



New Swim Parent Orientation
2024-2025

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Introduction

This handbook is a good resource for families new to swimming or for families who want a refresher. We will cover information ranging from how to sign your swimmer up for a meet, to timing and volunteering information as well as many other meet related questions.

Code of Conduct

All parents and swimmers must abide by the Code of Conduct which were agreed to when registering for Fleet. Reread our Code of Conduct throughout the season.

Please remember that swimming is a game for youths – not for adults. We must make swimming fun for our swimmers who are children. Coaches are human and can make mistakes. Treat them with respect. Board Members/Officials/Meet Volunteers are unpaid volunteers who are donating their time to make the sport better for all our children. No gold medals are won or lost today. There will always be more chances for our children to swim.

Know Your Part – And Approach It Positively

How we handle ourselves when we interact with our swimmers, other parents, coaches, volunteers is important. It makes the difference between positive memories and life lessons that will either have them swimming for years to come or will make them quit.

So, what's your role? Coaches coach, swimmers swim, and parents cheer.

Grievance Process

If you have an issue, the first person to talk to is your child's Primary Group Coach. If they are unable to help, the next person to speak to is the Head Age Group/Head Coach, then the General Manager, Lindsie Micko, and finally the board.

Swim Meet Information

Finding upcoming swim meets on Fleet website

Log into Fleet website (www.fleetswimming.com) > Scroll down to Meets and Events

Meets & Events

Meets & Volunteering

Practice Calendars

Registration

AUG
22

Fleet Masters Registration

Aug 22 2023 - Dec 31 2024
Masters Swimming

Register Online

SEP
09

Fleet Kickoff Party

Sep 09 2023
05:00 pm - 07:00 pm

SEP
16

Fleet Intrasquad

Sep 16 2023 - Sep 17 2023
12:00 am - 12:00 am

Attend/Decline

OCT
06

Fleet hosted 14 & Under Meet with TWST and KATY

Oct 06 2023 - Oct 08 2023

Attend/Decline

OCT
06

KATY October Meet (with Fleet and TWST)

Oct 06 2023 - Oct 08 2023
12:00 am - 12:00 am

Attend/Decline

Finding swim meet information for a meet

The meet announcement PDF for a meet contains the following important information. Please read the meet announcement.

1. Meet location
2. Days and Sessions for the meet (i.e. which sessions does an 11 year old boy swim)
3. Order of events
4. Qualifying times (if any) for the meet
5. Prelims/Finals information
6. What events require swimmer to Circle In.
 - a. Circling in literally means circling your swimmer's name which alerts the meet officials that your swimmer will be swimming in the event.
 - b. If you fail to circle in, your child can't swim that event and you still must pay for the event.

Tips:

- The timeline document is added as a meet document once it has been created. This document tells you when an event will start and when the session will end.
- A psych sheet lists swimmers in order from fastest to slowest. Not all meets will have this posted.
- Prelims/finals are meets where there is a morning/afternoon session and an evening session. If a swimmer finishes in the top 16 (read meet announcement for number of spots), then they will return in the evening to swim the event again.
- Timed Finals are when all heats of a particular event are swum once during a meet. Seeding for these heats are determined by the meet host. They may be swum slowest to fastest or fastest to slowest. The final placement of the swimmers is determined once all the heats are swum and the times are ranked.
- Deck entries are a way to swim additional events during a meet or to swim in a meet if you did not initially commit. You must speak to your child's coach before deck entering your child.
- Swim meet information can also be found on the Gulf Swimming website: www.gulfswimming.org

Where to find meet documents on Fleet website

Log into Fleet website (www.fleetswimming.com) > Scroll down to Meets and Events > Click on the meet > Scroll to the bottom and all documents pertaining to the meet will be listed > Click on the document link to read

The screenshot shows the 'Team Events' page on the Fleet website. The page has tabs for 'Team Events' and 'General'. Under 'Team Events', there are sub-tabs for 'Current & Upcoming' and 'Past & Archived'. The 'Current & Upcoming' tab is selected. The page displays a list of events for July 14, 2023. The events are:

- 2023 LC Gulf Age Group Champs - Meet Operations (Jul 14, 2023 - Jul 15, 2023)
- 2023 LC Gulf Age Group Champs - Volunteer Sign-up (Jul 14, 2023 - Jul 16, 2023)
- Fleet Hosted LC Gulf Age Group Champs (Jul 14, 2023 - Jul 16, 2023)

The 'Fleet Hosted LC Gulf Age Group Champs' event is circled in black. A red box with the text '1. CLICK ON MEET' points to this event. Below the event title, there is a link that says 'Connect to Imported Meet Results'. The event description states: 'This meet is open to 14-and-under swimmers that at least 1 Gulf Age Group Champs qualifying time. You can find qualifying times in the meet info.'

