



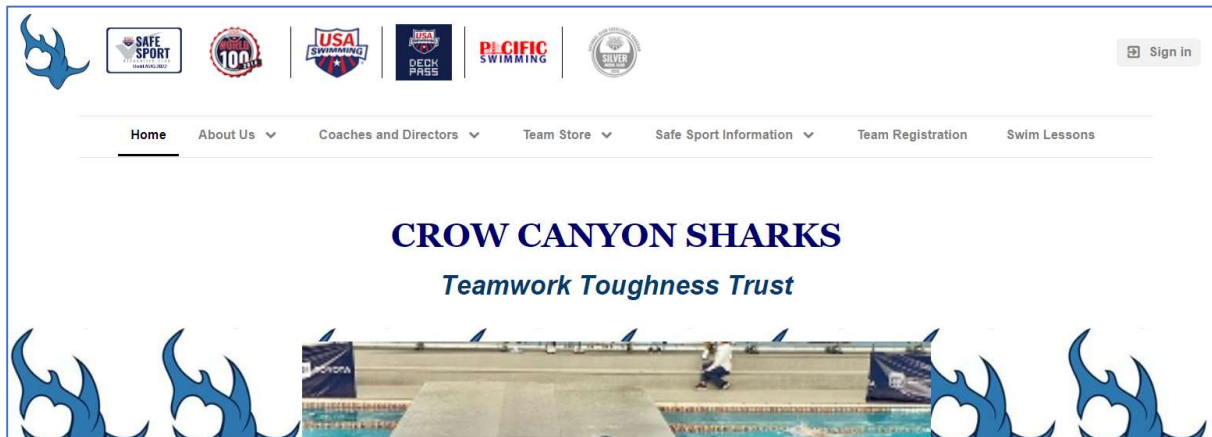
Parents “How To” Guide

September 2022

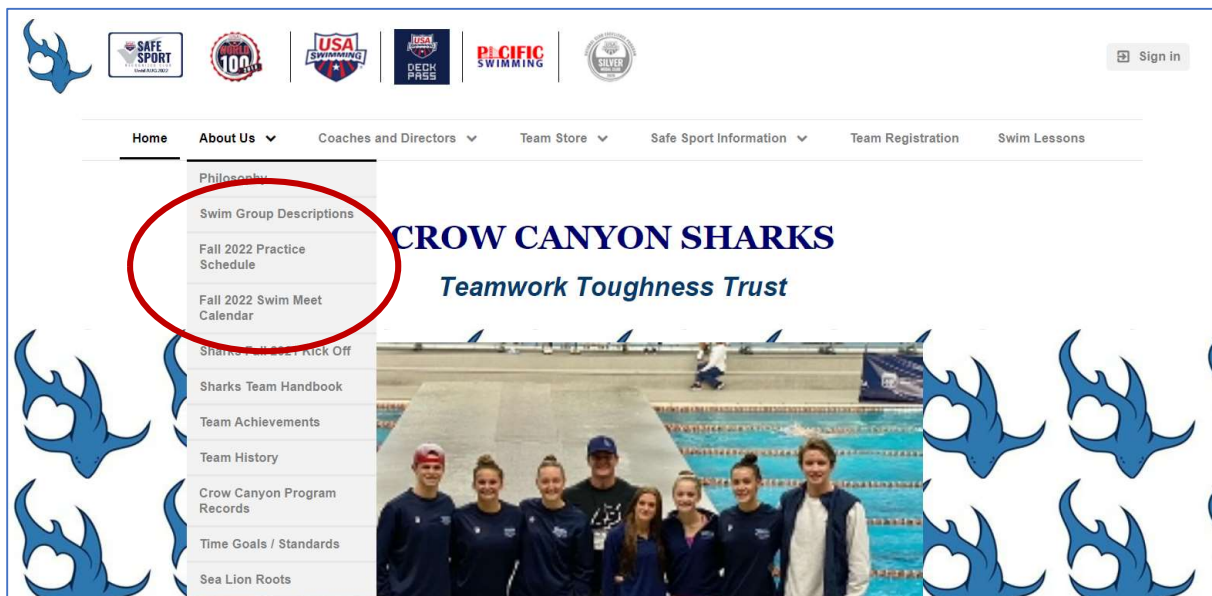
Sharks Website (aka “Team Unify”)

Our website is updated frequently and provides information regarding practices, swim meets, socials events, links to the Sharks Team Stores and more. Most of this information is available without needing to log into your account.

