from the Bronze Squad. Technique and learning the basic training and technical requirements (starts turns and finishes) remains a vital element of this squad but with more emphasis placed on aerobic fitness.

Swimmers in this squad have prior training and racing experience and therefore a higher standard of performance and attendance is expected.

Swimmers in this squad are **expected to attend and complete every session** to ensure their development toward being a competitive swimmer is enhanced and that steady progress is made.

The primary aim of this squad is to improve performances and practices at swim meets in preparation for future representation of the Club at National Level.

Season events

Season targets will be set with each swimmer and outline what is required to achieve those targets.

Meets include:

- SCWC Tier 2 meets
- SCWC Junior Championships
- SCWC Development Championships
- Other meets as directed by the coaches

Target event

NZ Junior Festival (Makos)

Gold Group Squads (1&2)

Programme

Gold 2. 6 sessions per week, Mon, Tues, Wed, Thurs, Fri and Sat. Current cost: \$90 per month

Gold 1. 8 sessions per week, Mon, Tues, Wed, Fri and Sat. Mon, Wed & Thurs morning. Current cost: \$95 per month





Number of sessions depends on level of national meet swimmer is ready to contest. Swimmers are expected to be at the pool for dryland training 30 minutes before their actual swimming time to complete dry land exercises before training begins.

Objectives

Gold 2 are working towards SCWC Champs, South Island Country and Town, and NZ Junior Festival if eligible.

Gold 1 are working towards NZ Div II Champs and South Islands, and NZ Age Groups for younger swimmers if qualified.

Training becomes more race specific with swimmers now targeting their strongest events. Training is planned in cycles. **Swimmers must attend and complete the full programme** to ensure all training elements are covered. Swimmers should have a clear understanding of the different kinds of training they are required to perform.

At this level each swimmer is responsible for their pre training loosening and warm up.

Morning sessions included for some swimmers in this programme and swimmers are expected to attend these to ensure they develop the ability to race in the morning.

Platinum Squad

Programme

9 sessions per week, Mon, Tues, Wed, Thurs, Fri and Sat. Mon, Wed & Thurs morning. Current cost: \$100 per month

Swimmers are expected to be at the pool for dryland training 30 minutes before their actual swimming time to complete dry land exercises before training begins.

Objectives

At this level swimmers target NAGs, NZ Short Course and NZ Opens.

Training becomes more race specific with swimmers now targeting their strongest events. Training is planned in cycles. **Swimmers must attend and complete the full programme** to ensure all training elements are covered. Swimmers should have a clear understanding of the different kinds of training they are required to perform.

At this level each swimmer is responsible for their pre training loosening and warm up.

Morning sessions included for some swimmers in this programme and swimmers are expected to attend these to ensure they develop the ability to race in the morning.

CLUB UNIFORM

We expect all club swimmers to wear the Selwyn uniform to, from, and during competitive swim meets. Order form and pictures of the uniform can be found on the club website www.selwynswimclub.swimming.org.nz/page.php?id=2420. Any questions please talk with the uniform coordinator.



Uniform item	Details and cost
Selwyn T-shirt	Purchased by parents and paid to the club through the Uniform Coordinator Cost \$ 29.40 (Kids) - \$ 31.10 (Adults)
Selwyn Singlet	Purchased by parents and paid to the club through the Uniform Coordinator Cost \$ 27.10 (Kids) - \$ 28.20 (Adults)
Selwyn cap	Worn at all competitive meets Purchased by parents and paid to the club Cost \$ 10.00
Selwyn Hoodie	Purchased by parents and paid to the club through the Uniform Coordinator Cost \$ 48.30 (Kids) - \$ 49.45 (Adults)





TRAINING

Training times and frequency depend on the squad level (see previous section).

Training gear

Training squad swimmers need

- Swim cap to be worn at all training sessions
- Goggles (plus a spare pair)
- Drink bottle
- Fins
- Pull buoy

All training equipment is available for purchase at the Selwyn Aquatic Centre.

Dry land training

All squad swimmers should complete dry land drills, stretches and warm up before getting in the pool.

- Swimmers need to arrive ready to run in shorts and running shoes
- All swimmers are expected to participate in the dryland session



COMPETITIVE SWIM MEETS

Competitive meets are where all the hard training hours pay off. All club swimmers are encouraged to enter events suitable for their level. Please talk to the coach if you need direction on the appropriate events for your child.