Team Event Details Attend / Decline Job Signup ✕

Fleet Hosted LC Gulf Age Group Champs

Jul 14, 2023 - Jul 16, 2023 | Fleet TX 77429, USA |

2. SCROLL DOWN

EVENT INFORMATION

Event Location: Fleet Aquatic Center

Start Date/Time: Jul 14, 2023 00:00 AM End Date/Time: Jul 16, 2023 00:00 AM Registration Deadline: Jun 26, 2023

Job Signup Deadline: Jul 13, 2023

MEET EVENT INFORMATION

Course Type: LSY Meet Type: [View Meet Events](#)

Enforce Entry Based on [Qualifying Times]: No Restrict Entry [Best Time] to Same [Meet Type]: No Meet Declaration Setting: Commit by Session

Allow Course Conversion for Relays: No Maximum Event Entry Limitations: [View / Edit](#)

If Swimmer Qualifies for Non-Conforming Course, Default [Entry Time] to the Min. [Qualifying Time]: No

DESCRIPTION

This meet is open to 14&Under swimmers with at least 1 Gulf Age Group Champs qualifying time.
You can find qualifying times in the meet info.

FORMS / DOCUMENTS

[2023 LC Age Group Champs Meet Program.pdf](#) [Gulf Age Group Champs Meet Announcement.pdf](#)

How to commit/sign up your swimmer for a meet

Log into Fleet website (www.fleetswimming.com) > Scroll down to Meets and Events > Click on attend/decline rectangle (once you have committed, the rectangle will change to edit commitment) > Select attend or decline, if accepting the meet, select the sessions/days your swimmer would like to swim. If the option to select sessions/days is not available, you may enter your preferences in the notes.

SEP 16 **Fleet Intrasquad**

Sep 16 2023 - Sep 17 2023
12:00 am - 12:00 am

CLICK ON Attend/Decline

Attend/Decline

Tips:

- Coach will notify practice group by email of upcoming meet and meet deadline. Once swimmer is committed, the coach enters events. A coach may allow swimmer feedback if an event change is requested.

- It is the coach's discretion to make any changes. Once deadline has passed, no changes can be made.
- Only Senior Black and Junior Black swimmers are automatically committed to meets by their coach. You must **Decline** the meet if you are not attending.
- For all other groups, swimmers must commit to meets. If you do not commit, your swimmer cannot swim.

How to find my swimmer's events once coach has them entered

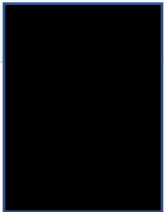
Once coaches have assigned events to your swimmer, you can view them. Log into Fleet website (www.fleetswimming.com) > Scroll down to Meets and Events > Click on edit commitment > the days/sessions/events will appear

- d1/s1=day 1 of meet, session 1
- d2/s2=day 2 of meet, session 2
- d2/s3=day 2 of meet, session 3 and so on

Example: For a meet that began on Friday evening, Session 1 will be Friday evening and Session 2 will be Saturday morning.

Meet Name: 2022 CFSC Fall Classic Intrasquad Meet	Location: Cypress Springs HS, 7909 Fry Road, Cypress, TX 77433, USA	Course: YLS	Meet Type:
Start Date: 09/16/2023	End Date: 09/18/2023	Age Up Date: 09/16/2023	Use Date Since: 01/01/1970
Enforce entry based on [Qualify Times]: No		Restrict entry [Best Time] to same [Meet Type]: No	
Event Declaration Setting: Commit by Session		Maximum Event Entry Limitations » View	
Allow Course Conversion for Relays: No			
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No			
View All Meet Events		Go Back to Event Home Page	

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
	✓ Committed		08/20/23 11:01 AM
	✓ Committed	# 14 (d1/s1): B 13-14 200 Back (2:17.82Y) # 30 (d1/s1): B 13-14 50 Free (27.42Y) # 36 (d1/s1): B 13-14 200 Fly (2:28.54Y) # 40 (d1/s1): B Open 400 Medley (4:56.56Y) # 56 (d2/s2): B 13-14 200 Breast (2:30.99Y) # 68 (d2/s2): B 13-14 200 Medley (2:18.55Y) # 72 (d2/s2): B Open 500 Free (5:37.29Y)	08/25/23 6:59 AM

How to find timeline and session/lane warmups and Fleet uniform information

Once the timeline and warmup documents are created, they will be added to the meet documents and can be found as previously detailed. They will also be uploaded on the Gulf Swimming website.

