

5/6/2010 – Week 8

Greetings all:

We hope that everyone has enjoyed the start of our 2010 Long Course session. For many of our newer families and especially those who have joined after our tryouts, I would like to offer a review of important information regarding meet information and signing up for meets. I am fielding lots of questions about timelines, what time PM swimmers are supposed to show up etc. At this point most of you have attempted to sign up and attend one meet, probably our ribbons meet if you are a novice swimmer. If you are in the TeamUnify system, you know that as each meet begins its signup period, we send an email to you reminding you that the process has started and an information sheet advising you to commit or decline is included. A reminder is also sent 7 days before the final deadline to remind everyone again of that meet commitment. We try to do all that we can to make sure no one misses a meet signup period. Right now, every meet for the entire session has meet information and the events file ready for signup. The exceptions are the state sanctioned events like the Silver and State Meets. You do not have to wait for electronic notification – once we post info and the events file – you may go in at anytime to declare.

MEET SIGNUP ETIQUETTE: Any meets that are scheduled for your swimmers level must be treated with one of these 2 actions – You must either decline or commit to the meet. To do neither action, risks being entered by the coach and billed for those events, even if you knew you were not planning to attend that meet. SWAT has to pre-reserve and pay for the amount of individual entries we think we will need before the start of the season. We do not get our reservation money back from the host teams if we do not fill our reservation totals. If based on the current enrollment for the group that is attending a schedule meet, we have met our reservation totals, you probably won't be automatically entered by the coach (so you can't count on that) If we are below our reservations for a particular meet, and you don't decline, that's when coaches will begin check to see who did not properly declare and signup anyone who did not respond to the signup period. It is really important that you respond to every meet on your swimmers schedule. Always remember to hit SAVE CHANGES at the end of the screen when you go into the declaration page.

If you are declining, it is helpful if you put something in the notes area – it doesn't need to be detailed, just something that makes it clear to coaches – a simple, "please do not sign Susie up- not available for this meet". If a meet is a 2 day meet and you are only signing up for 1 day of the meet – make sure you are only selecting events on the proper day you plan to attend – put a note in the notes area that says- "only swimming on Sun do not signup for Sat events" this helps the coaches out and also covers you in the event you *INADVERTANTLY* get signed up for extra events – if the notes box clearly states this from you – we would review the fees that were charged, if the error was coach error in the signup, your account will be credited back the fees. If you are entering (committing) your swimmer to attend a meet, but are unsure of events, you can commit, but don't choose events. **If the meet is a 2 day meet, you must tell the coach in the notes box which days you are going to be there. Otherwise, if you commit on a 2 day meet and leave choosing events to the coach, they will probably signup for the maximum number of events for both days,** so this important. An email reminding the coach that you would like them to select events also is helpful. Most of our coaches have 20-30 swimmers to look after, most of you only have one –so all you can do to help them out with reminders is important. Once a meet closes, our coaches have a 48 hour window to look over and approve their groups entries–having to contact parents to figure out intent slows the process down, and leaves shorter time to get the entries posted on the website to check for errors before they go to the host team.

MEET INFORMATION/ORDER OF EVENTS/TIMELINES: Before even signing up for a meet, everyone should be looking over the meet information. Meet information for each meet can be found on the website - on the homepage, lower right hand side where it says: **Upcoming Events** – hold your cursor over the name of the meet (don't click attend this event) **click on the name of the meet** – scroll to documents and forms – find MEET INFO/ORDER OF EVENTS. This is the document that tells you all you need to know about the meet. Each meet offers different kinds of events and also lets you know if your swimmer is in the morning am session or afternoon pm session. It may be different each meet. This is also the same page the meet entries will be posted as they are going to the host team, so you can see what events your swimmer is entered in. Coaches may have changed your entries during the approval process, so it's always good to check the website. Usually we will post final entries 4/5 days after the close of meet declaration deadlines. This is also where the timeline will be posted – this gets done usually the Wed/Thurs right before the meet – I also change the hotline to announce the meet warm-up timeline on the evening before the meet, after the practices have concluded.

