

---

# TuksSwimming

---



**TuksSport**

## Membership Manual

2023/2024

# CONTENTS

1.	WELCOME TO SWIMMERS, PARENTS, ADMINISTRATOR'S, COACHES & VOLUNTEERS .....	4
2.	MEMBERSHIP.....	4
3.	COMMUNICATION .....	5
4.	TuksSwimming STRUCTURE.....	6
4.1.	<i>Club Management &amp; Headquarters</i> .....	6
4.1.1.	Administration.....	6
4.1.2.	TuksSwimming Social Media .....	7
4.2.	<i>Coaching</i> .....	7
4.2.1.	Rules & Regulations.....	7
4.2.2.	Let the Coach Do the Coaching .....	8
4.2.3.	Squad Levels .....	8
4.3.	<i>Satellites Programmes, Associated Schools &amp; Social Responsibility</i> .....	9
4.3.1.	Satellite Schools.....	9
4.3.2.	Associated Schools .....	9
4.3.3.	Social Responsibility .....	10
4.3.4.	Outreach.....	10
4.3.5.	Fundraising .....	11
5.	REGISTRATION PROCEDURES 2023 / 2024 .....	11
5.1.	<i>The Season</i> .....	11
5.2.	<i>Important dates:</i> .....	11
5.3.	<i>Membership Registration information and forms</i> .....	11
5.3.1.	Step One – Registering with TuksSwimming (Competitive Swimmers Only) .....	11
5.3.3.	Registering with the University of Pretoria (TuksSport).....	13
5.3.4.	Membership Payments .....	13
5.3.5.	Timeframe .....	13
5.4.	<i>Transfers, Club Clearance &amp; Cancellation</i> .....	13
5.5.	<i>Officials</i> .....	14
5.6.	<i>Coaches</i> .....	15
5.7.	<i>TuksSwimming Online Registration Guidelines</i> .....	15
5.7.1.	Part A Details of person being registered.....	15
5.7.2.	Part B Parent information: .....	15
5.7.3.	Part C Additional Information for person being registered.....	15
5.7.4.	Part D Financial Information:.....	16
5.7.5.	Part E Additional Access Cards for Parents.....	16
5.8.	<i>TuksSport Online Registration Guidelines</i> .....	16
5.8.1.	Process to follow – .....	16
5.8.2.	Important information to note – TuksSport Registration .....	18
6.	GALA ENTRY PROCEDURES .....	18
6.1.	<i>Entries</i> .....	18
6.2.	<i>Scratching's / Withdrawals</i> .....	19
6.3.	<i>Late Entries</i> .....	19
6.4.	<i>Officials Levy</i> .....	19
7.	FEES & PAYMENT .....	20
7.1.	<i>Membership Fees</i> .....	20

<b>7.2.</b>	<b>Coaching Fees 1 May 2023 – 30 April 2024</b> .....	22
7.2.1.	Payment of Coaching Fees .....	22
7.2.2.	Absenteeism from swimming lessons .....	22
<b>7.3.</b>	<b>Methods of Payment</b> .....	22
<b>7.4.</b>	<b>Gala Entry Fees</b> .....	22
<b>7.5.</b>	<b>TuksSwimming Banking Information</b> .....	22
<b>8.</b>	<b>Competitions</b> .....	<b>23</b>
<b>8.1.</b>	<b>Age Group Galas</b> .....	23
<b>8.2.</b>	<b>National / Regional and Provincial Competitions</b> .....	23
8.2.1.	Mayors Gala.....	23
8.2.2.	NTS Champs.....	24
8.2.3.	Level 1 Provincial Competition .....	24
8.2.4.	Level 2 Regional Competition.....	24
8.2.5.	Level 3 Regional Competition.....	25
8.2.6.	SA Junior Regionals and Nationals (SARJ & SANJ) .....	25
8.2.7.	SA Regional and SA National Aquatic Championships.....	26
8.2.8.	SA Short Course Championships .....	26
8.2.9.	USSA .....	26
8.2.10.	NTS Prestige Gala.....	26
<b>9.</b>	<b>Thank You</b> .....	<b>29</b>

## TABLES

<i>Table 1 Types of Memberships</i> .....	4
<i>Table 2 Administration contact details</i> .....	6
<i>Table 3 Coaching at Head Quarters: Current Groups</i> .....	9
<i>Table 4 TuksSwimming Satellites</i> .....	10
<i>Table 5 Registration Fees 2023/2024 Season</i> .....	20
<i>Table 6 SSA National Competition Structure</i> .....	28

## ANNEXURES

<i>Annexure A - Participant Agreement</i> .....	30
<i>Annexure B - SSA / NTS Capitation Form</i> .....	31

# 1. WELCOME TO SWIMMERS, PARENTS, ADMINISTRATOR'S, COACHES & VOLUNTEERS

## *Welcome to the exciting world of TuksSwimming!*

By joining TuksSwimming, you have become a member of one of South Africa and Africa's leading and competently coached swimming programmes.

Swimmers are exposed to a culture of hard work, dedication and good fun. Teaching and exposing each swimmer to life lessons that set them up for a future, not only within the sport, but also within everyday life is of the utmost importance. Swimmers are required to give of their best, work with their coaches, and gain valuable knowledge from the years of coaching expertise within the programme.

Each swimmer is gifted with different levels of talent, thus everyone will gain differently from his or her swimming experience at TuksSwimming. Swimmers are encouraged to train and to perform to their maximum potential with the support of the best possible coaching.

With a positive attitude and a willingness to lend a hand, parents will also have a great impact on their child's swimming environment, and his/her love for swimming.

Being part of the TuksSwimming Club, you are going to gain great swimming knowledge. You are also going to meet terrific people and make lifelong friends.

## 2. MEMBERSHIP

The University of Pretoria Health and Safety Rules and Regulations stipulate that any individual must be a bona fide member of a TuksSport Club in order to access any Facility on the UP Campus and / or receive coaching from a registered Tuks Coach

Participation in the TuksSwimming programme therefor requires membership of the TuksSwimming Club. The annual season runs from the 1st May until the 30th April of the next year. Your membership is thus renewable from 1 May of each year, and expires automatically on 30 April of the next year.

**The table below outlines the different types of membership.**

**Table 1 Types of Memberships**

Swimming		
Non Competitive	Competitive	Officials
<b>NO Gala's, Only Coaching</b>	<b>Level 1 Upwards - Participating in Galas</b>	
Z - USSA / Varsity	A - Swimmer	B - Technical or
Z1 - Beginner	Q - Disabled Swimmer	N - Admin
ZI - Learn to Swim	3R - Level 1 Swimmer (Limitations Apply)	
	SS - School Swimmer (Limitations Apply)	
	P - Open Water Swimmer	R - Open Water

Please consult your assigned Club Coach or the Club Manager to determine which type of membership is best suited for your age and level of Swimming. Please see **Table 5 Registration Fees 2023/2024 Season** for more information on fees and limitations.

### 3. COMMUNICATION

During the 2022/23 season we launched the TuksSwim#Info Site that contains all the relevant information for the season. The following information can be found on the site:

- TuksSwimming Membership Manual and registration information
- Information for upcoming galas, including the link to the electronic entry form (please see section 6.1 for more information on Gala entries.
- Results for galas where the club participates at will be posted here. Last season's results are also available.
- Top times for the season will be posted here periodically.
- Information for SSA Hosted Competitions

The Club also makes use of the Google Groups Communication platform to communicate with all the competitive members of the club. This includes communication regarding:

- Gala entries,
- Communication from NTS and SSA
- and any other general information that is relevant to competitive members.

The choice to join the group is up to each member, however, TuksSwimming Management will not be held responsible for any lack of communication to any competitive members who are not part of the Group.

Please note the following information about the Google Groups Platform:

- This can't be used for SPAM email, as the default setting is that ONLY the group administrator can send emails to the group. Anyone else who tries to send an email to the group, will either have the email ignored or it will just bounce back to them.
- The email addresses of all the members of the group are NOT displayed in any of the communication that is sent out.
- There is a link at the bottom of each email that is sent out via the Group that you can click on to withdraw from the group at any point that you want to.
- If you have a Gmail email account, you can actually "log on" to the group and see all the communication that has been sent out.
- We need your permission to add you to the group.
- There will be a question as part of the registration process asking for your permission to allow us to add you to the group, however if you have a Gmail account, you can also request permission to join the group, by going to the Google Groups Page and searching for "**TuksSwim Member Communication**"
- We will be limiting the group to only include registered members of TuksSwimming Club. Those members who do not re-Register by the end of July each year will be removed from the Group.

