



DSA SQUAD PROGRAM SWIMMER & PARENTS HANDBOOK



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D Swim Academy Sdn Bhd

Reg. No : 750654-V | SST No. W10-1902-32000129

Level 3, National Aquatic Centre Bukit Jalil,

KL Sports City, 57000 Kuala Lumpur

T: 1300 222 372

E: info@dswimacademy.com | W: www.dswimacademy.com

DSA SQUAD PROGRAM HANDBOOK

Dear Swimmers and Parents,

Congratulations and welcome to DSA Squad Program – a place that nurtures the new generation with sportsmanship and team spirits toward their journey in competitive swimming!

Before getting started, let us walk you through the general information you will need when joining the program.

1.0 REGISTRATION AS STUDENT OF DSA SQUAD PROGRAM

Swimmer who has been promoted from DSA Minisquad/qualified after assessment to train in the DSA Squad Program are required to read, understand and sign the “*Terms & Condition of Service for Squad Program*” as the shift of program indicates a different structure and policy.

The forms can be obtained from the DSA Administrative counter at respective branches:

- i) Bukit Jalil
- ii) Kampung Pandan
- iii) Shah Alam (Panasonic)
- iv) The Club @ Bukit Utama (Petaling Jaya)

2.0 REGISTRATION AS JUNIOR MEMBER OF DSA SWIMMING CLUB / DSAS SWIM CLUB

Swimmers who wish to participate in swimming competition/meets will need to register as a Junior Member of DSA Swimming Club or DSAS Swim Club. At DSA, we do not accept members of other swimming club besides DSA Swimming Club or DSAS Swim Club training in our Squad Program. It is **COMPULSORY** for all swimmers from another club or academy (as long as non-DSA Minisquad Graduate) to join as Junior Member upon registration in order to train at DSA.

It is **optional** for swimmers from DSA Minisquad to join as Junior Member, however, swimmer **MUST** join DSA Swimming Club or DSAS Swim Club in order to participate in swimming competitions, or to sign up to Unlimited Sessions Package.

Swimmer can only choose **ONE** swim club (DSA Swimming Club or DSAS Swim Club) in one calendar year. The Junior Member/Swimmer is not allowed to transfer/switch their membership between DSA Swimming Club and DSAS Swim Club within the calendar year. DSA Swimming Club is affiliated to Persatuan Renang Amatir Kuala Lumpur while DSAS Swim Club is affiliated to Persatuan Renang Amatir Selangor.

Kindly refer to *DSA Swimming Club/DSAS Swim Club General Information* in Page 10 for further information on membership with DSA Swimming Club and DSAS Swim Club.



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2.1 Participating in Swim Competition/Meets

It is advisable to consult your coach for advice when you are looking forward to join a swim meet/competition or whether you are ready for a particular swim meet. To enter a swim meet:

Step 1: **Swim Meet Form** can be downloaded from the website/invitation email sent by DSA.

**It is important to provide/update your email address to our admin staff to include in our system.*

Step 2: Understand the rules, complete the swim meet form & submit the form along with payment to DSA Administrative counter before the club's closing date.

Step 3: Confirm the swimmer's checklist sent by DSA through email.

Step 4: Read the briefing notice carefully & be ready for the meet!

2.2 For swim meets organised by ASUM or any other organisers, all DSA swimmers will participate under DSA Swimming Club or DSAS Swim Club to ensure unity among all the DSA Swimmers and Parents irrespectively which branch or club members they are training with.

Shall there be any question, kindly drop us an email at dsaswimteam@dswimacademy.com.

🌐 DSA Swim Team Website: click on Swim Meets & Events

3.0 PROGRAM STRUCTURE AND FEE PAYMENT

The Squad Program training session is offered at different frequency to suits different needs:

Option	Applicable Group	Frequency per Month
Sports/Development Squad	Group C and D	8 or 12 Sessions
Competitive Squad	Group A, B, and C	Unlimited Sessions

**Group A & B are allowed to opt for 12 Sessions package twice in a year.*

**Group D may take Unlimited Sessions package based on coach's recommendation.*

New comers from DSA Minisquad will be assigned to Sports/Development Squad (Group D) by default to build up the foundation. As time goes and as the swimmer grows, Competitive Squad will be the next stage to look into.