An email will be sent out from a coach to all swimmers a couple of days before the meet with the following information:

- Meet Timeline
- Summary Document: When to arrive for warmups, warmup start times/session, meet start time/session, which color shirt to wear on each corresponding day, etc.

Heat/Lane Assignments

Typically, younger swimmers have their arms marked with Events, Heat, Lane, and Strokes. If there are multiple pools or chase starts, you may want to write this information on their arms as well.

- Multiple Pools: Some natatoriums have 2 pools. For instance, a Lobby and Diving Pool. You may want to write this information on your swimmer's arm so they swim in the correct pool for their event.
- Chase Starts: Typically used in Long Course meets to save time. Swimmers start on both ends of the pool. When one side is almost done with their last lap, the other side of the pool will start.

Event	Heat	Lane	Event	Pool
6	4	4	50 Free	Lobby
12	3	5	50 Back	Diving
16	4	8	100 Fly	Lobby

Shirts, Caps, & Swimsuits

Shirts

Fleet t-shirts and swim caps are included with your registration. Replacements can be purchased from Fleet Front Office. Typically, shirts are worn in the following order:

- Friday: White
- Saturday: Red
- Sunday: Black

Tip: Shirt colors are worn from light to dark, white > red > black

Caps

- Prelims/Timed Finals: Black
- Finals: Red

Swimsuits

- Team swimsuits can be purchased from D&J Sports.
- Swimmers must wear Arena swimsuits with or without the Fleet logo.

Day of the Meet

- Arrive at the pool according to the summary document the coach emailed.
- When you arrive, your swimmers will sit with their teammates on the deck or in the stands. Fleet parents usually sit with each other in the stands.
- Write your swimmer's event, heat and lane numbers in permanent marker on their arm. You can find this information on Meet Mobile.
- Your swimmer will warm up with their coach.
- After warmups, your swimmer will return to where they were sitting prior to warming up.
- Swimmers should speak to their coach before and after each race.
- Parents shouldn't speak to coaches during swim meets or go on deck unless they are volunteering at the meet or they are an official. If there is an issue, ask your swimmer to speak to their coach.

What to Bring

- Team apparel
 - Team shirt
 - Team cap
 - Team suit
- Food and drink
 - Healthy snacks, such as fruit, pasta, and granola bars. Bring water and a sports drink, if needed.
- At least 2 goggles
- 1-2 towels
- Parka
- Shoes/sandals/Crocs
- For outdoor meets, bring a canopy, chairs, fans, and coolers.

Lane Timing

Benefits of being a lane timer

- Meet other parents
- You are on deck and can see your swimmer
- Time goes by faster
- When it's hot, you are under the shade and most clubs bring you water
- When it's cold, you are not outside in the elements freezing

When do lane timing signups typically go live?

- Approximately 2-4 days before the meet begins, the Lane Timing Coordinator will send out an email
- Coordinator has to wait on meet host to create meet timeline