- This platform is generally not for non-competitive members. Should a non-competitive member want to be part of the group, you will need to specifically apply for membership, either via the Google platform, or by emailing [TuksSwimReg@hpc.co.za](mailto:TuksSwimReg@hpc.co.za) .
- Communication regarding finances / your account will be sent to you directly.
- We urge parents and swimmers to read this manual and familiarize yourselves with the content hereof, and also to take note of the communication that is sent out. **The majority of questions that you have will be answered in either the manual or the communication.** TuksSwimming is one of the largest clubs in the country, with more than 850 competitive member's registered last season. Responding to member's queries that are covered by the information in the manual and general communication causes unnecessary delays in response's to other queries members may have.
- Your last option with regard to questions should be an email to the Club Administration. Your first point of reference is this manual, the TuksSwim#Info Site and/or the communication sent via email.

## 4. TuksSwimming STRUCTURE

### 4.1. Club Management & Headquarters

The Swimming Programmes are administered from Headquarters, situated at the TuksAquatics Centre (50m heated pool), at the University of Pretoria Sports Campus, South Street, Hatfield, Pretoria.

The Administrative unit, coaches as well as support offices such as facility administration, dry-land training & gymnasium, student office are located at the pool or Sport Centre.

The **Sport, Exercise Medicine and Lifestyle Institute (SEMLI)** situated at the **High Performance Centre (hpc)** (Burnett Street, Hatfield, Pretoria) has all the support services (at competitive prices) available to swimmers which include Sport Nutrition, Sport Medicine, Physiotherapy, Sport Massage, Biokineticists, Sport Psychology and Sport Biomechanics & Underwater Filming.

#### 4.1.1. Administration

Staff are very flexible and meetings can be arranged upon request. Queries are welcome as we are here to assist wherever possible.

Appointments with coaches and administrators outside of coaching times or office hours can be arranged on request.

**Table 2 Administration contact details**

#### ADMINISTRATION CONTACT DETAILS

##### **TuksAquatics Manager**

Rocco Meiring

By appointment only

083 268 1166

[Rocco.meiring@up.ac.za](mailto:Rocco.meiring@up.ac.za)

## **TuksSwimming Administrator**

Neressa Houtman

012 420 6075 / 083 400 7056

[tuks.aquatics@hpc.co.za](mailto:tuks.aquatics@hpc.co.za)

## **Data Processor (Entries & Registrations)**

Gary Albertyn / Neressa Houtman

012 484 1729 / 012 420 6075

By appointment only

[TuksSwimReg@hpc.co.za](mailto:TuksSwimReg@hpc.co.za) / [tuks.aquatics@hpc.co.za](mailto:tuks.aquatics@hpc.co.za)

## **Finance**

Ebeth Keet

By appointment only

082 558 2602

[TuksSwimReg@hpc.co.za](mailto:TuksSwimReg@hpc.co.za)

## **TuksSport High School Swimming Academy**

Rocco Meiring

By appointment only

083 268 1166

[Rocco.meiring@up.ac.za](mailto:Rocco.meiring@up.ac.za)

### **4.1.2. TuksSwimming Social Media**

As TuksSwimming we are constantly looking for new platforms to contact our swimmers, parents, officials, supporters and public at large. Please feel free to use the following media platforms to find out more on the successes of the club. 😊

 Visit our Website: [www.up.ac.za/swimming](http://www.up.ac.za/swimming)

 Tuks Aquatics or TuksSport

 Visit our Info Site: <https://sites.google.com/hpc.co.za/tuksswiminfo/home>

### **4.2. Coaching**

#### **4.2.1. Rules & Regulations**

The University has one comprehensive document (Behaviour Management Policy) for Athletes, Coaches, Officials, Volunteers, Administrators and Parents. This document can either be found on the Website (as mentioned above), or else it can be found at the following link:

[https://drive.google.com/file/d/1ubvOdanUos3z6\\_-JWMaGA9-kAV0GnvmX/view?usp=share\\_link](https://drive.google.com/file/d/1ubvOdanUos3z6_-JWMaGA9-kAV0GnvmX/view?usp=share_link)

The “**Participant Agreement Form**” – found on Page 30 of the document or under Annexure A - Participant Agreement of this document, needs to be accepted and signed. This will form part of the new University Club Registration procedure.

This form needs to be completed by all athletes, coaches, parents, technical and administrative officials, instructors, etc. If a parent is a technical official, the form only needs to be completed once, as it is all encompassing.

There are a few extra rules that need to be taken into consideration, these include:

- Members (especially those under the age of 18) are ONLY allowed to swim when there is a coach on pool deck.
- Swimmers should please refrain from hanging on the lane ropes.
- The gym and the sauna area are strictly for our senior elite swimmers.
- Pool covers need to be rolled up with care and pulled back over the lanes to keep the pool heated in winter (for all swimmers).
- All swimmers/ coaches will have to use their membership cards (to swipe) at the turnstiles in order to gain access to the pool area. Membership cards are to be collected as soon as possible.

#### **4.2.2. Let the Coach Do the Coaching**

All TuksSwimming coaches are accredited and registered with the American Swimming Coaches Association with some holding the highest (Level 5 International Senior) accreditation. Many have years of coaching experience, with some holding highly regarded degrees and diplomas. Through a continuous effort of continued education, the attendance of seminars, international conferences and clinics, either through in-house, national or international opportunities, our coaches are kept relevant within the developments of the dynamic world of coaching of athletes.

Coaches need to be trusted to guide the swimmer’s athletic development. Parents and swimmers must be patient and able to accept the coach’s expertise in this regard.

When parents venture into the roles and responsibilities of the coach, it complicates and compromises potential improvement. Critiquing races, offering technical suggestions on what went wrong or how to improve and placing expectations on performance is the sole domain of the Coach. Tuks encourages the philosophy of praise in public and criticize in private.

Any concern with regard to coaching must be taken up directly and in a private meeting with the Coach. The option of involving the Head of Programme / Manager exists and can be requested by the athlete or parent.

#### **4.2.3. Squad Levels**

TuksSwimming adopts a ‘progressive’ age group programme, designed to develop a swimmer physically, mentally and emotionally through a long term athlete development system. This system is a well-defined, long term approach of gradually increasing degrees of work and commitment which is essential to reach peak development performance levels during the various phases of a swimmer’s physiological and emotional growth cycles. At each level, goals and objectives are specific. This approach has proved to be a success with our swimmers over the last 10 years

The various levels of swimmers are accommodated within the various squads at headquarters, catering from Learn-to-Swim through to Elite International, as well as through our expanded satellite programme, both in Pretoria and the surrounding communities.

*Through emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect of abilities, commitment levels and goals. Other criteria include meet times, attendance ratio's and training times.*

The Tuks Coaches are expected to encourage the swimmers to progress through the squads once they have maximized their current squad.

**Table 3 Coaching at Head Quarters: Current Groups**

<b>PROGRAMME</b>	<b>COACH</b>	<b>POOL</b>	<b>CONTACT NO.</b>
<b>Learn to Swim (LTS)</b>	Kiddies Aqua Client Care Co-ordinator	Sport Centre Indoor Pool	076 392 4958 or 072 186 6660
<b>Junior Stroke Development Programme (G5)</b>	Neressa Houtman	hpc 25 m (mid-afternoon)	083 400 7056
<b>Stroke and Video Analysis</b>	Mark Randall	UP Sports Campus, TuksAquatics Centre, 50m	079 376 9128
<b>Provincial &amp; Club Programme</b>	Rocco Meiring Keenan Riffel	UP Sports Campus, TuksAquatics Centre, 50m	083 268 1166 076 902 2717
<b>Distance/Open Water</b>	Mark Randall	UP Sports Campus, TuksAquatics Centre, 50m	079 376 9128
<b>TuksSport High School Academy Programme</b>	Contact Person: Rocco Meiring	UP Sports Campus, TuksAquatics Centre, 50m	083 268 1166
<b>Student Swim Squad</b>	Rocco Meiring Keenan Riffel	UP Sports Campus, TuksAquatics Centre, 50m	083 268 1166 076 902 2717
<b>National / Senior Programme</b>	Rocco Meiring Keenan Riffel	UP Sports Campus, TuksAquatics Centre, 50m	083 268 1166 076 902 2717

-> Coaching Time Tables are available from each coach.

\* hpc = High Performance Centre

### **4.3. Satellites Programmes, Associated Schools & Social Responsibility**

#### **4.3.1. Satellite Schools**

TuksSwimming pioneered a satellite programme which has expanded to programmes within Pretoria and the surrounding communities. These satellites form an integral part of the TuksSwimming programme and these swimmers compete as competitive members of the club programme, both locally and nationally.

