SAN DIMAS AQUATICS
PARENT HANDBOOK

A helpful handbook for those that are new to swim or just need some refreshing!
Written by parents, for parents

Welcome to San Dimas Aquatics! We think we have the best team in the Eastern Committee. We have great coaches, swimmers and families that all come together to make our team the best! Throughout the year you can expect your child(ren) to work hard, become better swimmers and have some fun along the way. Day to day our team works hard, but we also like to have fun.

Our booster club is made up of parents who volunteer their time to assist the swim team administration and coaches. We don't run the swim team or make decisions on the swim team, but we add a little bit of extra help with social activities and other non-administrative ideas for the team.

To help make your transition to the team a little easier, we have put together this handbook of information we think is important as a new team member. Most of this information along with other important and useful information can be found on the SDA Swim Team website www.sandimasaquatics.org

PRACTICES

Practice groups and times are assigned by the coaching staff. They take great measures to ensure your child is placed in the right group by looking at ability, age and social well-being. All practices are optional, however to see improvement and development your swimmer needs to attend practice regularly. That said, as a swimmer gets older, the coaches will hold them responsible for being at practices, morning and afternoon.

COMMUNICATION

If you need to talk with your child's coach, please do not disturb them during practice as they are focused on the swimmers in the pool and will not be able to have a meaningful conversation. The best time to talk to a coach is before or after practice. You can also email your coach to set up an appointment.

Monthly Dues

 This is the fee your child is charged for being a member of the swim team. This fee is charged through The City of San Dimas. You must pay your dues before the last day of each month for the following month. You will receive an email each month with a link to the City's website to pay your monthly dues San Dimas CA Parks & Recreation . This is the only charge that is paid to The City of San Dimas, all other charges are paid to SDA through your Team Unify account.

Instructions:
Click on link https://secure.rec1.com/CA/san-dimas-ca/catalog
Click on Aquatics
Click on San Dimas Swim Team
Click on Swim Team- Click correct month
Click on Log In/Register

To Create an Account:
Click Sign Up + in upper right corner and create password
Fill out account holder information with parent/guardian information
Click on add account member
Fill out account member information with swimmer's information.
If you have more than one swimmer in the family - click add account member and click save
After you have registered, you will simply log in and pay prior to the start of each month.
To pay the monthly dues: Click box next to swimmers name to add them to the class
Click add to cart Click payment and follow payment instruction.

TEAM UNIFY

Team Unify is the website the team uses to manage the administrative portion of team business. From this site sandimasaquatics.org, you are able to do the following:

- Access your account balance, including current and past charges
- Sign up for swim meets
- View the team events and general calendars, which include the year's swim meets and other important dates.
- Link to the website for Conejo, the company who sells the SDA team swim suits and team gear www.conejoswimworks.com/san-dimas-aquatics
- Access your swimmer's meet results
- Access the SDA team records by age group
- Watch tutorials to help you understand and use TeamUnify's website features and its accompanying app

Viewing Your Account:

To access your account, look to the vertical bar of options at the left side of the page, click "$ My Account", then "Invoices and Payments". Once you are viewing your account, you'll be able to click on these sections:

- Account Recurring Charges Summary
    - This section provides an overview of the four types of recurring charges you'll see on your bill during the year: booster fee (paid in two installments), and USA Swimming registration.
- Account Charges Summary
    - This section gives you a snapshot of your account balance.
- Current Invoice Summary
    - This section provides an itemized list of your account charges, including records of the meet fees you've been charged, payments and any other charges you might incur.
- Your Total Projected Amount Owed
    - In this section you can see what you will owe at the beginning of the next month.
    - Note that the amount shown isn't currently due, it is the amount that will be billed to your account on the date listed at the top of the section. (September 1, for example.)
- Billing History
    - This section allows you to see your account's billing and payment history.

<u>Paying Your Account:</u>

- SDA requires all families to have a debit or credit card on file in their TeamUnify account. All recurring charges such as booster fees and USA Swimming registration will be automatically charged to your debit/credit card on file on the 1st of the month.

- Meet entry fees will be charged to your account upon event approval and must be paid immediately.

- It is your responsibility to check your account balance on Team Unify and keep your account paid-in-full. If you have any questions or concerns about your account, please email lynette@sandimasaquatics.org

<u>How To Subscribe To The Team Calendar:</u>
The team calendar is kept up-to-date with the team's swim meets and other activities. If you would like to sync this calendar with you or personal electronic calendar (i.e., Google Calendar) here are the steps:
- Go to the Events section on the team website homepage.
- Under "General Calendar" click "subscribe."
- Once you have selected the General Calendar, it will generate a link that you can copy and paste into your own electronic calendar. The meets and other team events will now show up on your personal calendar.
- For instance, if you use Google Calendar, go to your calendar and look on the left-hand side of the page under the small monthly calendar. Click "add a friend's calendar" and select "from URL." Paste in your Team Unify generated calendar URL and you're ready to go!