New comers from another Swim Club/Swim School will be assessed according to DSA Grouping Requirement by DSA Coach and will be advised on the Training Group to start training with.

Training days are flexible in this program, swimmer can arrange their preferred training day according to the respective branch's training schedule however it is advisable to commit to the training with a consistent frequency.

Regular fee payment for every month shall be completed by the 7th of the month at DSA Administrative Counter.

Payment not received by the 7th of the month will cause the account to be suspended. **An activation fee of RM10 will be applied to reactivate the suspended account.**

No prorate of monthly training fee. No replacement and no carry forward of unused lesson to next month.

**** For Sri KDU centre, all enquiry and payment will be done at The Club@Bukit Utama.**



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4.0 TRAINING GROUP

The DSA Squad Program has 4 training groups, namely Group A, B, C & D, each with its respective qualifying time.

New comers from Minisquad will be assigned to Sports/Development Squad (Group D) by default to build up the foundation. Swimmer can be promoted to higher group through a series of procedures involving best time achieved in swimming competition for 100 LCM Freestyle, test set results and training commitment. The requirement will be reviewed yearly or at a period deem suitable by the coaches.

You may find more information on our groupings & promotion procedures as displayed in the DSA Swim Team Website or on the branch's Notice Board.

🌐 DSA Swim Team Website: click on About DSA Swim Team

5.0 TRAINING SCHEDULE

5.1 Annual Training Calendar

The annual training calendar indicates training availability and training off day due to public holiday or events. The training calendar will be updated regularly on the swim team website & branch's notice board.

*Kindly refer to the attachment.

🌐 DSA Swim Team Website: click on Training Calendar

5.2 Training Schedule

Training schedule can be obtained from the website (www.dsaswimteam.com) and branch's notice board. Latest updates and changes of the training schedule will be notified through DSA email **dsaswimteam@dswimacademy.com**. Please save this email address in your contact list to avoid emails being pushed to junk/spam mailbox due to large number of recipients.

*Kindly refer to the attachment.

🌐 DSA Swim Team Website: click on Training Calendar

5.3 Training Program

DSA Squad Program combines a mixture of trainings involving water and land exercises.

It is the swimmer's responsibility to prepare the necessities for the training such as running shoes, yoga mat and dry towel. Please consult the group coach if you are not sure which equipment to bring for water and land training.



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6.0 TRAINING ATTIRE AND TRAINING EQUIPMENT

6.1 Training Attire: In DSA, we strongly suggest swimmers to wear swim attire which adhere to FINA (International Aquatics Governing Body) requirement. It is not advisable for swimmers to wear rash guard/wetsuit/drysuit/two-piece for training as a mean for swimmers to get used to FINA approved swim attire.

Swimmers with long hair are advised to wear swim cap for hygiene, safety and mainly training purpose.

6.2 Training Equipment:

Group A: Training fins, Hand paddles, Pull buoy/Kickboard, Training Snorkel (optional)

Group B: Training fins, Hand paddles, Pull buoy/Kickboard, Training Snorkel (optional)

Group C: Training fins, Hand paddles, Pull buoy/Kickboard, Training Snorkel (optional)

Group D: Training fins, Pull buoy/Kickboard, Training Snorkel (optional)

Training Fins is **COMPULSORY**. Non-training fins such as scuba fins, snorkelling fins and rubber long fins are not allowed.

6.3 Dryland Training Equipment: Running Shoes and Yoga Mat

DSA SQUAD TRAINING EQUIPMENT GUIDELINE

Typical training suit and a technical race suit



**FINA
APPROVED**

- LYCRA OR NYLON MATERIAL
- FINA-APPROVED SUITS MUST NOT EXTEND BELOW THE KNEE. MEN'S JAMMERS MUST NOT EXTEND ABOVE THE NAVEL, WHILE WOMEN'S KNEESUITS MUST NOT COVER THE NECK OR EXTEND PAST THE SHOULDERS.



RECOMMENDED

Swim Suit:
• Squad group A,B,C,D - Lycra Or Nylon Material

Training snorkel and leisure snorkel



RECOMMENDED

Training snorkel :

- Centered snorkel
- Stoke correction



NOT RECOMMENDED

Leisure snorkel :

- Not suitable for swim training
- Only for snorkeling

RECOMMENDED

Snorkel:
• Squad group A,B,C,D - Centered snorkel

DSA SQUAD TRAINING EQUIPMENT GUIDELINE

How to choose your hand paddle size ?