This programme operates at a squad level under the guidance of the coach who is appointed by TuksSwimming. Support from Head Quarters is provided to these programmes. Annual membership, entries for galas and related financial administration are done by the Tuks headquarters staff.

The satellites form an integral part of the TuksSwimming Club and compete under TuksSwimming at all local, provincial and national competitions.

#### **4.3.2. Associated Schools**

Schools associated to TuksSwimming receive technical knowledge, coaches training, clinics, or coaches. A long term relationship is forged with schools that wish to improve their

swimming standard. Requests of this nature should be directed to the TuksAquatics Manager.

**Table 4 TuksSwimming Satellites**

<b>GROUP</b>	<b>COACH</b>	<b>POOL</b>	<b>CONTACT NO.</b>	<b>Email Address</b>
<b>Pretoria (Groenkloof &amp; Hatfield)</b>	Nadine van Zyl	Crawford College	079 490 9659	nadine.vanzyl@yahoo.com
	Neville Smith	Afrikaans Meisies Hoër	084 291 7694	<a href="mailto:nev@nsss.co.za">nev@nsss.co.za</a>
<b>Pretoria (East)</b>	Willie Scheepers	Tyger Valley College	073 339 6928	<a href="mailto:williescheepers@gmail.com">williescheepers@gmail.com</a>
<b>Pretoria East</b>	Ruan van Zyl	Curro College – Hazeldene	073 361 6704	ruancvanzyl@gmail.com
	Brent Holmes	Hoërskool Montana	083 623 5745	info@coachbrent.co.za
	Hendrik vd Merwe	Hatfield Christian School	082 448 9404	<a href="mailto:hendriklegs@gmail.com">hendriklegs@gmail.com</a>
<b>Southdowns /</b>	Troy Prinsloo	Southdowns College / SAX	073 271 1107	<a href="mailto:hercules1swim@gmail.com">hercules1swim@gmail.com</a>
<b>Midstream /</b>	Leilani Correia	Midstream	071 491 1816	<a href="mailto:lani.correia@gmail.com">lani.correia@gmail.com</a>
<b>Centurion /</b>	Elmarie van Dyk	Centurion Aqua Centre	083 302 2040	<a href="mailto:swemskool@vodamail.co.za">swemskool@vodamail.co.za</a>
<b>Midrand</b>	Juanique Cornelius	Pinnacle College Kyalami	072 354 2298	juanique.cornelius@gmail.com
<b>Groblersdal - Tuks Limpopo</b>	Louise Blignaut	Loskop Gimnasium	082 874 2370	<a href="mailto:louiseb@loskop.co.za">louiseb@loskop.co.za</a>
<b>Mokopane - Tuks Limpopo</b>	Awie Hattingh	Kruger Park Laerskool, Hoërskool Piet Potgieter	083 230 8681	<a href="mailto:achattingh@absamail.co.za">achattingh@absamail.co.za</a>

-> Coaching Time Tables are available from each coach.

#### **4.3.3. Social Responsibility**

One of our goals is to be a channel of outreach to those who are less privileged than most.

#### **4.3.4. Outreach**

TuksSwimming aims to have Outreach events during the season in order to benefit the surrounding communities and identify unique talent. When we ask anyone that has any spare swimming items/ gear to please hand it in at the administrator's office for donation to schools/ clubs that are in need. Event dates will be confirmed during the year.

#### 4.3.5. Fundraising

TuksSwimming depends on fundraising initiatives to finance our club. Some of these initiatives invite Individuals or Companies to become involved in assisting deserving student athletes with our:

- Adopt-an-athlete
- Corporate Donation & Sponsorships
- Bursary Funds
- Help Fund

Being a student-athlete requires a lot of dedication and commitment. Research consistently shows that university education pays off - not only for the individual in the form of employment prospects and income; but it also confers significant benefits on the society as a whole. By investing in the higher education of our young sports stars you are improving the quality of life in our country as a whole and ensuring that the future South Africa is better than the one we live in today. For more information on the benefits of the supporting this initiative, please contact the TuksAquatics office.

## 5. REGISTRATION PROCEDURES 2023 / 2024

### 5.1. The Season

All swimmers, officials, coaches, and management of TuksSwimming must register or re-register for the new season (**1<sup>st</sup> May 2023 until 30<sup>th</sup> April 2024**).

### 5.2. Important dates:

- 21 October – Last date to re-register for the season.
- 21 November – Last date to transfer clubs during the season.
- 31 January – Last date for students transferring to Tuks to register.

### 5.3. Membership Registration information and forms

All swimmers - competitive & non-competitive (young & old) – everyone that makes use of any Tuks pools, coaches, instructors, administrators, volunteers and officials must register.

The University of Pretoria has implemented an electronic registration system for all members of all sports clubs at the University. Unfortunately it will mean that there is a two-step process in order to register competitive swimmers. Non Competitive swimmers need only follow step 2.

#### 5.3.1. **Step One** – Registering with TuksSwimming (Competitive Swimmers Only)

There are two methods of registering with TuksSwimming:

- **Electronic:**
  - Please Read and Agree to the Term and Conditions as set out in the Annexures of this Document.
  - Please Click on the link below while holding down the <CTRL> button or paste the following link into your Internet Browser and complete the online Registration form:

<https://forms.gle/w5Si8GRKid4Pqpa96>

Please see section 5.7 TuksSwimming Online Registration Guidelines for detailed guidelines.

- Please note that if you choose to register your Father / Guardian or Mother / Guardian within the online form, you will not have to complete a separate form for their registration. However, should you wish to register an additional Official (and only have 1 Swimmer in the family), you will need to complete a new online form for the 2nd official.
- The electronic form will calculate how much each applicant's membership will cost which will be emailed to you. Please pay the membership fees, (please see section 7.5 for TuksSwimming banking information & correct referencing methods).
- The SSA/NTS Registration form (Annexure B - SSA / NTS Capitation Form) will be completed from the data you have supplied and emailed to you for signing. Please Print this document out, sign it and send it back to the TuksSwimming Administrator (preferably via email or at the office). The registration process will only be complete once the TuksSwimming office has received the signed forms, especially from parents of swimmers under the legal age. Ideally we would prefer if you could scan the forms in and email them back to the TuksSwimming Data Processor at [TuksSwimReg@hpc.co.za](mailto:TuksSwimReg@hpc.co.za) Please scan the documents separately and use the naming convention as described in the confirmation email you will receive.
- Please also send the proof of payment to the TuksSwimming Finance Administrator at [TuksSwimReg@hpc.co.za](mailto:TuksSwimReg@hpc.co.za)
- Copy of ID / Birth Certificate and passport size photo (for membership/ parents' access card). Please also attach a copy of your ID Document / Birth Certificate (or Passport for Non RSA Citizens) and a passport size photo to the email. (We will endeavour to keep this on file electronically and not ask for it again.)
- **No Access to Internet**
  - Please go to the TuksSwimming Office and ask the TuksSwimming Administrator to assist you in completing the online registration form.
  - All the documents mentioned above will then either be emailed to you or to the Administrator for you to sign.
  - Please ensure that we also receive a copy of your ID Document / Birth Certificate (or Passport for Non RSA Citizens) and a passport size photo.
  - Proof of payment (please see section 7.5 for TuksSwimming banking information & correct referencing methods).

**PLEASE TAKE NOTE** Registration with TuksSwimming will only be accessible through the Online Registration process. This will ensure that all the relevant information we need is collected, and that all the correct forms are filled out (from the info you have supplied) and emailed back to you to be signed and returned to us.

### 5.3.2. Checklist

Please refer to the checklist below to ensure all documents that are required are complete and submitted to TuksSwimming.