<u>SIGNING UP FOR SWIM MEETS</u>
An email from San Dimas Aquatics will be sent to all swimmers with a link to sign up for upcoming swim meets. You may attend both days of a swim meet, one day, or not attend a meet as it best fits your needs. Attending swim meets is optional, however, this is where your swimmer sees their practice pay off! Events are chosen by the swimmer although occasionally a coach may select an event for the swimmer to swim.

Click the link in the email and it will bring you to the TeamUnify website where you see information on the swim meet. First, you will declare that your swimmer will be attending the swim meet by selecting "yes." Once you click "yes" you will be brought to the page where the swimmer will pick the events they want to swim.

You will see the swimmer's best times inserted into the entry time field and highlighted in yellow. Click the box on the left for each event that you want to enter.

If the meet has time requirements, the swimmer must meet the minimum or maximum time to be eligible to sign up for each event. Time standards that must be met are listed in the column on the right side of the event.

If the swimmer has met the time standard for a specific event, the entered time will be in black, if the swimmer has not met the time standard, the entered time will be in red. Pay attention to maximum event entry limitations if there are any; this is usually stated on the Event Information page. Once you have selected all events, click "save changes" at the bottom right. You must do this for each individual swimmer. You will receive a confirmation email reflecting events selected.

It is the responsibility of the swimmer to sign up for or decline each swim meet by SDA's deadline. SDA's deadline will be prior to the deadline published on the meet form that is attached to the event information. Any changes to events selected must be made prior to the deadline. If you will not be attending the swim meet, click on the swimmer's name and select "no" and "save changes". You must do this for each individual swimmer.

Each meet has a meet fee as well as individual event fees. This information can be found on the Event Information page. These fees will be billed to your Team Unify account.

The location of where the meet will be held, which age groups will swim morning and afternoon sessions as well as any other important information can also be found on the Event Information page.

You will receive an email from SDA a few days before the meet stating the time swimmers need to be at the meet for warm up. All swimmers are expected to be at warm up.

Relays are entered by the coaches either prior to the meet or on deck the day of the meet.

ATTENDING SWIM MEETS
All swimmers are to wear their team suit and team cap, as well as their SDA team shirt. It's a good idea to have an extra cap and extra pair of goggles. Bring 2-4 towels, footwear (sheepskin lined boots, sandals, flip flops), drinks, snacks, sunscreen, chair, EZ UP type tent.

In cooler weather bring extra towels, your team parka or warm clothes, footwear to keep your feet warm - some swimmers like to bring a blanket…whatever will keep you warm. Most meets have a snack bar where you can purchase food.

We have SDA team tents for the swimmers to sit under and encourage all swimmers to sit together. Our team tents are brought to and from swim meets by parent volunteers; you can sign up to do this on the timing sign up that is sent out prior to each meet. You may bring a tent and chairs for your family or ask another family if they have room under their tent.

If your child is swimming a 500, 1000, or 1650 yard free or an 800 or 1500 meter free - you need to bring a lap counter. If you need to borrow a lap counter from SDA, please talk to your coach.

What the swimmer can expect at the meet:
- Swimmer Check-In – Typically there are signs directing swimmers where to check in. This is where the swimmer confirms the events they are entered to swim. Check-in is done upon arriving at the swim meet, be sure to allow time for this before warm-up. The swimmer is the only one who can check-in for their events; if they do not check in, admin will not enter them in their races. Most swimmers write their event numbers on their hand with a Sharpie to help keep track of their events throughout the day.
- Be ready for warm-up! It is important to be on time and ready to be in the pool at the designated time. All swimmers are expected to warm-up.
- Swimmers must check-out with the coaches after each of their events.
- Swimmers need to watch for the posting of their events so they will know what lane and heat they are swimming. The events are normally posted on a wall or fence near the pool a few events ahead and are separated by girls and boys. Swimmers and parents can also download the MeetMobile app for this information.
- Swimmers are responsible for lining up behind the blocks and being ready to race when it is their time. It is advised for the swimmer to check with the timers that they are in the correct lane if they are uncertain.
- If a swimmer accidentally misses an event, the swimmer will need to immediately report to the admin table. According to USA Swimming Rules, the swimmer may be penalized and not allowed to swim their next event.
- Cheer on your teammates and have fun!!!

What the parent(s) can expect at the meet:
- To help with timing (see Timing section).
- Help your child keep track of the events.
- Never hesitate to ask a SDA parent for help, everyone was new to swim and new to SDA at one time.
- Cheer for your swimmer!

AWARDS
Ribbons and medals earned from swim meets will be distributed by the coaches at the practice following the meet.

Awards are given to the top swimmers in each category of swimmers. If your swimmer entered an event in the "C" category and earned a "B" time, they are still ranked in the "C" category for awards until the next swim meet.