During a meet, all Selwyn athletes, coaches, supporting poolside helpers, and parents, are expected to behave in a polite and professional manner at all times.

ENTERING

When a meet is held over several sessions swimmers should be prepared to attend every session, anticipate making finals, and plan accordingly. If an athlete makes a final they are expected to swim it. It is a swimmers responsibility to find out if they are in a final before leaving the meet venue.

Step	Detail
Meet Flyer	The meet flyer is posted on www.canterbury.swimming.org.nz under "Up Coming Events" • Check the last date for entries
Enter on SNZ Fastlane	 Log in to web page www.fastlane.swimming.org.nz/ Click "View All Events" Click "Book" on the meet you want to enter Complete the events you wish to race in
Send psych sheets	A few days before the meet, the SCWC post the psych sheets (printed list of all entries and times, by event). They are posted on www.canterbury.swimming.org.nz under "Up Coming Events"

SCWC TIER SYSTEM

In 2017 SCWC introduced a Tier system for meets. Different meets in the Canterbury Region have been assigned Tier 3, Tier 2, Tier 1 or Open Tier.

Tier 3 meets are unapproved meets this is primarily to allow meets to run without the required number of technical officials required by SNZ. These are great for swimmers starting out as there are no disqualifications so there is less pressure on the new swimmers. The times that the swimmers achieve at the meet can be used to enter other meets within the Canterbury region, but can not be used as qualifying times for National Meets. There are not qualifying times for the Tier 3 meets.

Tier 2 meets in this Tier are designed to allow swimmers, many of whom will have achieved times at the Tier 3 level, to step up to the next level of competition and striving for Regional and National qualifying times. At Tier 2 all the times are official and there is also the possibility of swimmers being disqualified if they do not complete the strokes correctly. There are also qualifying times to be able to enter this Tier as well as there



being Not Faster Than (NFT) times, meaning once you are faster than the NFT times you can not enter that event at the meet.

Tier 1 meets will provide a stronger and more focused level of competition for our faster swimmers aiming for Regional or National qualifying times. To be able to enter this Tier, you need to meet the qualifying times for the age group.

Open Tier. These meets have not had a particular Tier level applied to them and may be run at the listed Club's discretion, with any criteria to be detailed in the Meet Flyer. The open tier meets will have the potential to allow for swimmers of all ages and abilities to compete together and MUST also allow "Unapproved" results for entry. This Tier has been applied to meets which have historically not exceeded the number of swimmers which either the venue or timeline are able to accommodate. There are no qualifying times or NFT times. Currently the Ashburton, Timaru and North Canterbury meets are all open Tier.

For more information about the Tier System please see the SCWC website https://canterbury.swimming.org.nz/upcoming-meets.html

MEET INFORMATION FOR SWIMMERS

At every meet	
Arrive	Arrive on time and ready for warmup.
	Generally, you need to be the pool, changed and ready for warm up 30 mins before the scheduled warm up time.
Sit	 Sit with team, coaches, and team managers. Parents sit in the spectator area (not with swimmers).
	 Seating chart for meets can be found on the SCWC web page under upcoming events
Wear	Wear your Selwyn t-shirt or singlet to and from all competitive meets.
	 Wear your Selwyn swim cap at all competitive meets - No Cap No Racing. The only exceptions are when selected to represent a provincial relay team at a National Championship event, or if directed by your coach.
	 Wear only approved swimwear at swim meets. Female swimmers must wear one piece swimsuits only. Swimmers 12 years and under are not allowed to wear technical swimsuits. More information about what is a technical swimsuit can be found on the SCWC website. www.canterbury.swimming.org.nz/page.php?id=236. However if you have any questions around this please talk to your swim coach.
	No jewellery (necklace, bracelet, etc) or watches when racing.
Bring	Your racing gear – togs, goggles, cap.
	 Spare pair of togs, goggles and cap, three towels, and poolside footwear. Full drink bottle and snacks for the meet - no lollies. The best snacks to bring are things like yogurt, cheese, pikelets, muffins/scones, tinned rice, sandwiches, fruit (especially bananas), vegetables, boiled eggs. Read more about food on page 19.
	Keep your belongings in your bag at all times, making sure you have your cap and



	goggles in a side pocket ready for your next race.
Listen	 Listen closely to the team managers and do exactly as they ask - they will tell you when to get ready for your races and when to go to the marshalling area.
	 Be polite and respectful to your coach, team managers, and to all swimming officials.