#### 5.3.2.1. Copy of ID Document (Passport for non-South African Citizens)

5.3.2.2. Signed Annexure B - SSA / NTS Capitation Form - Competitive Members Only  
(Please note that this form will be completed for you and emailed to you to sign and return once you have completed the online application form)

5.3.2.3. Proof of payment for Registrations Fees.

5.3.2.4. Clearance letter if transferring from another Club / Province (please see below).

5.3.2.5. Team Manager Export of times from this season and last season from your previous club (Competitive members only – please see below)

5.3.3. Registering with the University of Pretoria (TuksSport)

**(For all members competitive and non competitive.)**

Please use the link below to register with TuksSport

<https://www.up.ac.za/tukssport/article/2664650/on-line-club-membership-application-guests-fee-structure>

- **Hint:** With fields that have a search  function, do not allow your browser to autofill these fields, either type information into fields manually otherwise the site does not process it properly. In the Province field – “GAUTENG” does NOT work, however “Gauteng” does.
- As part of this process, you will be required to read the Universities Behaviour Management Policy, and sign acceptance of it electronically.
- Please note that this process needs to be completed at one go. You will need to upload a copy of the Person being registered ID or Birth Certificate, so please make sure you have an electronic copy before you start the process.
- Please also note that you will have Seven (7) days in which to pay the registration fees before the system automatically cancels your application, in which case you will need to start this process again.
- **Please ignore any requests from this system for the payment of fees.** Fees are to be paid to the TuksSwimming Club Bank account. Banking details can be found in section 7.5 TuksSwimming Banking Information

5.3.4. Membership Payments

Please ensure that payments of the registration fees on submitting of forms are paid and processed correctly with correct referencing and any outstanding amounts are reconciled prior to a swimmer being registered for the new season. **NB. Please note that fees for all Competitive Members must only be made to the TuksSwimming Bank Account, not to the University of Pretoria.**

5.3.5. Timeframe

Ensure your registration process is complete **four (4) weeks before the commencement of the first gala you wish to participate in.**

## 5.4. Transfers, Club Clearance & Cancellation

All swimmers (competitive and non-competitive) who transfer from one club to another, whether in the district / province or out of district / province, are required by Swimming South Africa (SSA) to receive and provide them with a clearance letter from your previous club. **If you are registering as a competitive member, also remember to include a zip file of all your times from the current and**

previous season from 'Team Manager' – this may be requested from the previous clubs secretary. Please note that we need the current and previous seasons times and NOT just best times.

The purpose of this is to protect a swimming club from individuals changing programmes due to funds being in arrears. Thus, it is the swimmers / parents sole responsibility to arrange for and present a clearance letter. The sooner we have it the sooner we can do the full registration process. Also remember that there is a transfer fee (please see **Table 5 Registration Fees 2023/2024 Season** for fees & payments).

With regards to any cancellations / resignations from TuksSwimming, we require one calendar month's written notice prior to leaving the club; this should be given to the Coach as well as the Club Administrator ([Tuks.Aquatics@hpc.co.za](mailto:Tuks.Aquatics@hpc.co.za) and cc [TuksSwimReg@hpc.co.za](mailto:TuksSwimReg@hpc.co.za) ) so that we may organize clearance letters for the swimmer (this is for all competitive & non-competitive swimmers).

Please note that in terms of SSA's constitution, swimmers may not change the club that they represent at competitions after **30 November** of a season. This means that if you do decide to change clubs after the 30<sup>th</sup> of November, you will still have to represent your old club for the rest of the season. The only exception to this is if your relocate from another Province or District (as determined by the SSA Constitution). This exception generally applies to the following situations

- A Swimmer that will be starting as a student at Tuks at the beginning of the next Academic year.
- A Swimmer that will be moving to a Pretoria based school from another school outside the NTS District at the beginning of the next Academic Year
- A Swimmer who will be moving to Pretoria for work or the family is relocating.

Swimmers where these exceptions apply to should request clearance from their Province / District. This clearance should include:

1. Letter of clearance form your Club
2. Letter of Clearance form your Previous Province / District
3. All times for the current and last season report in Hy-Tek format from your Province / District.
4. This comprehensive clearance Package must be emailed to the Club Database Processor.

Swimmers that move from one coach to another within the TuksSwimming Club will be required to obtain an internal clearance notice form the coach they are leaving. This internal clearance notice must be in the form or an email from the coach they are leaving to the coach they are moving to and copied to [TuksSwimReg@hpc.co.za](mailto:TuksSwimReg@hpc.co.za) , [ebeth.keet@hpc.co.za](mailto:ebeth.keet@hpc.co.za) and [Tuks.Aquatics@hpc.co.za](mailto:Tuks.Aquatics@hpc.co.za)

## 5.5. Officials

As per Swimming SA (SSA) regulations, it is required that each family registering a swimmer with TuksSwimming & NTS volunteers one family member as an official. We request that each family abide by this rule. We are enforcing this so that we have the necessary quota of officials available at each gala that TuksSwimming competes in. TuksSwimming has requested that the NTS senior officials provide training to all our officials here at the TuksSwimming Headquarters. We will keep the club informed as to potential dates and we encourage all to attend the training so that we can be competent when we officiate and provide a quality service to our swimmers, creating an environment conducive to good performance. Failure to register an official will result in a levy of R 1,700 being imposed.

## 5.6. Coaches

All coaches that coach Tuks members (including assistant coaches) are required to be registered members of TuksSwimming and therefore accountable to the requirements pertaining to coaches working in TuksSport.

## 5.7. TuksSwimming Online Registration Guidelines

If you are a non-competitive swimmer – i.e. you will not participate in galas you do not need to be filling in this electronic form.

### 5.7.1. Part A Details of person being registered

The information required here is for the person being registered – normally this is the swimmer but may be an official or a coach as well.

Please fill in all the information – most of the fields are self-explanatory however please note the following fields that may cause confusion:

**Mailing Address This** is not an email address.

#### **Discipline Data :**

If you are a **competitive swimmer** – i.e. you will register with NTS and SSA and participate in their Gala's you need to choose from options "A – Swimmer", "3R – Level 1 Swimmer", "SS – School Swimmer", "Q - Disabled Swimmer" or "P - Open Water Swimmer"

**Level of Swimmer :** Please indicate the highest level achieved in the previous season. Officials please choose the level of your child who swims and coaches please indicate the level of the majority of your swimmers.

### 5.7.2. Part B Parent information:

If you are the parent (i.e. registering as an official or a coach) please enter your name and your and your spouse's details. For single parents, please enter "None" in all the fields requiring information.

### 5.7.3. Part C Additional Information for person being registered

Please enter relevant information for University / school etc.

**Type of Membership** Please select "Competitive".

#### **New or Existing Member:**

**"New"** - Registering with NTS/SSA for the very first time this season, regardless if you have been registered with the club before as a non-competitive member.

**"Renewal"** i.e. you have been registered with NTS / SSA previously.

**"Transfer from Another Club / Province"** If you are transferring from another club and have **not** yet registered with your old Province / SSA **this season yet.**

**"Trf from Another Club / Province (Registered Already this season)"** Please choose this option if you **have already** registered with a Province / SSA **this season**, and you are moving clubs during the season.

#### **Officials Registration**

This allows you to add very little additional information and the system will take all the other information it already has for you and will then register you as an official.

**NB:** If you are registering more than 1 swimmer per family, please only choose “Mother / Guardian” or “Father / Guardian” **once**. Should you want to register both parents please choose “Mother / Guardian” on the one child and “Father / Guardian” on the other.

Please note the clubs policy is to pay the registration fee for the 2<sup>nd</sup> parent who registers as an official in a family, although the system may not recognise it, the billing should be correct.

If there is only one competitive swimmer in the family but you would like to register both parents as officials, please start the form again with the second parent’s information and chose either the “B – Technical Official” or the “N – Admin Official” Option under **Discipline Data**. Again the system may not recognise this when the fees are determined, but the billing is done manually and should be correct.

The New or Renewal option is the same as explained above.

#### **RSA Citizen Question:**

Please note that this is referring to the persons whose details were submitted **Part A:**

#### 5.7.4. **Part D** Financial Information:

Please fill in the information of the person who is responsible to pay the fees. If you do have a TuksSwimming (TS) Account number, please fill it in.

#### 5.7.5. **Part E** Additional Access Cards for Parents

If you require an additional access card for parents, please select which parents you would like to request one for, you may select both Father and Mother. The University has limited the additional access cards to two (2) per Family.

You will then receive an email with your details on it, which you will need to take, together with a copy of your ID and R 80 per card required, to the Sports Centre Reception. You will need to hand the email in with the copy of your ID, and will be able to collect the Access card within 48 hours thereafter.

**Please Note:** At the time this manual has been published, the access card system is currently not operational, but may become operational again during the season, however you will be notified via the communication platform wen / if this happens.

### **5.8. TuksSport Online Registration Guidelines**

If you are a competitive member, you will receive a link to this registration in the email you receive after the completion of Step 1 TuksSwimmig Registration Outlined in clause 5.7 above. For non-competitive swimmers, please use the link in clause 5.3.3 above.