How to sign up to lane time on the Fleet website

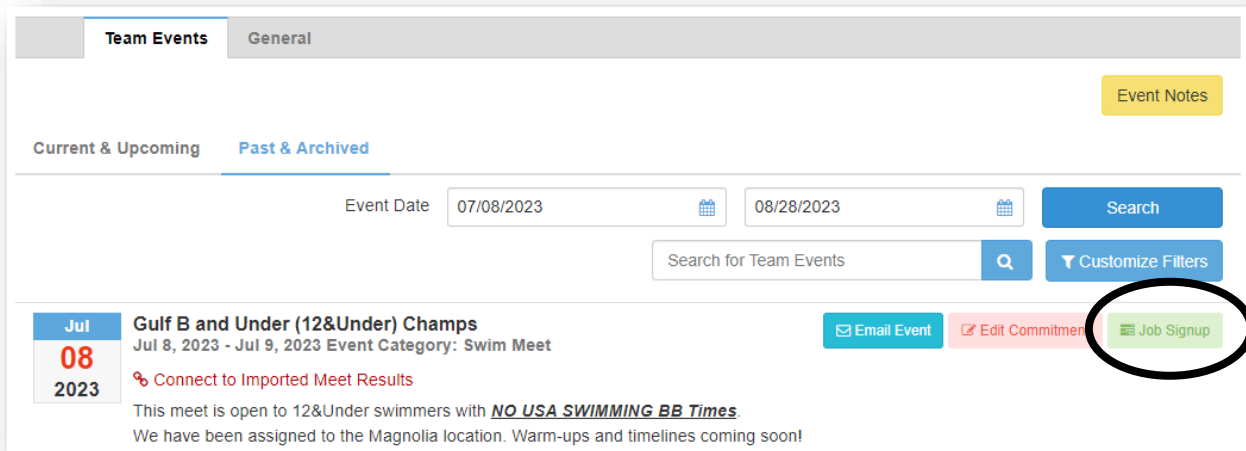
- Note: You are only asked to time if you have a swimmer at that meet
- Verify the sessions and times, order of events from the Meet Announcement as described earlier
- Find the meet and the corresponding events your swimmer is entered to swim
- Sign up to time when your swimmer will be at the meet
- Log into Fleet website (www.fleetswimming.com) > Scroll down to Meets and Events > Find correct meet > Click on Job Signup > Click on box next to the lane and session you want to time and then click on Signup button > Enter optional contact info and hit "Sign Up"
- FAQ: Why doesn't lane timing count towards volunteer credits? Because each meet host handles lane timing differently. We do not know how many lanes may be assigned to Fleet for each meet, therefore we can't credit lane timing as volunteer credit. Volunteer credits are based on volunteer positions for meets we host. We do not take into account lane timing when determining the number of credits each family is required to volunteer.

Lane Timing Resources

Tip: Make sure you are signing up for the correct meet to lane time. There can be different meets on the same weekend, so ensure you choose the correct meet.

Resources:

1. [“How to be a Timer” Youtube instructional video](#)
2. [Lane Timing Complete Resource](#)



The screenshot shows a web interface for 'Team Events'. At the top, there are tabs for 'Team Events' and 'General'. Below this, there's a section for 'Current & Upcoming' and 'Past & Archived' events. A date range is set from '07/08/2023' to '08/28/2023'. A search bar is present with the text 'Search for Team Events' and a 'Search' button. Below the search bar, there's a list of events. The first event is 'Gulf B and Under (12&Under) Champs' for 'Jul 8, 2023 - Jul 9, 2023'. It has a category of 'Swim Meet'. There are three buttons next to the event: 'Email Event', 'Edit Commitment', and 'Job Signup'. The 'Job Signup' button is highlighted with a black circle.

Volunteering for Fleet Hosted Meets

- Meets are a form of income for the team which subsidizes monthly dues.
- It's very easy to get your volunteer hours in. The jobs are not hard and you can still watch your swimmer swim. While you are volunteering, you can still socialize and make friends with other swim parents.
- Signups are released 1-2 weeks prior to the meet and volunteer slots are usually restricted to 1 per family to give all families a chance to volunteer.
- Meet Volunteer Coordinator only enters credits related to the Volunteer Signup. Officials credits are entered by Carolyn Fenter.
- Meet Management volunteer positions are specialty positions that require additional training. Please contact GM, Lindsie Micko, if you are interested in learning more.
- Signups for Officials are sent by meet refs via SignupGenius.
- Only Officials can earn volunteer credits at non-Fleet hosted meets. Benefits to becoming an official, best seat in the house, you are allowed on deck when working, you have access to the hospitality room (free food & drinks!) which is only for coaches and officials, you'll learn more about swimming, and meet new friends. No swimming experience is required. Officials earn 1 credit per session they work.

Steps in signing up to Volunteer

- Verify the sessions, times, and order of events from the Meet Announcement as described earlier
- Find the meet and the corresponding events your swimmer is entered to swim
- Sign up to volunteer
- Tip: You do not need to have a swimmer at the meet to earn credits. Some families like to volunteer when their child is not swimming so they don't have to volunteer and watching their child swim at the same time.