Swim meet manners

- Observe the **rule of silence** when the whistle blows prior to the start of a race. If you are walking around the pool, stop and stand still until the race is underway.
- Remain at the marshalling area until instructed to leave.
- Do not walk in front of timekeepers or other officials.
- Stay in the water after a race until given the signal to leave the pool. Either 2 blasts of the whistle or when the next race starts when using over the top starts.
- When asking the timekeeper for your time remember your manners and say thank you.
- When you've finished your race, collect any belongings from your lane and report to your coach.
- Cheer on your team mates but remember to keep back from the area needed by the Referees and other Officials who need to walk beside the pool.
- The coach has final authority on matters of team discipline, behaviour and dress.
- If your swimmer needs to leave the team environment during the session, they need to notify the team manager.

MEET INFO FOR PARENTS

At all meets	
Arrive	Get your children to the meet in plenty of time - usually 30 mins before the scheduled warm up time. Buy a programme with full details of every event and heat on your way in to the venue.
Sit	 Check the pool venue seating plan (found on the SCWC web site under Events coming up) and leave your swimmer with the team managers/coach at the Selwyn seating area. Sit in the spectator area (not with swimmers). Some events there are no spectator seating, so a good chance to help out time keeping. Don't interfere with warmups, marshalling or approach your child on the pool deck.
Support	When the meet is finished, collect your child and be positive and supportive of their performance.
Volunteer	Swim meets rely on parent volunteers to help with timekeeping and other official duties,



without this voluntary help swim meets wouldn't happen:

- Parents of all squad members must be prepared to help out with officiating duties (such as timekeeping) at a minimum of **4 meets per season**.
- Parents are expected to assist with catering and other meet duties when Selwyn is rostered as duty club by Swimming Canterbury/West Coast or when Selwyn is hosting a meet, regardless of whether or not their child is swimming.



SELWYN SWIM CLUB - TRAVEL POLICY

- Away meets a budget of \$100-120 per swimmer per night (excluding flights) this is a guide for parents for budgeting.
- Coach provides list of target meets and there eligible swimmers
- Club Travel Coordinator to investigate accommodation, all swimmers to stay as a team at the same location
- Deposit of \$100 from swimmers to secure place and possible funding
- Only swimmers who paid the deposit will be eligible for any funding received from grants.

AWAY MEETS

During the season the club travels to a number of meets outside Christchurch. Parents are emailed details of the meet, where the team will be staying, what your child needs to bring and who they will be rooming with, well before the meet.

Arrangements	Details
Transport	Parents are responsible for transporting their child to and from the away meet unless the club organises to travel as a team in mini vans. Please let the club know if you can provide transport for others. If you are unable to provide transport for your own child please let the club know in plenty of time and another parent may be able to assist.
Accommodation and meals away	The Selwyn swim team all stay together in modest accommodation pre-booked by the swim club. Coaches and team managers stay on site with the swimmers. Food for lunch and dinner is provided for the team, either as part of being catered for or prepared by the team manager. Swimmers bring their own breakfast, home baking to share and poolside snacks. If your child has any specific dietary requirements, please let the club know and these will be catered for.
Parents and family accommodation	Parents and other family travelling to the meet need to make their own accommodation arrangements. We recommend booking early, some meets attract large numbers of swimmers from out of town and accommodation close to the venue can be hard to find.
Cost	Costs are invoiced and payment due before the meet. Any additional expense needs to be met by families, or any left-over funds will be distributed back to families after the meet.



Away meet expectations

A high standard of behaviour and good self-management skills are necessary for swimmers travelling to away swim meets. All team members are expected to:

- Follow the instructions of the coaches and team manager
- Be well mannered and respectful to the parent helpers, team managers, and coach
- Be capable of resting quietly between swim meet sessions without disrupting other swimmers
- Be capable of looking after their own belongings



CLUB FEES AND INVOICING

Term/Monthly fees

Squad fees are invoiced on a school term basis for Bronze and Silver Squads and monthly for Gold and Platinum Squads.

Payment is due at the beginning of term or month it is due and is payable at reception of the Selwyn Aquatic Centre.

Annual Swim NZ and Swim Canterbury registration

This yearly registration fee is invoiced after 1 July and is paid directly to SNZ and SCWC via the SNZ Fastlane.

New swimmers are set up with a login by the club administrator to have access to the Fastlane login, so they can pay the SCWC and SNZ registration fee and to then enter events.