The size of the paddle determines resistance; i.e. the bigger it is, the harder it will be to move through the water. Swim paddles place a lot of strain on your shoulders when swim training. Start out with **SLIGHTLY LARGER THAN YOUR HANDS** and use them for short distances. This will help you avoid injuries while your swim training.



TOO SMALL

PADDLES SMALLER THAN YOUR HANDS are also not good. You will find yourself grabbing the edges for stability, which will create a lot of tension on your wrist and make it inflamed.



TOO BIG

The wrong size of paddles can cause serious injury and harm. IF THE PADDLES ARE TOO BIG, there will be too much resistance. You will exert a lot of effort for every pull and this will mean shoulder trouble later. You will also have to spread your fingers too much or unnaturally to apply pressure evenly and this will lead to strained ligaments and tendons.

RECOMMENDED

Swim Paddle:
• Squad group A,B,C - Slightly larger than your hands

Why Silicone Training Fins ?



DMC Elite Series



TYR Hydroblade



HYDRO Tech 2

RECOMMENDED

Silicone Training Fins:

- Soft in material to avoid abrasion
- Provide exceptional comfort, greatly reduce the incidence of cramps
- Strengthening leg muscles
- Elevates correct technique of kicking
- Gives the legs neuromuscular memory and kick correctly even without fins
- Able to synchronize with the rhythm of full strokes

Traditional Long Rubber Fins:

- Hard in material
- Getting cramps during training
- Unable to feel the feet after using
- Lack of undulation in dolphin kicks



NOT RECOMMENDED

RECOMMENDED

FINS:

- Mini squad - DMC Original
- Squad group A,B,C,D - DMC Elite II



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7.0 DEFERMENT OF PROGRAM

Temporary deferment of training may be applied through submitting the form to DSA Administrative Counter or to dsaswimteam@dswimacademy.com.

Swimmer with deferment for more than 2 months will be reassessed by the group coach to determine swimmers' fitness and coach holds the right to assign the swimmer to the group that deemed fit.

Deferment for more than 6 months will result in losing Junior Membership for both DSA and DSAS. **Swimmers with more than 6 months deferment will need to re-register as Junior Member and one-off registration fee will be collected upon registering.**

Guideline to Apply for Squad Training Deferment:

- Step 1: Obtain Deferment Form from DSA Administrative counter or download from DSA Swim Team website under Downloads button.
- Step 2: Submit the completed form to DSA Administrative counter or email dsaswimteam@dswimacademy.com
- Step 3: DSA management will send a confirmation email within 7 working days.
- Step 4: Upon return, proceed to DSA Administrative counter to make payment within first 7 days of returning month or earlier to avoid account being suspended. **All suspended account is subject to activation fee of RM10 to reactivate the account.** Once the account is suspended, the swimmer will not be able to receive any email or news from DSA Swim Team until the account is reactivated.

🌐 DSA Swim Team Website: click on Downloads

8.0 SWITCHING BRANCH

Branch switch may be applied due to school schedule or personal activities, although it is not advisable as different coach has different coaching method. Consent and signature from the current coach is **compulsory** in order to apply for branch switch. Swimmers are not allowed to switch for more than 2 locations.

The application is subject to DSA Management and respective coaches' approval. Once it is approved, swimmer is required to follow the branch's training arrangement and there shall be no changes within 6 months' time unless due to group promotion or school matters with valid reason and supporting document.

🌐 DSA Swim Team Website: click on Downloads



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9.0 POINT OF COMMUNICATION

For Squad program, information, notices and announcements are channelled to parents and swimmers via the team's official website and email. **Do ensure that you have registered your email address with us to keep yourself in the loop.**

The training schedule, calendars, meet info and team news can be found on our DSA Swim Team website and it is the place to download swim meet forms, results, branch switch form, deferment form, and membership form.

All point of contact for Squad Program Info, Enquiries, Competition, Feedback and other administrative issues can be also addressed to the academy at our official Care-Line or email.

