

FAQ'S ABOUT SWIM MEET'S AND ENTRIES

Q. HOW DO I KNOW WHEN MY SWIMMER IS READY FOR MEETS?

A. Our program is a competitive program and swim meets should be viewed as an expectation of being in a competitive program. Coaches select meets each season based on their groups level of ability. Swimmers coming out of our Swim America program should be ready to compete in freestyle and back stroke events. Event readiness depends on your swimmer's interest and desire for competition as well as their level of ability. If you are unsure about events to enter your swimmer, talk with their coach.

Q. HOW DO I SIGN MY SWIMMER UP FOR A MEET?

A. Meet information is posted on the SWAT website located at www.swimswat.org under the Meets/Events tab on the home page. You will be emailed a user name and password to get into the Team Unify on line meet signup. As each meet for your level approaches, you will be emailed a notification letting you know signup has begun and how to enter your swimmer. A more detailed entry procedure is attached to your meet schedule.

Q. DO I SIGN MY SWIMMER UP FOR RELAY EVENTS?

A. No, relay decisions are the responsibility of the coaches. 4 swimmers are needed to make up relays so how many relays we have are based on number of swimmers available. Coach's base relay choices on each swimmers fastest meet times on record, but must be given full discretion in putting together the best relay team.

Q. DO I PAY ADDITIONAL FEES TO SWIM IN MEETS?

A. Meet fees are not included in your membership dues. A separate escrow account (\$50-\$75 per swimmer) to pay for meet fees must be set up prior to swimming in meets. Check with the office if you need help in doing this.

Q. HOW MUCH DO MEET FEES COST?

A. Host teams generally charge approximately \$3/4 per individual event, and about \$3.00 per relay swim. All swimmers are assessed \$3.00 per meet as a LSC surcharge(splash fee) If your swimmer swims 4 individual events and 2 relays (average entries) plus LSC surcharge, a one day meet would run about \$18.00-\$20.

Q. WHAT SHOULD I BRING TO MEETS?

A. This is covered more thoroughly in the parent handbook located on the website. but some essentials would be: 2 Towels, change of clothing, rubber soled sandals to wear in between events, warm up suits or sweats,(SWAT spirit gear preferred) swim cap, goggles, ball point pen or permanent marker for marking events on arm or legs, water bottle or sports drink, healthy snacks, highlighter pen for heat sheets, padded seat cushions, plus whatever grooming essentials your swimmer will want after the meet is over. A blanket or sleeping bag used for lounging on between events is helpful too. Label everything with swimmers name and name of SWAT team. So many things get left behind at meets!

Q. HOW WILL MY SWIMMER KEEP TRACK OF HIS/HER EVENTS AT MEETS?

A. It is important to keep track of the event numbers you entered your swimmer in at the time of sign ups. Upon entering most of the home clubs for meets, a HEAT SHEET is sold at the admissions table. By looking up the event numbers that you entered your swimmer in, you will be able to determine what HEAT, and LANE (See Glossary in hand book) your swimmer will swim in. By writing the following information legibly on your swimmers arm or leg, he/she will be able to determine where and when they will be swimming. **EXAMPLE:**

E	H	L	S
2	1	3	50 FREE
7	2	5	25 BREAST
12	3	1	50 BACK
(EVENT	HEAT	LANE	STROKE)

The bottom line is a key only, you don't need to write that part on your swimmer!

Q. CAN MY SWIMMER LEAVE ONCE HE/SHE COMPLETES THEIR EVENTS?

A. NEVER leave a swim meet without your swimmer checking with the coach first. Sometimes relay races are swum at the very end of the meet. Swimmers must ALWAYS check first with the coach to make sure they are not swimming in any relay events.

NOTE: After each individual event that your swimmer swims, he needs to go directly to the coach. Many times swimmers are very excited (or sad) after their heat and want to return to Mom or Dad, but it is important they see the coach immediately after their swim. This is the time for the coach to give one on one critiquing of his/her swim. If your swimmer was disqualified (DQ) this is the time for coach and swimmer to talk about what just happened and why. This is a very important time for both swimmer and coach to connect. Please help remind your swimmer he needs to do this before he comes back to you!

Please be sure to read the handbook(available on line at www.swimswat.org) for more detailed information about the above subjects and more. We hope that this little "cheat sheet" will be of help to you and make your first meets less intimidating.

MEET INFORMATION AND ONLINE MEET SIGNUP PROCESS

Once we have your paperwork and checks, we will enter your account in our data base. You will be sent an email that has your account email as your user name and a generic numbered digit that the system generates as a password – sign in to the swat website at www.swimswat.org click on change password on UPPER right hand side of home page just under the banner (its small!) As everyone gets more used to using the site, more areas will be password protected, so make sure you keep your password somewhere safe – the user will always be your account email address.