#### 5.8.1. Process to follow –

- Non UP Students or staff
  - Click on “APPLY ONLINE” – complete the :Captcha verification
  - Take note of the contents, and click ”Continue”
- UP Students and Staff
  - Please log on to the UP Portal, click on TuksSport, then click on “Apply for UP Sport Club Membership
- Fill in all the personal details of the Swimmer (not parent).  
Upload a copy of the ID of the Swimmer.  
On the “Province” Fields, do not use autofill, type the Province in in Title Case, not CAPS or smalls.

After typing in the province, press <TAB> and a City/Suburb field will appear. Either type the full Name (in Title Case) or type a few characters of the name and select the correct City Suburb

A Postal Code will then appear – select the correct postal code.

Use the same process for both “Province” Tabs.

Click on “Next”

- Fill in Emergency Contact details and Click on “Next”
- Fill in Parent / Guardian Details and Click on “Next”
- A screen will appear with the applicants details on it. Close to the top of the form, there is a place to select the season you are applying for. It is set to default to the current season, so you can just Click on “Next”
- Read and enter any social media details you would like to and Click on “Next”
- Enter Medical aid information if you are on Medical Aid
- Also Add any Allergies or other medical contortions. Click on “Next”
- On the next screen click on “Add sport club”
- Select the appropriate “Swimming” section, i.e. “Swimming Competitive” if you are a competitive member, “Swimming Learn to Swim”, “Swimming Non Competitive Age 0-12” or “Swimming Non Competitive Age 13+”
- Wait a few seconds, while the site updated information relative to your choice. Click on “Next”
- For Competitive members Tick both “SSA” and “NTS” and Click on “Next”
- If you have any disabilities, please clock on the “Add disability” button and add requested information. Click on “Next”
- If you want to add any prior achievements, please click on the “Add prior achievement” button and add the required information. Click on “Next”
- If you have transferred from another Club and / or Province, please click on the “Add prior affiliation” and add requested information. Click on “Next”
- You will be taken back to the sports club membership page. If you want to you may join other clubs as well by clicking on “Add another sports club”. Follow the process to add all the relevant information for that club (note it may be different from swimming information required)
- Click on “Next”
- You will then be taken to the Participant Agreement Page.
- You will need to print and / or download the “Code of Conduct” acceptance Page
- You will also need to download the Behaviour Management Policy, (a link to this policy would have been sent in the registration information email as well.)
- Click on “I agree to the participant agreement” if you agree to it.
- Click on Submit. (You will first have to clicked on “Print” or “Download” the Code of conduct, and also have downloaded the Behaviour Management Policy before you will be able clock on submit)
- You will then be taken to page that will ask for a payment **PLEASE IGNORE THIS REQUEST. All payments to be made to TuksSwimming**
- Click on “Close”
- Please pay the Membership fees to the TuksSwimming account (Banking details in section 7.5) and send the proof of payment to [Tuks.Aquatics@hpc.co.za](mailto:Tuks.Aquatics@hpc.co.za) cc [Ebeth.Keet@hpc.co.za](mailto:Ebeth.Keet@hpc.co.za) within seven (7) days of your application.
- Once payment has been received, your membership will be approved.
- You will receive email confirmations once your memberships have been approved by TuksSpot.

### 5.8.2. Important information to note – TuksSport Registration

- Do not make any payments for Club Memberships to the University of Pretoria.
- Your fees need to be paid to TuksSwimming. Banking details can be found in section 7.5 within seven (7) days of your application, otherwise your application will lapse, and you will need to reapply.
- Once paid, please send proof of payment to [Tuks.Aquatics@hpc.co.za](mailto:Tuks.Aquatics@hpc.co.za) cc [Ebeth.Keet@hpc.co.za](mailto:Ebeth.Keet@hpc.co.za)
- You should get three emails once your membership is approved.
  - First one advising that an application was done on your behalf
  - Second one to tell you the membership application was approved, and to request you to pay the membership fees to the University. **PLEASE DO NOT PAY ANY FEES TO THE UNIVERSITY ACCOUNT**
  - The third email will advise you that your membership fees have been discounted, and that your membership is now active. **Please Note:** This does not mean you have received a discount. It means that you do not have to pay the fees to the University.

## 6. GALA ENTRY PROCEDURES

First Step is for the swimmer to ask his/her assigned coach whether he/she is required to enter for and participate in the specific competition.

Due to the size and nature of the functioning of the TuksSwimming Club, strict gala entry procedures are in place and need to be adhered to. These procedures will be communicated through to the club via the google groups email for specific galas.

**Please note:** a swimmer looking to compete in a gala needs to be registered with SSA & NTS two weeks prior to the closing date of that competition as per the Swimming South Africa (SSA) constitution. We thus encourage that you register early with TuksSwimming to prevent any delay, therefore please use the link in section 5.3 of this document to register as soon as possible.

**We request that you adhere to the gala entry closing dates as stipulated by the TuksSwimming office and not those of the NTS, Other Gala Hosts or SSA office.**

**The reason for this is to give the TuksSwimming Data processor and Finance administrator time to process your entries and time for members to check and correct any mistakes before the entries are submitted to the Gala Host.**

Should you enter after the TuksSwimming closing date and before the Gala Host closing date, your entries will be processed; however TuksSwimming takes no responsibility for any errors made.

**Please also note if you enter a gala through the club, then the entry fees for that gala should be paid into the Clubs Bank Account, regardless of what is communicated from the Gala Host.**

If you enter the Gala directly with the Gala host, then they fees are payable directly to the Gala host. (This only happens where non-competitive swimmers are allowed to enter a gala, and they choose to enter directly with the Gala Host.) All competitive swimmers should enter all Gala's through the Club, except if specifically instructed otherwise.

### 6.1. Entries

We use an online entry system. **If the link is still available, then it is still possible to enter the Gala.** Therefore if the link is not available, the entries have closed.

Follow the following guidelines to ensure that your gala entry is entered:

- 6.1.1. Ensure you have registered with Tuks at least four (4) weeks BEFORE the gala – giving enough time to capture all registration details and send through to all relevant departments.
- 6.1.2. Speak to your coach to determine what gala events he/she would like you to enter.
- 6.1.3. Please use the link that will be emailed out to do your entries on.
- 6.1.4. Please check that the entries have been processed correctly.** The Club will not take responsibility for incorrect entries if they have been sent out to be checked, and the swimmer / parents have not checked to ensure they are correct.
- 6.1.5. Notify the Club Data Processor as soon as possible of any errors made in capturing the entries.

## 6.2. Scratching's / Withdrawals

Please note that as per last season, Swimmers entered into NTS Age Gala's and various other Galas are required to scratch should they be unable to participate in any or all of the events.

Scratching's need to be emailed to the Coach as well as the Club Data Processor at [TuksSwimReg@hpc.co.za](mailto:TuksSwimReg@hpc.co.za) by **24 hours prior to the start of the Gala** so we can inform the Gala Host. **Please Note: Any scratching's after that must be given to your coach**, who will need to ensure that the Gala Host is informed, normally at the Gala itself.

Please note that it is your responsibility to ensure that the Gala Host is notified of the scratching if it is after the 24 Hour deadline.

NTS has introduced fines for swimmers who do not compete in an event that he/she has entered and who did not scratch timeously. This fine will be billed to your account.

**Entry Fees: Please note that entry fees may only be refunded if a withdrawal takes place earlier than 24 hours before the Gala Host's entry deadline.**

**Entry fees remain payable for all withdrawals / scratching's that take place after that.**

**Entry Fees paid over to SSA for Regional and National Galas will not be refunded by SSA under any circumstances (medical or otherwise).**

## 6.3. Late Entries

There are generally two stages of late entries:

1. Entries submitted after the Clubs Closing Date for entries. While every effort will be made to process the entries correctly, as well as still send them out to be checked for correctness, should the entry be too late for this, the Club will accept no responsibility for errors made in capturing of late entries.
2. Entries submitted after the Gala Host's Closing Date. Depending on the Gala, late entries may be allowed by the Gala Host, but normally at an increased entry fee. Once again, the Club will not accept any responsibility for the correctness of these entries.

Please note that any additional entry fees that are charged by the Gala Host will be charged to your account.

## 6.4. Officials Levy

No Gala can take place without Officials. Each Club has to supply a certain number of officials for each gala, based on the number of swimmers the club enters. In past seasons the Official's ratio has been 1 official for every 5 swimmers entered. The clubs must submit the list of officials with the entries to the NTS office otherwise our entries will not be processed.