Care-Line	1300 222 372 *Best time to call: Tuesday – Friday 10:00AM – 7:00PM
Email Address	dsaswimteam@dswimacademy.com *save our email address as favourite in your address book/contact to avoid our emails being pushed into your spam/junk mailbox. Do check you spam/junk mailbox if you don't get a reply from us.
Website	www.dsaswimteam.com DSA Notice Board: https://www.dsaswimteam.com/notice-board/ Swim Meets & Events: https://www.dsaswimteam.com/swim-meets-events/ Forms download: Pick from Downloads Dropdown



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9.1 POINT OF COMMUNICATION

You may also approach our customer service staff at the DSA Administrative counter if you need to speak to us. Please find our operating hours as below:

Branch	Operating Hours
Bukit Jalil	Tuesday to Friday 10:00am – 9:00pm Saturday & Sunday 8:30am – 12:00pm / 1:30pm – 6:00pm
Panasonic, Shah Alam	Saturday & Sunday 8:30am – 12:00pm / 1:30pm – 6:00pm
Kampung Pandan	Friday 6:00pm – 9:30pm Saturday 8:30am – 12:30pm / 1:45pm – 7:00pm Sunday 8:30am – 12:30pm / 1:45pm – 6:00pm
Petaling Jaya – The Club	Tuesday to Friday 2:00pm – 8:00pm Saturday & Sunday 8:30am – 12:30pm / 2:30pm – 6:30pm
Petaling Jaya – Sri KDU	Enquiry and Payment Point will be at The Club

*Operating hours are subject to change.



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DSA SWIMMING CLUB / DSAS SWIM CLUB GENERAL INFORMATION

1. MANAGEMENT OF SWIMMING CLUBS

D Swim Academy Sdn Bhd (DSA), is the appointed management to run the **DSA Swimming Club (DSA)** and **DSAS Swim Club (DSAS)**.

2. STATE AFFILIATION & MANAGEMENT OF CLUBS

DSA Swimming Club – Affiliation with Persatuan Renang Amatir Kuala Lumpur (PRAKL)

DSAS Swim Club – Affiliation with Persatuan Renang Amatir Selangor (PRAS)

As DSA is managing both clubs, thus both clubs are now affiliated with one another through DSA and will be structured to be fully managed by DSA independently.

3. JUNIOR MEMBERSHIP TERMS AND CONDITIONS:

- 3.1 Upon registration of Junior Membership, swimmer must clearly indicate whether they are signing up for DSA Swimming Club or DSAS Swim Club. Only **ONE** swim club membership per Junior Member/swimmer. Swimmer is **NOT ALLOWED** to join more than one swim club in a calendar year.
- 3.2 The Junior Member/Swimmer must be aware of their own respective contract/agreement/memorandum that they have signed with their respective State/School/Club or any other organisation, to ensure their own eligibility in participating any swim meets or swim training.
- 3.3 Junior Member/Swimmer must declare in writing to D Swim Academy Sdn Bhd, DSA Swimming Club and/or DSAS Swim Club any contract/agreement/memorandum that they have signed with their respective State/School/Club or any other organisation prior to signing up with D Swim Academy Sdn Bhd, DSA Swimming Club and/or DSAS Swim Club.
- 3.4 D Swim Academy Sdn Bhd, DSA Swimming Club and/or DSAS Swim Club are not responsible to keep track of the Junior Member/Swimmer's personal contract/agreement/memorandum that they have signed with their respective State/School/Club or any other organisation.
- 3.5 The Junior Member/Swimmer is not attached to nor representing other club/state or had already resigned from the former club/state upon signing up and during the whole training period with D Swim Academy Sdn Bhd.