RESULTS: Once a meet concludes, the office gets an electronic backup of the meet. We will import the results with each swimmers times in our team unify data base. A report called Meet Results/% of Improvement reports will be posted on our website after every meet. It will show your swimmers achieved time, what place finish they had, and will show by percentile how much time they took off, (or sometimes added on depending how hard they are training at that time of the season).

You can find this report by following these steps:

1. Click on the MEETS/EVENTS button on home page (under the SWAT banner) The next page will have 3 gray file folder tabs – 2. Click on the tab that says Past/Archived 3. Search for the meet you want to see results for – hold cursor over the name of the meet (should be blue letters and cursor pointer will change to a hand) don't click on "Meet Results click here to see imported meet results, that's a different feature click on the blue name 4. Scroll down to Forms/Documents (this is the same page we posted the meet info, entries, timeline on, but as soon as the date passes, team unify moves it to an archive folder) 5. Click on the document that says: Meet Results % Improvement report.

Regarding swimmers results, every once in awhile, we go to meets where the timing system malfunctions, or a swimmers touch on the touch pads does not record. The times that the backup manual timers record, are manually entered into the meet. Anytime something is done manually, there is a greater chance of human error, so if once we post the results, you see some crazy fast time that you know your swimmer has not ever recorded – please let us know right away so it can be changed – both in our data base and USA-Swimming data base. Since most of us pay more attention to our swimmers than anyone else, you will catch those errors before anyone does.

ESCROW/MEET ENTRY FEES: After we electronically download the meet for results and updated times, we use the same file to manually enter the relay swims. Relays can change almost up to the time swimmers line up behind the blocks at the meet, so we don't bill the meet entries until after the meet. Meets that don't have relays offered usually will get billed prior to the meet. Each swimmer who swims on a SWAT relay gets billed one fourth of the relay charge, plus the individual entry fees, and the \$3.00 Wisconsin Splash Fee. Some meets we may also be billed a facility usage charge (Usually meets at Schroeder)

As soon as the host team provides us with the electronic file, we usually post results and bill your escrow account within 3 to 5 days of swimming the meet. All swimmers should have started the meet season with \$50-\$75 per swimmer. It is your responsibility to check your escrow account after each meet to make sure you have a positive balance before signing up for the next meet. When viewing your online invoice – you must be logged in. Team Unify invoices items on the 21st of each month –it divides the invoice into 3 sections

1. Invoiced - anything that was billed or paid to the account on the previous run
2. Uninvoiced Item: – Items that were added to the invoice after the 21st of the month and will be invoiced to next months run
3. Payment details of checks sent in and how they were applied to the account. If the balance number at the bottom of the invoice has a minus (-) in front of your balance that means at that time you still have a credit in your account. If there is no minus (-) your account has a past due balance.

Items billed on the 21st of each month need to be paid in full by the 1st of the month in order to avoid a \$10 late payment.

At this point in the season, we have billed the following meets: SWAT Senior Circuit, SWAT Ribbons, Iowa and SEAY. Please check your on line account to see where your escrow account balance currently is. Also, for anyone who did the 2 payment option, for registration fees, the 2nd payment is due by 5/15/2010 to avoid being assessed a late payment fee. You no longer have to write 2 different checks for dues and escrow. Checks should be made payable to SWAT and mailed to:

Cindy Budnik
W172 S7707 Lannon Drive
Muskego, WI 53150

We hope that as we are getting further into the season, this new world you have splashed into is getting a little less confusing. Clicking around on the website now may actually provide you information you can begin to understand. Under the TEAM INFO icon drop down on the home page, you will find a PARENT CONTACT LIST. Some of you received it at the new swimmer tryouts. Please give our parents a call for anything that seems confusing – they volunteered for those contact spots because most of them have had multiple swimmer in our program and can answer almost any question or concern you have, so don't be shy about it!

Good Luck to our age group swimmers at the Menomonee Falls meet this weekend – Swim Fast and have fun!