You should have received a meet schedule for your levels assigned meets at registration, and from your coach. If not, you can find that on the website by clicking on the Gray tab at top labeled SCHEDULES. Once you know the meets you are scheduled to attend, when we have that meet ready declare entry commitment, you will get an email inviting you to signup (or opt out) for that meet. To do so, follow these procedures:

1. Go to SWAT homepage located at www.swimswat.org
2. Click on the Gray Button located at top of home page labeled: MEETS/EVENTS
3. A list of the meets available for signup will pop up. To start the process, first you need information about the meets-hold your cursor over the name of the meet (should be in blue) click on the meet name to open.
4. This next page, should list the Date of the meet, Registration Deadline, Roster Groups who should be attending this meet. Scrolling to the middle may give a further description of the meet, such as location, ENTRY LIMIT and may have coach recommendations. Further down under APPLICATION FORMS will be the meet information for that meet. Click on it to open and print it out. Keep it in a file somewhere. Highlight or circle the following info – Entry deadline or cut off dates, Individual Entry Limit (usually 3 to 4 events per day and most important, circle the event(s) number you want to enter. This is very important. Senior or Open events mean just that, Open to everyone! This means if you only look at an event description, you could enter your 10 and under swimmer in a Senior 50 Free event, so don't just look at descriptions, make sure you are clicking the proper age category for your swimmer.
5. With this important meet info in hand – now Scroll back up to the top of this same screen, in the upper right hand corner is a gray box labeled: ATEND THIS EVENT (click on this)
6. A list of the swimmers in your account will generate.

Here are the steps if you **ARE NOT GOING**:

- Click on the Members Names- Then click on the Signup Record pull-down and elect either **Yes** or **No**
- If No, we ask that you also fill in the NOTE area and explain so we have a written record of excuse. Then just click on the Submit button and you'll be sent to the confirmation page
If you have more than one child, repeat the same task as listed above

Here are the steps if you **ARE GOING**:

- Click on the Members Name that you wish to enter in the meet. Click on the Signup Record pull-down and **select Yes**
- Once yes is selected, you will see the events your child **MAY** be eligible to swim
- You will also see the best times inserted into the Entry Time field and highlighted in yellow
- Hold cursor over boxes next to event and click the Checkbox to the left of the name for those events you would like to swim
- Please take careful notice of event description – make sure if you are a 12&Under swimmer, you are not entering Senior/Open events
- Once you have finished, click on the Submit Button in the lower right
- Repeat the process for additional swimmers
- You will notice that Coach Approval column will indicate Pending after you submit –coaches will have final say in events.
- For Multi-Day Events: **Please pay careful attention to the day of each event and maximum entries per day, as well as sessions per day**
- **Please add any notes that you want the Coach or Administrator to see**-for example, if you have a commitment and need to leave the meet early in the meet and are signing up for first 2 events of the session, because you have to leave, make sure your coach knows this so you don't get added to more events or put in to relay events. Also, if your swimmer is not swimming an event due a strain or muscle pull – for example knee inflammation – don't enter in breast stroke or IM events. You should have talked to your coach prior to that, but putting it in writing helps us out!

You will have up to the entry deadline to go back in and make any additions/deletions. However, if you have declared YES and then need to withdraw from the meet – just unclicking the events, will not remove you from the meet, you need to go back up to the Signup record at the top(by NOTES) and change your signup record from Yes to NO. If you don't do that, your coach may enter you!

From here, your coach or team administrator will review your declaration and APPROVE or REJECT your request and once they submit the final choices you will be able to review by signing in and clicking on the Attend This Event button for any events listed on our team website. **Look at the Coach Approval column for the events that you have been confirmed to swim.**

Team Unify emails you a signup procedure every time we notify you that a meet is ready to begin signup. It also will remind you 7 days before the deadline to register for the meet. We have tried to eliminate every excuse to not be tardy and miss registering for the meets your coach has assigned to your swimmers level. For those "rare" occasions when you have missed a signup, you can call or email the office – if we still have swims available, we will try to get them in. Sometimes, a schedule or conflict clears up. You may still be able to do what is called a DECK ENTRY the day of the meet. This simply means that you show up and check with meet management to see if there are Open Lanes for the event you wish to enter your swimmer. If so – you will need your swimmer s USA Swimming Registration number. This number is simply their date of birth, first 3 letters of their LEGAL Name, Middle Initial, first 4 of the last name ie using my name: Cindy L. Budnik – 102358CINLBUDN would be my USS number. Have a check with you also, since you will have to pay on site. **IMPORTANT: FAMILIES ARE NOT TO CALL THE HOST TEAMS DIRECTLY TO HANDLE ENTRIES – THEY MUST BE DONE THRU THE SWAT OFFICE, TEAM UNIFY OR A DECK ENTRY THAT YOU SHOW UP AT THE POOL FOR – DO NOT CALL, SEND PAPERWORK OR CHECKS TO A HOST TEAM**