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- 3.6** In the same year the Junior Member/Swimmer must represent only DSA or DSAS Swimming Club and no other club for all eligible swim meets listed below:
- a. MILO/PRAKL or Selangor Age Group Swimming Championship
 - b. SPORTEXCEL/MILO/NSC/ASUM Junior Swimming Circuit 1st, 2nd & Final Leg
 - c. Junior Splash Swim Series
 - d. National Inter-Club Swimming Championship (President Cup)
 - e. Selangor Short Course, Selangor Long Distance & Selangor Novice Swim Meet
 - f. Any other swim meets which DSA or DSAS Swimming Club participates
- 3.7** In the same year, the Junior Member/Swimmer agrees to only participate in either PRAKL Age Group OR Selangor Age Group only and acknowledge that the Junior Member/Swimmer is not eligible to participate in both swim meets within the same year.
- 3.8** The Junior Member/Swimmer may represent his/her school to participate in inter-school swim meets, and the swim meets that DSA/DSAS Swim Club is not participating. The Junior Member/Swimmer must write in to DSA Swimming Club prior to the event entry to check and confirm no conflict is involved in the participation.
- 3.9** The Junior Member/Swimmer is not allowed to switch between DSA and DSAS swimming club within the year itself. The Junior Member/Swimmer may sign up to the sister club on the next year but application must be submitted as new member with the new membership fee applicable on that year.
- 3.10** Any Junior Member/Swimmer found violating the terms & conditions and will have his/her DSA Swimming Club membership terminated and suspended from all programs under D Swim Academy Sdn Bhd with immediate effect. Under such circumstances, the swimmer's re-registration to D Swim Academy Sdn Bhd and DSA/DSAS Swim Club in the future is not guaranteed and will require approval from the DSA Management.
- 3.11** All Club Membership fees cannot be pro-rated. Membership fees stated is applicable for the current calendar year.
- 3.12** Junior Member/Swimmer must give one month notice in writing if the Junior Member/swimmer wishes to resign from DSA Swimming Club or DSAS Swim Club. The swimmer's re-registration to D Swim Academy Sdn Bhd and DSA/DSAS Swim Club in the future is not guaranteed and will require approval from the DSA Management.
- 3.13** Junior Member/Swimmer with more than 6 months inactivity/deferment will have their account suspended and club membership terminated. Gold Tag under the same membership application will be terminated as well. To reactivate the account, the swimmer has to re-register for DSA One-Off Registration Fee and apply for new membership with New Membership Fee for that year.



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4. ELIGIBILITY OF SWIM MEETS UNDER DSA SWIMMING CLUB

****Affiliation to PRAKL**

DSA Swimming Club swimmer is eligible to participate in the following Swim Meets:

4.1 PRAKL Swim Meets

- a) PRAKL Age Group Swimming Championship
- b) PRAKL Talent Carnival

4.2 Common INTER-CLUB Swim Meets

- c) MILO SPORT EXCEL (1st, 2nd Leg & Grand Final)
- d) Junior Splash (1st & 2nd Leg)
- e) ASUM Mid & Long Distance Swimming Championship
- f) President Cup
- g) Swim meets organised by ASUM or any other organiser

5. ELIGIBILITY OF SWIM MEETS UNDER DSAS SWIM CLUB

****Affiliation to PRAS**

DSAS Swim Club Swimmers is eligible to participate the following Swim Meets:

5.1 PRAS Swim Meet

- a) Selangor Age Group Swimming Championship
- b) Selangor Arena Short Course Sprint Invitational Swimming Championship
- c) Selangor Long Distance Swimming Championship
- d) Selangor Novice Swim Meet

5.2 Common INTER-CLUB Swim Meets

- e) MILO SPORT EXCEL (1st, 2nd Leg & Grand Final)
- f) Junior Splash (1st & 2nd Leg)
- g) ASUM Mid & Long Distance Swimming Championship
- h) President Cup
- i) Swim meets organised by ASUM or any other organiser

6. DSA Swimming Club Junior Members may be participating under sister's club DSAS Swim Club and vice versa in the below swim meets as all swimmers are trained by D Swim Academy Sdn Bhd. This will then ensure unity among all the DSA Swimmers and Parents irrespectively which branch or club members they are training with.

- a) MILO SPORT EXCEL (1st, 2nd Leg & Grand Final)
- b) Junior Splash (1st & 2nd Leg)
- c) ASUM Mid & Long Distance Swimming Championship
- d) President Cup
- e) Swim meets organised by ASUM or any other organiser



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7. DSA SWIMMING CLUB / DSAS SWIM CLUB JUNIOR MEMBERSHIP BENEFITS

- 7.1 All new Junior Members shall be given 1x DSA Swim Club T-Shirt and 1x DSA Swim Team Cap upon registration.
- 7.2 All Junior Members are entitled to enrol to Unlimited Sessions Package, Private Stroke Correction and DSA SportsCare Program.
- 7.3 Complementary Entry to DSA Branch Public Pool according to Public Session Schedule at National Aquatic Centre @ Bukit Jalil, Kompleks Sukan Negara Panasonic @ Shah Alam and Kompleks Sukan Paralimpik @ Kampung Pandan.