How to signup to Volunteer

Log into Fleet website (www.fleetswimming.com) > Scroll down to Meets and Events > Find correct meet name that includes "Volunteer Signup" in the title > Click on Job Signup

The screenshot shows the 'Team Events' page on the Fleet website. The page has tabs for 'Team Events' and 'General'. Below the tabs, there are filters for 'Current & Upcoming' and 'Past & Archived'. A search bar is present with 'Event Date' filters for '07/14/2023' and '08/29/2023', a 'Search' button, and a 'Search for Team Events' input field. Three events are listed:

Event Date	Event Title	Event Category	Buttons
Jul 14, 2023	2023 LC Gulf Age Group Champs - Hospitality Donations	Jul 14, 2023 - Jul 15, 2023	Email Event, Job Signup
Jul 14, 2023	2023 LC Gulf Age Group Champs - Meet Operations	Jul 14, 2023 - Jul 16, 2023 Event Category: Meet Management	Email Event, Edit Commitment, Job Signup
Jul 14, 2023	2023 LC Gulf Age Group Champs - Volunteer Signup	Jul 14, 2023 - Jul 16, 2023 Event Category: Fleet Hosted Volunteer Sign-Up	Email Event, Job Signup

The 'Volunteer Signup' event title and its 'Job Signup' button are circled in the screenshot.

Click on small white box next to job you would like to work > Click on the signup button, then follow instructions to enter optional contact info > Click on "Sign Up" button

Print My Job Signup Summary Print ALL By Job (w/ Empty Slots) Print ALL By Name Print Volunteer Name Tags

How to signup Event jobs:

Step 1: Find the empty slots shown as "-----".
Step 2: Click on the checkbox in front of the empty slot that you want to sign up for.
Step 3: Select [Signup] button to signup for the slots that you selected.

Note: If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

☒ Signup ☐ Remove Signup

Job Name/Notes	Time Periods Signup
Announcing *Adults Only* This job announces the heat/event numbers during the meet and all pertinent information to keep the meet running smoothly.	12/10/2021 05:00:00 PM - 12/10/2021 08:50:00 PM(3.83 Hrs.) ☒ -----
	12/11/2021 07:30:00 AM - 12/11/2021 11:45:00 AM(4.25 Hrs.) ☐ -----
	12/11/2021 11:45:00 AM - 12/11/2021 04:08:00 PM(4.38 Hrs.) ☐ -----
	12/12/2021 07:30:00 AM - 12/12/2021 11:45:00 AM(4.25 Hrs.) ☐ -----
	12/12/2021 11:45:00 AM - 12/12/2021 03:50:00 PM(4.08 Hrs.) ☐ -----
Awards Put Stickers on Ribbons and hand out awards.	12/11/2021 09:00:00 AM - 12/11/2021 12:00:00 PM(3.00 Hrs.) ☐ -----
	2 ----- 3 -----
	12/11/2021 12:30:00 PM - 12/11/2021 03:30:00 PM(3.00 Hrs.) ☐ -----