The **Officials Levy system** works as follows:

- Each swimmer who is entered in a gala hosted by NTS will be levied an additional R 75 per Gala as an Officials Levy Fee.
- Each session that a parent officiates at will qualify the parent to have one of his / her swimmers entry fees paid for that Gala, with the exception of NTS Champs where parents will be required to work 4 of the 9 session, and the Mayors Gala, where parents will be required to work 2 of the 4 session in order to receive their entry fees back.
- If a family has more than two swimmers entered into the gala, the officials levy will only apply to the first two.
- If an official works at two sessions at a gala, but only has 1 swimmer competing, the 2<sup>nd</sup> session's reduction of entry fees **cannot** be carried over to the next gala.
- For example:  
(E.g. Swimmer Surcharge R 30 per event Fee R 25.)

- Scenario A

Swimmer 1 from Family A enters all 6 events at an Age Group Gala. Entry fees will be as follows: NTS Swimmer Surcharge R 30 + 6 events x R 25 / Event (R 150) + R 75 Officials Surcharge = R 255 payable for entry fees.

If an Official from Family A works at 1 or 2 sessions at the Gala, his account will be credited with the R 255 entry fees.

- Scenario B

Swimmer 1 and Swimmer 2 from Family B both enter all 6 events at an Age Group Gala. Entry fees will be as follows: NTS Swimmer Surcharge R 30 + 6 events x R 25 / Event (R 150) + R 75 Officials Surcharge = R 255 x 2 = R 510 payable for entry fees.

If an Official from Family B works at 1 session at the Gala, his/her account will be credited with the R 255 entry fees. If the Official works at 2 sessions at the Gala, his / her account will be credited with R 510.

## 7. FEES & PAYMENT

### 7.1. Membership Fees

Below is a breakdown of the various fees, please ensure you understand which applies to you.

**Table 5 Registration Fees 2023/2024 Season**

Registration	Options		Cost	Benefits / Restrictions
TuksSwimming Membership	Learn to Swim	<ul style="list-style-type: none"> <li>• Compulsory</li> <li>• Once-off per season</li> </ul>	R400.00	
	Non-Competitive Beginner	<ul style="list-style-type: none"> <li>• Compulsory</li> <li>• Once-off per season</li> </ul>	R 750.00	
	Non Competitive / Recreational & Varsity Squad	<ul style="list-style-type: none"> <li>• Compulsory</li> <li>• Once-off per season</li> </ul>	R1,620.00	

	<b>Members</b>			
	<b>Competitive</b> <i>(competing in Club based galas such as NTS age groups &amp; NTS Champs) Swimmers Only</i>	<ul style="list-style-type: none"> <li>• Compulsory</li> <li>• Once-off per season</li> <li>• Competitive Swimmer (SSA / NTS Registered)</li> </ul>	<b>R1,725.00</b>	
<b>Northern Tigers Swimming (NTS) / Swimming South Africa (SSA) Membership</b>	<b>NTS/ SSA Registration</b> <i>(Competitive Swimmers Only)</i>	<ul style="list-style-type: none"> <li>• Compulsory</li> <li>• Once-off per season</li> <li>• Competitive Swimmer</li> </ul>	<b>R1,045.00</b>	Provincial and National Registration
	<b>NTS / SSA Level 1 Swimmer</b>	<ul style="list-style-type: none"> <li>• <b>Can only participate at Level 1 Age Groups and only swim 50 and 100 m events and 200 IM.</b></li> <li>• Only Level 1 SSA Regional Gala.</li> <li>• No other SSA Regional or National Galas</li> <li>• Once Level 2 QT obtained, must upgrade.</li> <li>• Once-off per season.</li> </ul>	<b>R350.00</b>	<ul style="list-style-type: none"> <li>• Cannot participate at NTS Champs or the Mayors Gala.</li> <li>• Club Competitive fee will apply.</li> </ul>
	<b>NTS / SSA Schools Only Swimmer</b>	<ul style="list-style-type: none"> <li>• <b>Can only participate at Level 1 Age Groups and may only swim 50 m events.</b></li> <li>• No SSA Regional or National Galas</li> <li>• Once-off per season.</li> </ul>	<b>R 100.00</b>	<ul style="list-style-type: none"> <li>• Cannot participate at NTS Champs or the Mayors Gala.</li> <li>• Club Competitive fee will apply.</li> </ul>
	<b>NTS Swimmer Transfer fee</b> NTS/SSA Fee	<ul style="list-style-type: none"> <li>• Between club</li> <li>• Within or from outside of province</li> </ul>	<b>R330.00</b>	Club Competitive fee will also apply.
	<b>NTS Club Coaches &amp; Learn-to-Swim Instructors</b>	<ul style="list-style-type: none"> <li>• Compulsory</li> <li>• Once-off per season</li> </ul>	<b>R870.00</b> <b>R870.00</b>	
	<b>Coaches over 65 years</b>		<b>R 0.00</b>	
	<b>NTS Officials and Club</b>	<ul style="list-style-type: none"> <li>• Compulsory</li> <li>• Once-off per season</li> </ul>	<b>R180.00</b>	

	<b>Administrators</b> (Including TuksSwimming Club office staff)			
--	---	--	--	--

## 7.2. Coaching Fees 1 May 2023 – 30 April 2024

### 7.2.1. Payment of Coaching Fees

There may be an escalation in the coaching fees which will be implemented annually at the commencement of the swimming season. The swimmers coaching fees and payment terms thereof will be discussed and provided by the assigned coach. Please be aware that there may be different payment accounts for coaching fees than there are for academy/ gala fees (depending on the coach), etc. – PLEASE ensure that you are aware of the various accounts.

Please note that this coaching fee may be changed during the season if you move from one coach to another within TuksSwimming.

### 7.2.2. Absenteeism from swimming lessons

Please note that non-attendance of training sessions is not viewed as cancellation of coaching services. An individual will thus be charged for coaching fees until the appropriate notice is given and period completed (please refer to 5.4 for proper cancellation procedures).

## 7.3. Methods of Payment

- Monthly payments are payable before the 7th of each month via Internet banking facilities.
- Please email all proofs of payment to [TuksSwimReg@hpc.co.za](mailto:TuksSwimReg@hpc.co.za) or [ebeth.keet@hpc.co.za](mailto:ebeth.keet@hpc.co.za)
- **Due to security reasons NO money will be accepted by the manager at the TuksSwimming Manager's Office.**
- **A notice period of one month is payable unless otherwise agreed upon between both parties if the swimmer wishes to stop his/ her swimming. This pertains specifically to coaching fees.** A swimmer is expected to request a clearance letter from their previous club & province when joining TuksSwimming. This is a regulation of Swimming South Africa. No registration will be done if not received.
- The TuksSwimming Bank Account details are listed below:
  - The following fees are paid to TuksSwimming
    - Registration Fees
    - Gala Entries (including arranged travel)
    - Kit

**All Coaching fees for swimmers must settled directly with their coach as agreed upon between the swimmer and allocated coach.**

## 7.4. Gala Entry Fees

The entry fees for all Galas where a swimmer enters through the club must be paid into the clubs bank account, unless otherwise directed.

## 7.5. TuksSwimming Banking Information

**Account Name:** TuksSport Clubs

**Account Number:** 406 328 4275

**Bank:** ABSA

**Branch:** Hatfield

**Branch Code:** 632-005

**Reference number:** TS number + swimmer's surname + reason for payment\*\*

**If no TS Number, reference:** TS + swimmer's initial surname + reason for payment\*\*

EXAMPLE: TS 0000 Ball Coach fees **OR** TS L De Jager Level1 Acc

**Email proof of payment to:** [TuksSwimReg@hpc.co.za](mailto:TuksSwimReg@hpc.co.za)

**Fax to:** 086 626 8452

\*\*Reason for payment – add a small description to your reference according to what you are paying for, example:

- Kit
- Accommodation – Accom

## 8. Competitions

There are different types of competitions (galas) that take place during a season. These galas will have different participation and entry requirements. The following are relevant at the time of publishing this manual. Due to the uncertainty surrounding the COVID-19 Lockdown, the structure below may change. Any changes that may take place will be emailed to all members, and placed on the club notice board. Please also ask your assigned coach.

### 8.1. Age Group Galas

- Age Group galas are hosted by NTS and generally take place on a monthly basis, normally from August to November and then in January and / or February, and normally take place over 2 weekends (Friday evening and Saturday morning).
- Age Group galas can split into 2 levels. That of Level 1+2 Swimmers and that of Level 3+ Swimmers. Each of these galas will take place over a single weekend.
- Some Age Group Galas may be combined (all levels of swimmers). These Galas will usually be over 2 consecutive weekends.
- Normally swimmers may enter 6 events in the gala; however, this may change at certain galas. Please refer to the specific rules for each gala when they are sent out.