Terms and Conditions of Junior Member Complementary Public Pool Usage:

- i) **Junior Member MUST obtain a wristband at DSA ticketing counter before entering the pool.**
 - ii) **Junior Member MUST abide and follow the Public Session Schedule set by DSA management at all times.** Public Session Schedule is available at the DSA ticketing counter or www.dswimacademy.com.
 - iii) **Junior Member MUST abide and follow all rules as per Rules and Regulation stated for the public.**
- 7.4 Free 1x Gold Tag for 1 Parent of each Junior Member

Gold Tag Holder enjoys Complementary Entry to DSA Branch Public Pool according to Public Session Schedule at National Aquatic Centre @ Bukit Jalil, Kompleks Sukan Negara Panasonic @ Shah Alam and Kompleks Sukan Paralimpik @ Kampung Pandan.

Terms and Conditions of Gold Tag Complementary Public Pool Usage:

- iv) The Gold Tag holder must be a direct parent of the DSA Swimming Club/DSAS Swim Club member.
- v) One Gold Tag is for one-person admission only whose name is registered together with DSA/DSAS Swim Club Membership.
- vi) The benefits and privileges are not transferable to another user.
- vii) **Gold Tag Holder MUST obtain a wristband at DSA ticketing counter before entering the pool.**
- viii) **Gold Tag Holder MUST abide and follow the Public Session Schedule set by DSA management at all times.** Public Session Schedule is available at the DSA ticketing counter or www.dswimacademy.com.
- ix) **Gold Tag Holder MUST abide and follow all rules as per Rules and Regulation stated for the public.**
- x) DSA management reserves all right to withdraw Gold Tag from any entities that cause disturbances, behaving in an unacceptable manner or violation of rules and regulations.
- xi) The Gold tag is deemed invalid following swimmer's withdrawal/termination or the expiration of DSA Swimming Club Membership.



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7.5 Special Privileges at DSA Events

From time to time, all Junior Members of both clubs will be entitled to special rates and/or exclusive DSA events, such as swim camps, overseas swim meets and swim clinics/talks.

7.6 Incentive Scheme for Swimmers

As a gesture of encouragement to the swimmers, the swimmers of both clubs will be entitled to the incentive scheme based on their performance at the following swim meets:

- MILO/PRAKL Age Group Swimming Championship or Selangor Age Group Swimming Championship
- President Cup

DSA Incentive Scheme Criteria		
Individual Event	Gold Medal	RM 60.00 DSA Cash Voucher per medal per event
	Silver Medal	RM 35.00 DSA Cash Voucher per medal per event
	Bronze Medal	RM 25.00 DSA Cash Voucher per medal per event
	State Record*	additional RM 120.00 DSA Cash Voucher per record per event
	National Record*	additional RM 250.00 DSA Cash Voucher per record per event
Relay Event	Gold Medal	RM 100.00 DSA Cash Voucher per medal per event
	Silver Medal	RM 80.00 DSA Cash Voucher per medal per event
	Bronze Medal	RM 60.00 DSA Cash Voucher per medal per event
	State Record*	additional RM 300.00 DSA Cash Voucher per record per event
	National Record*	additional RM 500.00 DSA Cash Voucher per record per event

*State Record broken in PRAKL/SAG which is recognized by State Swimming Federation (PRAKL/PRAS).

*National record (Non-Age Group) broken in PRAKL/SAG/President Cup which is recognized by State Swimming Federation or ASUM.

Terms & Condition of DSA Incentive Scheme: -

- The incentive scheme is eligible and exclusive for DSA Swimming Club & DSAS Swim Club Junior Members only.
- The incentive scheme is applicable for PRAKL Age Group Swimming Championship, Selangor Age Group Swimming Championship & President Cup only.**
- DSA Cash voucher is not transferrable to other users.
- DSA Cash voucher is no-refundable and cannot be exchanged for cash. Terms and conditions regarding voucher validity are stated on / with each voucher.
- DSA Cash voucher cannot be used to purchase any item at DSA retail outlet.
- If the voucher is worth more than the payment, the difference will not be refunded and cannot be applied for future payments; therefore, unutilised amount of the voucher will be forfeited.
- Terms and conditions are current as of printing and subject to change without prior notice.