2 -----
3 -----

Please Supply Your Volunteer's Information

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

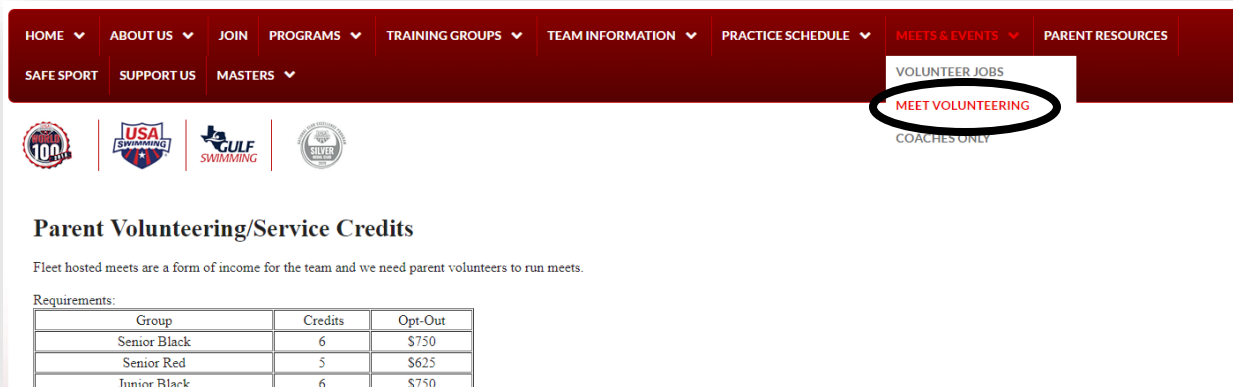
Go Back Sign Up

2 ☒ -----
3 -----

Signup ☐ Remove Signup

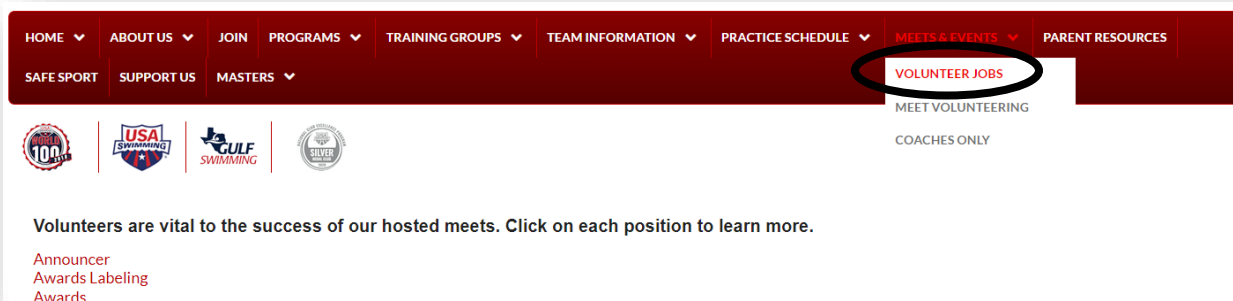
Where to find volunteer credit requirements on the Fleet website

Navigate to Fleet website (www.fleetswimming.com) > Hover over Meets & Events on the Red Tool bar at top of screen > Click on Meet Volunteering > Scroll down on this page for service credit requirements per group



How to find volunteer job descriptions on Fleet website

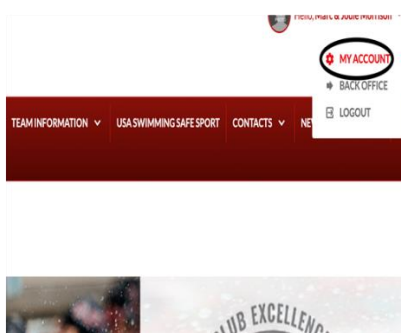
Navigate to Fleet website (www.fleetswimming.com) > Hover over Meets & Events on the Red Tool bar at top of screen > Click on Volunteer Jobs > Click on each job to learn more



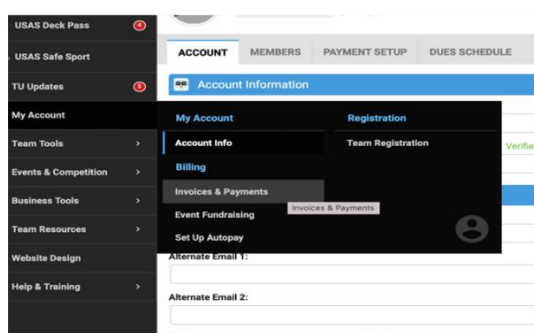
How to find your Service Hours/Volunteer balance

Log into Fleet website (www.fleetswimming.com) > Click on your name at the top right of screen and select My Account. A black toolbar will appear vertically on left side of screen. Select My Account > Invoices & Payments > Click on the tab titled Service Hours

Step 1: Click on My Account



Step 2: Click on Invoices & Payments



Step 3: Click on Service Hours



Parent Volunteering/Service Credits

As a parent-run, non-profit organization, we host swim meets and other functions throughout the year. We cannot do so without the help of all the families. Fleet earns revenue from swim meets which help subsidize all our monthly dues. Age Group Gold competitive swim team families and up are required to help. Below is the breakdown by group.

Requirements:

Group	Credits	Group	Credits
Senior Black	7	Age Group Gold	4
Senior Red	6	Age Group Silver	0
Junior Black	7	Age Group Bronze	0
Junior Red	6	Hybrid (Swim & Water Polo)	4
Age Group Black	7	Home School	0
Age Group Red	7	Non-Competitive	0
Age Group White	5	Water Polo	0

- 1 credit equals one session. A session can range from 3-5 hours. There will be some opportunities outside of swim meets to earn credits.
- For Age Group Gold and White families, 1 credit must be served during the summer months (June and July) to ensure there are enough volunteers to help with our largest meets. For Age Group Red and higher families, 2 credits must be served during the summer months (June and July).
- Credits can be earned at any time during the year. (September 1-August 31).
- Credits are based on the highest level swimmer in the family.
 - For example, you have an Age Group White and Senior Black swimmer, your family is required to work 7 sessions.