### 8.2. National / Regional and Provincial Competitions

The following is a brief summary of the most important things to take note of for the above mentioned galas.

**Please note:** The information below is up to date at the time of publishing this Manual BUT may change. **Normally rules and information for these galas will be distributed separately. Those rules and information will be considered more correct than those published in this manual.**

#### 8.2.1. Mayors Gala

- Normally takes place on the last weekend in November or first weekend in December (Friday evening, Saturday morning and afternoon and Sunday morning)
- Only for level 1+2 Swimmers
- Only for Swimmers 16 years old and younger.

- Age on the 1<sup>st</sup> day of the Gala.
- Any swimmer who has achieved a level 3 qualifying time during the current season may not compete.
- Swimmers may enter any number of events.
- Swimmers 8 years or younger may only enter 50m and 100m Free, Back and Breast (No Fly).
- Swimmers 9 to 10 years may enter 50m and 100m Free, Back and Breast. They may also swim 50 Fly, 200 Free, Back, Breast or IM, provided that they have times on the database for the current season for those events. (In other words they must have swum them before at an officially recognised gala)
- Only swimmers who are 10 & over may enter all the 50 and 100m events as well as 200 Free, Back, Breast or IM) and the 400 Free, however they must have times on the database for 400 free and the 100 fly.

### **8.2.2. NTS Champs**

- Swimmers must have at least ONE level 3 qualifying time
- **Swimmers 18 years and younger must have at least ONE Individual Medley time on the database for the season to be eligible to compete (200 or 400 meters).**
- **Swimmers 18 years and younger who want to compete in the 200 IM must have TWO Individual Medley times on the database for this season (200 and/or 400 meters).**
- **Entry times can only be taken from galas swum between the 1<sup>st</sup> of May and the closing date for normal entries for Champs.**
- Takes place over 5 consecutive days early in December
- Heats and Finals in all events except 400, 800, 1500 Free, 200 Fly and 400 IM (Timed Finals)
- Swimmers may enter all the events he/she has a qualifying time in plus 3 additional events provided they have times on the database for this season for those events.

### **8.2.3. Level 1 Provincial Competition**

- Swimmers must be registered with SSA on at least the Schools only level to participate.
- Swimmers who achieve a level 2 or better qualifying time during the season may not participate at this gala.
- Swimmers must have times on the database for all the events they would like to participate in.

### **8.2.4. Level 2 Regional Competition**

- The swimmer must have a minimum of **ONE (1), Individual Medley time** for either the 200m or 400m events, as well as **ONE (1) 200 Free time** on the SSA National Database, as well as one Level 2 qualifying time.
- Swimmers may enter all events that they have qualified in, plus three additional events that they have not qualified in provided they have times on the SSA database for the additional selected events.
- If a swimmer has achieved one Level 3 qualifying time, the swimmer must participate at Level 3. This rule does not apply to swimmers in the 10 and under age group, they may choose to compete in the 10 and under events at Level 2 or compete in the 11 and under events at Level 3.

- If a 9 year or younger swimmer has achieved one Level 2 qualifying time, the swimmer may participate at Level 1 Age Group as well.
- This competition will be a regional competition.
  - Region 1: Mpumalanga, EGA, Limpopo, NTS (Tshawane).
- The age groups will be 10/u, 11, 12, 13, 14, 15 & 16, 17 - 24

### 8.2.5. Level 3 Regional Competition

- The swimmer must have a minimum of **ONE (1), Individual Medley times** for the 200m or 400m event, as well as **ONE (1) 200 Free time** on the SSA National Database, as well as one Level 3 qualifying time.
- Swimmers may enter all events that they have qualified in, plus three additional events that they have not qualified in, provided they have times on the database for the additional selected events.
- Level 3 will start at 11&U, and the oldest age group will be 17 & Over. Swimmers in the 10 and under age group, who have achieved a Level 3 qualifying time in the 11 and under age group, may choose to compete in the 11 and under age group at Level 3 or compete in the 10 and under age group at Level 2.
- The age groups will be 11&U, 12, 13, 14, 15 & 16, 17 - 24
- If a swimmer has achieved one SARJ or SANJ qualifying time, the swimmer must participate at SANJ. This rule will not apply to 11 and under swimmers, they may choose to compete in the 11 and under events at Level 3 or compete in the 12 and under events at SANJ.
- Swimmers in the 17 – 24 age group who have achieved the S A National or Regional qualifying time may not participate at Level 3 Regional Age Group
- This competition will be a regional competition.
- **Events for Para swimmers** – This will be age group based and any Para swimmer may compete at Level 3. The Level 3 Age Groups for Para Swimmers is 14 and under and 15 – 18. There are no QT's, but swimmers must have times on the SSA Database. Medal standards may apply.

### 8.2.6. SA Junior Regionals and Nationals (SARJ & SANJ)

- The swimmer must have a minimum of **ONE (1), Individual Medley times** for the 200m or 400m event, as well as **ONE (1) 200 Free time** on the SSA National Database, as well as one SARJ / SANJ qualifying time.
- Swimmers may enter all events that they have qualified in plus three additional events that they have not qualified in, provided they have times on the database for the additional 3 selected events.
- There will be no qualifying times for any of the 50's events (Freestyle, Backstroke, Breaststroke and Butterfly). Swimmers who have qualified in any event may in addition to their three unqualified events (100m and longer), choose any of the 50's provided they have times on the database for the particular event.
- Swimmers in the 11&U age category who have achieved a SANJ qualifying time in a 12&U event, may choose to swim at SANJ in the 12&U age group or swim at Level 3 in their own age group category. However swimmers, who are younger than 12 years old, may not enter the 12 – 14 years events e.g. 200 Fly, 400 IM, 800 and 1500 Freestyle events at SARJ nor SANJ.

- The events that are swum as Timed Finals, where possible all the Timed Finals will be swum in the Finals session.
- The events scheduled for 2023 saw the oldest age group for SARJ being 18 years old and SANJ being 16 years old.
- The age groups: SARJ = 12&U, 13, 14, 15, 16, 17 & 18  
SANJ = 12&U, 13, 14, 15 & 16
- S A National Junior Championships, swimmers will only be allowed to participate at one Age Group event

### **8.2.7. SA Regional and SA National Aquatic Championships**

- Swimmers may enter the events that they have SA National qualifying times for, plus six additional non qualifying events provided they have times on the SSA Database. The 50 Back, Breast and Fly, if entered, will be considered as part of the additional six events.

### **8.2.8. SA Short Course Championships**

- All entry times must be achieved from 1 May of last season onward. Only times on the national database will be accepted
- All entries must have entry times, with the exception of the 100m Individual Medley.
- Swimmers may enter the events that they have SA National qualifying times for, plus three additional non qualifying events provided they have times on the SSA Database.

### **8.2.9. USSA**

USSA was established to create an environment which will encourage student sports persons to strive for excellence on an academic and sports level, while giving participants the opportunity to interact socially and competitively.

This is one of the highlight events for our Swimming Students and will have to meet the following requirements to attend the competition;

- Must be a registered University of Pretoria Student
- Get selected by Tuks Swimming
- Comply to swim the events selected for at the competition.