TIMING
SDA is responsible for timing at ALL meets we attend. Please remember that parents are required to time for one shift per session when your child is swimming. If you have two swimmers and one swims in the morning and one in the afternoon, you are responsible for a timing shift in the morning and in the afternoon. If your swimmer has events near the end of the meet, please sign up to time for an end shift so parents who are finished earlier may leave.

You will sign up for timing shifts online through Sign-Up Genius. A few days prior to a swim meet you will receive an email with a link to sign-up for a timing shift. If all timing shifts are filled, you may be asked to split a shift. Check in with the person in charge of timing before the swim meet begins to receive your timing assignment.

If you have not timed before, don't worry! Our parents are very willing to help you out by showing you how to work the stopwatch and time the events. Simply arrive at your timing shift 5 minutes early to be trained by the preceding timer.

Tips for timing:
- Check in with the person in charge of timing before the meet starts so they can confirm your timing shift.
- Be respectful to other parents by being on time to relieve them from their timing shift.
- Pay attention at all times.
- Do not use cell phones while timing.

SWIM MEETS: A, B, C AND BEYOND
Swimming is all about times! A swimmer may have "A" times in some events, "B" times in other events and "C" times in other events. Eligibility to swim an event at a meet is determined by the time standards of Southern California Swimming (SCS).
When a swimmer is new or has not swam an event, they will have No Time (NT) and will be entered in the "C" category of a swim meet.

To view time standards, click on the 'Time Standards' tab under the Southern California Swimming logo at the top of our homepage sandimasaquatics.org, or go to the SCS website www.socalswim.org

A swimmer's best time is valid for one year from the date they earned it.

TYPES OF SWIM MEETS:
- ● ABC Meets – all swimmers can attend. Can be short course or long course.
- ● AB/C – 12 and under swimmers must meet "A" and "B" time standards, 13 and over can have A, B or C times. Usually long course.
- ● BC Meets – all swimmers that meet "B' and "C" time standards (old Red and White time standards). This is usually a short course meet.
- ● AB Meets – all swimmers that meet "A" and "B" time standards (old Blue and Red time standards). Usually long course or short course championship meets.
- ● JO's – all swimmers that meet current Junior Olympic time standards. This is a long course meet held in July.
- ● SJO's – all swimmers that meet current Spring Junior Olympic time standards. This is a short course meet held in February or March.
- ● WAG – all swimmers that meet current Winter Age Group time standards. This is a short course meet held in December.
- ● JAG – all swimmers that meet current June Age Group time standards. This is a long course meet held in June.

The coaching staff can assist you for swimmer's that meet time standards for All Stars, Senior Meets, Far Westerns, Western All Stars, Jr. Nationals, etc.

All time standards are posted on Southern California Swimming's website.

AGE GROUPS
Age groups are divided as follows: 5-8, 7-10, 11-12, 13-14 and 15 and over.

Swimmers that are 7 or 8 years old may enter either the 5-8 or the 7-10 division, but not both. Usually, a 7-8-year-old will enter the 7-8 events unless they meet the higher time standards in the 7-10 division.

SHORT COURSE/LONG COURSE
We have a short course (SC) season and a long course (LC) season. Short course begins in September and long course begins in February or March. Short course is 25 yards across the pool, long course is 50 meters across the pool.

WEBSITES AND APPS
From entering a swim meet to finding heat and lane assignments to celebrating our successes, there is a website or app for that!

- Team Unify - sandimasaquatics.org
  o This is the website that manages all administrative aspects of the swim team. You will find a lot of helpful information here as well as have access to your account, track your invoices, enter swim meets, see upcoming meets, view meet results and sign up for volunteer positions and timing.
- On Deck – Download from the app store
  o This is the Team Unify app. Here you will be able to see your account, swimmer's best times, time standards, events and meet entries, meet results, sign up for timing and home meet jobs, view team news and more. Use your TeamUnify login and password information after you download the app
- Instagram – follow #sandimasaquatics
- Southern California Swimming – www.socalswim.org
  o The official website of Southern California Swimming. Upcoming meet information is listed along with current swim news and time standards
- Meet Mobile – Download from the app store
  o A great app to see the events of a swim meet, heat and lane assignments, team scores, event results and more. Some features of this app require a yearly fee.
- Swim Rank – www.swimmingrank.com
  o On this website you can view your swimmer's best times, meets they have competed in for the last 12 months, where they rank and other swim related information related to your swimmer.
- Deck Pass – Download from the app store
  o USA Swimming's official app. You can track your swimmer's times, make and manage personal goals, read informational articles on swim related topics, see USA Swimming time standards and a few other helpful tools.

FUN STUFF
Our swimmers work hard every day they are in the pool and we like to be sure they have some fun as well. We love to celebrate our coaches and we also get to celebrate swimmer's birthdays. Your child may bring treats for their teammates and the team will sing "Happy Birthday" to them. We also have a yearly banquet to celebrate our swimmers, an event not to be missed. For other social events, you will receive an email with all of the details.