- Any unworked sessions will be charged at a rate of \$150 per credit at the end of August 2025.
 - You must pay for this fine when registering for the 2025-2026 season.
 - For example, if you have 4 unworked credits, you will be billed \$600.
- If your swimmer advances to another group during the year, your credits will remain the same as your swimmer's original group.
- Credits will be prorated and rounded to the nearest 0.5 for new swimmers. For instance, if you are an Age Group Gold family that joins in March, you will have 2 credits.
 - $4 \text{ credits} \div 12 \text{ months} = 0.333 \text{ credits per month}$
 - $0.333 \times 6 \text{ months remaining in the season [March - August]} = 2 \text{ credits}$

Recommended Swimming Apps

Meet Mobile App

- Download this app for heat and lane assignments as well as meet results. This is used by most clubs in lieu of heat sheets.
- You can 'favorite' your child. Once your child finishes swimming, a notification will appear alerting you to their new time. Some meets have internet issues and times will not appear immediately. It may take minutes or hours for times to appear.
- Meet Results may not be correct when they appear on your app. Times are not final until scorers finish reviewing the event. Please be patient.
- There is a small yearly fee to use this app.
- Download
 - [Apple](#)
 - [Google Play](#)



Swimmetry

- Download this app to view your child's times and compare them to time standards and other swimmers.

- There is a small one-time fee to use this app.
- Download
 - [Apple](#)
 - [Google Play](#)



OnDeck

- Download this app to view your child's times and compare them to standards.
- You can also view your balance, swim meets, and attendance (Practice History).
- This app is free.
- Once you have downloaded the application, you will be required to log in using the same login and password as the fleetswimming.com website.
- View your swimmer's Best Times
 - Click Membership > Best Times > Select Your Swimmer
 - To change time standards, Click Time Standard > Select My Team and National > Click Done
 - For Year Range, Select 2021-2025 > Click OK
 - Select Time Standard Radio Button
 - Popular Standards Include:
 - 24-25 Gulf Age Group
 - 25-28 Nat AG Motives (coming soon)
 - 2025 TAGS (coming soon)
 - You will see what cut your child currently has and how far away your swimmer is to the next cut
- Compare your swimmer's times against local and national time standards
 - Click Membership > Time Standards
 - Select Distance, Stroke, and SCY (short course yards) or LCM (long course meters)
 - Select Gender and Age Group you wish to view
- View upcoming meets
 - Click Events > Events & Meet Entries
 - Select Meet you wish to view
- Sign up for upcoming volunteer jobs offered by the swim team
- View your balance
 - Click Membership > My Account

- View your swimmer's attendance
 - Click Practice History > Select Your Swimmer
- Download
 - [Apple](#)
 - [Google Play](#)



Motivational Time Standards

- Useful in setting goals
- Gives swimmer general sense how they compare to swimmers in their age group as well as swimmers in other age groups
- Used to qualify for certain meets like Gulf Champs, TAGS (Texas Age Group Swimming) or Senior Meets such as Senior Zones, Sectionals, Futures, Juniors, or Nationals

How are age group motivational standards determined?

- AAAA 98% - This standard means your swimmer is ranked in the top 2% of swimmers their age-group, their same sex, in that stroke and distance.
- AAA 94% - This standard means your swimmer is ranked in the top 6% of swimmers their age-group, their same sex, in that stroke and distance.
- AA 92% - This standard means your swimmer is ranked in the top 8% of swimmers their age-group, their same sex, in that stroke and distance.
- A 85% - This standard means your swimmer is ranked in the top 15% of swimmers their age-group, their same sex, in that stroke and distance.
- BB 65% - This standard means your swimmer is ranked in the top 35% of swimmers their age-group, their same sex, in that stroke and distance.
- B 45% - This standard means your swimmer is ranked in the top 55% of swimmers their age-group, their same sex, in that stroke and distance.

Tips:

- Popular Time Standards can be found on the [Fleet website](#).
- You can view your child's time and their time standard on [USA Swimming's website](#).