Currently the Club Swimmer fee is \$155 and the Competitive Swimmer is \$241, this pays for the Swim NZ and Swim Canterbury West Coast admin fees as well the Selwyn Swim Club member fees, which currently sits at \$100 a year for Competitive Swimmers and \$80 for Club Swimmers.

The difference between a "Club" and a "Competitive" swimmer is a Club swimmer can only compete in local interclub competitions within Canterbury. A Competitive swimmer can compete at the next level events such as Canterbury Champs, Canterbury Junior Champs then on to National meets, such as NZ Junior Festival, Div 2's, NAGs, NZ Short Course and NZ Opens.

Race meet fees

Fees for the events your child enters are paid when entering the events via the SNZ Fastlane. www.fastlane.swimming.org.nz/ Once you become a member of the Selwyn Swim Club the Club Secretary will set your swimmer up with their log in.



FUNDRAISING

At the Selwyn Swim Club from time to time we have to do fundraising. Swimming can be an expensive sport and we do the best we can to keep the costs to a minimum, and to do this we need to fundraise. We have one main fundraiser, our Christmas raffle, for which you will be asked to supply an item to the raffle prize and then to sell tickets for the raffle. Our major fundraiser for the year is the Selwyn Spring Classic, this meet helps the club keep costs down for swimmers and helps fund away meet costs so they don't have to be passed onto parents. Please support this event the best you can to help make it a successful one for the club.

We also do fundraising from time to time to help raise money for away meets that the swimmers go on, be it going to Dunedin for Canterbury Champs, Timaru for a local meet or further a field for National Meets. This is individual fundraising, so any money that you raise during this fundraising goes into your swimmers "Fundraising Account" and you can use this to help pay for some or all of the costs for their next away meet. You can contact the club treasurer to find out your balance on selwynswimfinance@gmail.com. These fundraisings might comprise of selling Bacon, helping out on a BBQ at a local event or selling of baking paper and cling wrap. Any ideas are welcomed, so if you know of something you think will work well as a fundraiser let us know.

FOOD FOR THOUGHT

It is essential that all swimmers are provided with the correct fuel and energy to keep them going. This is achieved through food and rest.

Swimmers must eat well in order to have the energy to train hard and race fast. Low GI foods are best for athletes as they release energy slower and give the sensation of feeling fuller longer. Foods with a high GI rating (including chocolate or lollies) provide a sugar rush – the energy from this sort of food is short-lived and used in 3-4 seconds.

Below is a list of suggested foods swimmers should take with them to swim meets:

- Yoghurt
- Cheese
- Pikelets (not with jam)
- Muffins (not sugary or containing chocolate)
- Popcorn (plain not buttered or salted)
- Rice (tinned rice is really good and handy to pack in a lunch box)
- Muesli bars (check the ingredients on the box as many have high sugar content)
- Sandwiches or rolls (can be filled with either honey, or meat with cheese, salad etc)
- Fruit particularly bananas, grapes, apples and dried fruit such as apricots and raisins
- Vegetables such as carrots, peppers, celery, with hummus
- Eggs
- Nuts eg peanuts, cashews, almonds



Drinks

'Replace', a powdered sports drink made by Horleys, has been shown by studies to be a good energy replacement drink. Water is great, too, and it's cheap.

During training or racing sessions it's essential to replace lost fluids. If a swimmer fails to replace the losses, the body may overheat. Dehydration is a swimmer's worst enemy and even mild dehydration reduces strength and stamina. Water should be considered an essential part of healthy eating for performance.

Please don't give your child potato chips or lollies. Such treats are fine at the end of the meet (but not during the meet). McDonalds, French fries, and similar fast foods are not good on race day or prior to training. However, that doesn't necessarily mean fat is a bad thing – it's not. In fact, fat creates energy but needs to be consumed at the right times; what we don't want is saturated fat.

It's a good idea when you're next shopping for groceries to get your children to have a look at the food labels; it doesn't take them long to suss out what's good and what's not, plus it will help them lay the foundations for future good eating habits.



THE LAST WORD

The Selwyn Swim Club is here to provide our swimmers with the tools and expertise to help them achieve their swimming goals. We do this within a positive and encouraging environment where our swimmers get the opportunity to develop and compete at all levels.

As a club, we want to see all our kids grow in skill and character to become the best they can be – and now it's up to them to put in the hard work to succeed.

David Bennett

President, Selwyn Swim Club