### **8.2.10. NTS Prestige Gala**

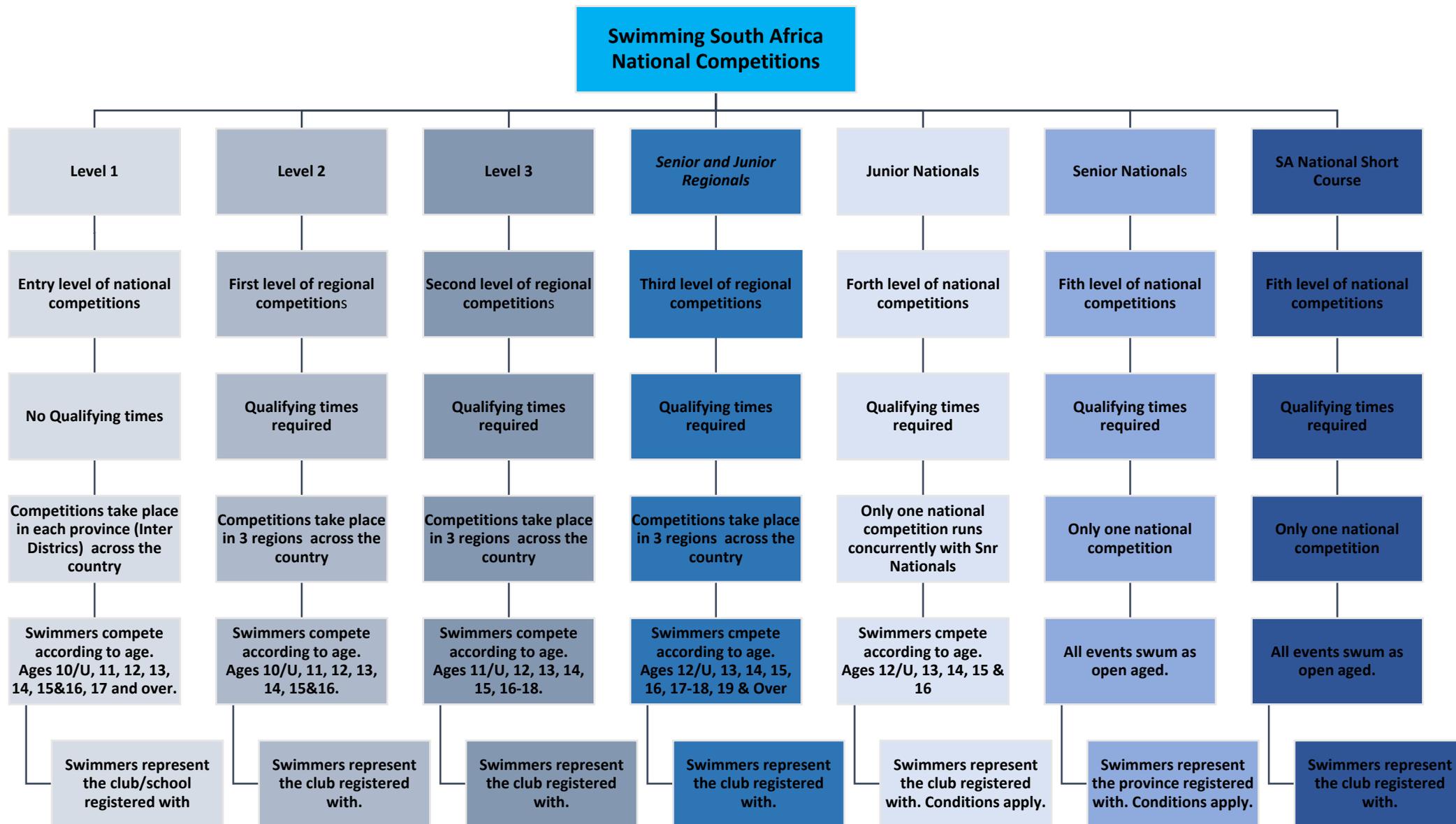
- The gala will be open to all registered swimmers, i.e. not only NTS Swimmers.
- In 2021 the gala took the following format
- Events will be seeded in two age groups: Boys 18 & Under and 19 & Over. Girls 17 & Under and 18 & Over, with the exception of the mixed 800 and 1500 free, where the events will be seeded as 18 & under and 19 & Over.
- The results for the boys 18 & under and girls 17 & under will be split into the following age groups:

Males	Females	Mixed 800 & 1500 Free
14 years and under	14 years and under	14 years and under
15 and 16 years	15 to 17 years	15 and 16 years
17 and 18 years		

- The qualifying times for swimmers aged 14 years and younger will be SA National Junior (SANJ) Qualifying time for 14 year old.

- The qualifying time for boys aged 15 to 18 years and girls aged 15 – 17 will be the SA Regionals Qualifying time (as for April 2023).17 and 18 years. .
- There will be no QT for swimmers 19 & Over men and 18 & Over women
- The format of the gala will be timed finals.
- Entry times from 1 January.

Table 6 SSA National Competition Structure



## 9. Thank You

We ask that if any photos are taken of swimmers during any practice sessions and events, please make copies for the office as we would like to make use of the photos on our web and social media platforms.

Thank you for taking the time to read through the Membership Manual. You are now guided towards a more productive swimming season.

We thank you for joining TuksSwimming for the 2023/2024 season. We wish you a successful season! ☺

'No Compromise!'

Please note that the documents in Annexures A & B will be completed for you during the online registration process and will be emailed to you to sign and return.

**Please do not fill  
these in manually.**

**Participant Agreement Form**

***To be signed by all participants (coaches, officials, administrators, parents, volunteers and spectators)***

I, \_\_\_\_\_ (print name), the undersigned, as an athlete/player, coach, official, administrator, parent, volunteer or spectator affiliated to a Tuks club, have read and understood the Behaviour Management Policy, Disciplinary Procedures and Code of Conduct. I understand that by signing this form I agree that:

- 1) I will be subject to and act in accordance with the Behaviour Management Policy in its totality.
- 2) I will pay the club's annual subscription and any other fees determined by the Head of Programme in consultation with the club committee for specific purposes/projects.
- 3) I will show respect for myself and other participants/people, regardless of age, culture, gender, religion, sexual orientation, social or marital status, disability and race.
- 4) I will participate to the best of my abilities and learn to earn the trust of other participants of the Tuks club programme with which I am associated.
- 5) I will play my part in making my sport environment a place where all club members (managers, coaches, officials, administrators, parents, volunteers and spectators) are treated with respect and consideration.
- 6) I will refrain from any activity that has the potential to bring the club with which I am associated, TuksSport and the University of Pretoria into disrepute.
- 7) I will be subject to and act in accordance with the rules and regulations of my Sport Governing Body (National Federation) at all times while a participant in the club with which I am associated.
- 8) I will indemnify the club, TuksSport and the University of Pretoria or any of its employees, officials or agents for any personal injury, illness, damage or loss of any nature whatsoever that I may sustain (and which includes, without limitation, any loss of property) and which results, directly or indirectly, from my participation in or performance of club activities, presence on University premises, making use of University facilities or equipment, from any act or omission by the University or its officials, employees, contractors or agents, save for negligence on the part of the University or its officials, employees, contractors or agents, or otherwise.
- 9) I will moreover defend, indemnify and hold harmless the University, its officials, employees, contractors and/or agents for and against any action or claim by any person (including, without limitation, my parents) as a result of any personal injury, illness, damage or loss suffered by me as set out hereinabove;
- 10) I shall be liable to the University for any damage or loss caused as a result of any act or omission on my part;
- 11) I understand that should I choose not to comply with the Behaviour Management Policy and Code of Conduct, I will be subject to disciplinary action, which could result in suspension or have my membership to a Tuks club terminated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Participant)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

(Parent/Guardian If a participant is a minor)

## Annexure B - SSA / NTS Capitation Form

SSA CAPITATION				AFFILIATE: NTS					
CAPITATION FORM - SEASON 2023/2024 (It is compulsory for all athletes, coaches and officials to complete this form)									
First discipline & others (mark block with X)	Gender	Male	Female	Ethnicity	1	2	3	4	5
		→			Asian	Black	Coloured	Indian	White
<b>A</b> Swimmer	Last name								
<b>B</b> Swim Official	Full Name(s) (as per ID document)								
<b>C</b> Swim Coach	Preferred Name								
<b>SS</b> School Swimmer only	SSA Registration no								
<b>M</b> Master swimmer	ID number (if not SA Citizen, passport number & Country)								
<b>D</b> Diver	Club and Name of Coach								
<b>DS</b> School Diver									
<b>E</b> Dive Official	Were you registered with different club in 2022/2023 season? If so, state name of club and Province.								
<b>F</b> Dive Coach	Date of birth dd/mm/yyyy								
<b>T</b> Master diver	Own Cell no								
<b>J</b> W/P Player	Own E-mail Address								
<b>K</b> W/P Official	Postal Address								
<b>L</b> W/P Coach									
<b>JS</b> School W/P player only	Residential Address								
<b>V</b> Master W/P player	Medical Aid, Scheme & plan & no								
<b>P</b> O/W Swimmer	All learners & students: Name of School or University								
<b>R</b> O/W official	Father/Guardian name & surname								
<b>S</b> O/W Coach	Father/Guardian Cell no & home tel no								
<b>PS</b> School O/W swimmer only	Father/Guardian e-mail address								
<b>W</b> Masters OWS	Mother name & surname								
<b>Q</b> Disabled Swimmer	Mother Cell no. & home tel no								
<b>N</b> Admin Official	Mother e-mail address								
<b>O</b> - LTS Instructor	All technical officials please indicate if you have done the following courses				Timekeeping	Judge	Starter	Referee	

I confirm acceptance of the SSA Constitution & Code of Conduct (Refer to SSA Website)

.....  
Signature

.....  
Date

.....  
Signature of parent/guardian if applicant is under 18