<https://www.teamunify.com/team/pcccs/page/home>

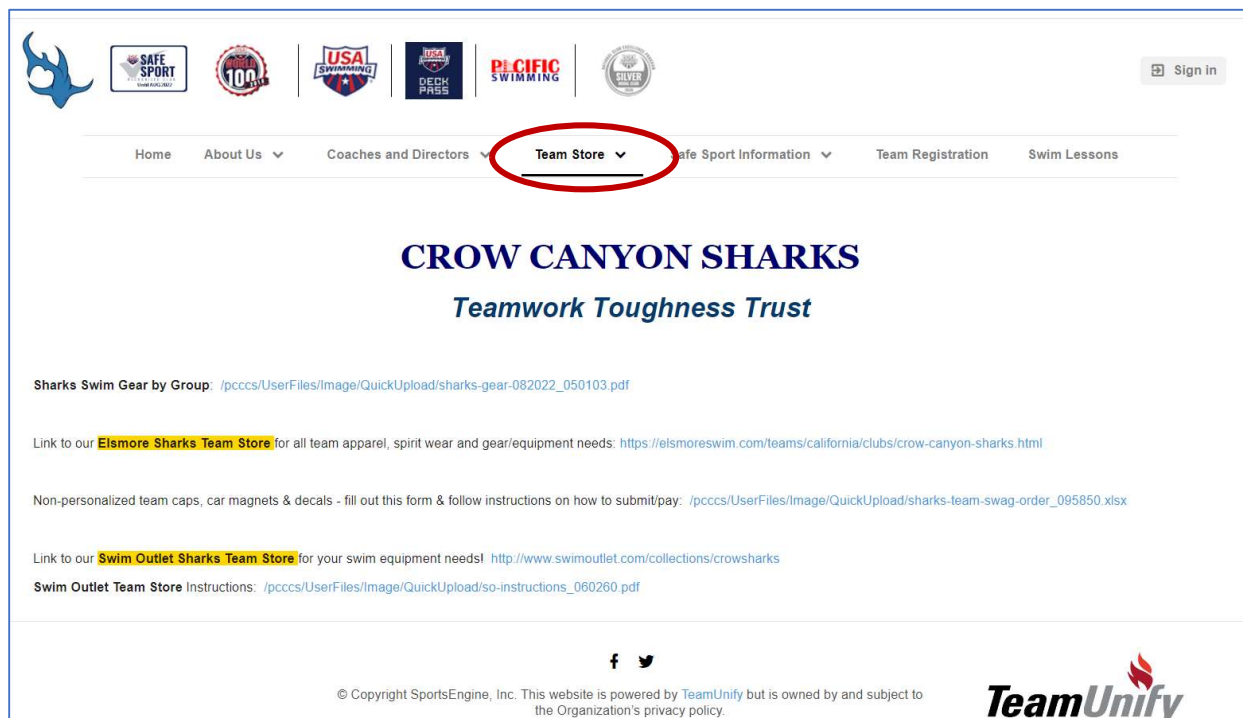


Clicking on “[About Us](#)” will take you to the current practice and swim meet schedules.



“**Team Store**” takes you to Sharks Team Store links where you may purchase gear and equipment for practice as well as custom team apparel.

<https://www.teamunify.com/team/pcccs/page/links/reminders--links->

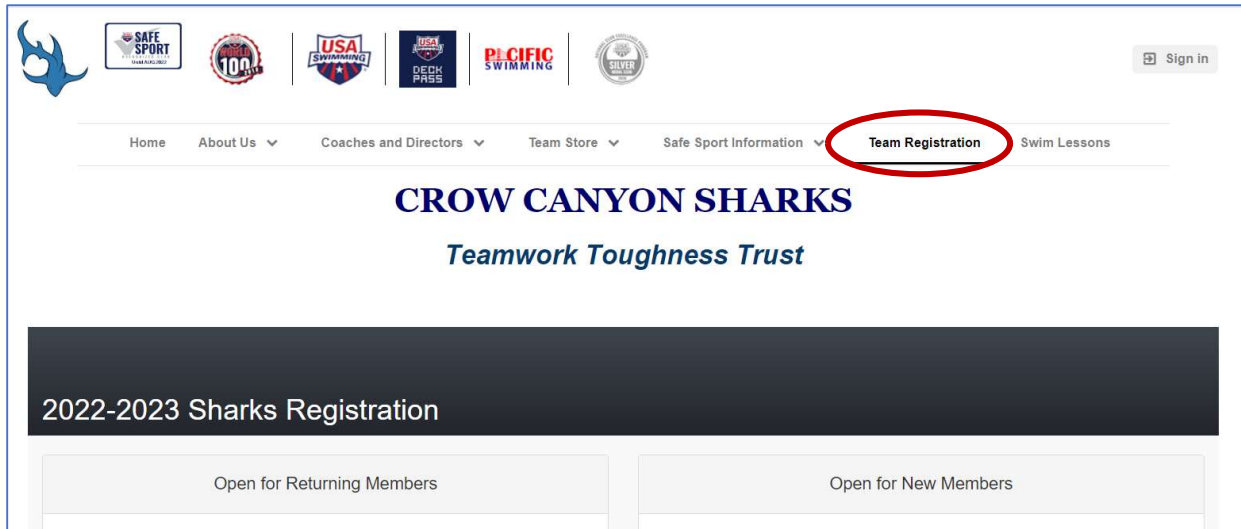


- The **Sharks Swim Gear by Group** link provides a list of the equipment each swim group should have for practice
- All gear may be purchased from our **Sharks Team Store on Elsmore or Swim Outlet**. Coaches have selected a variety of brands based on quality and price.
 - **Elsmore Swim Shop – Sharks Team Store**
 - Located in Walnut Creek & our vendor for team suits/apparel, spirit wear, equipment.
<https://elsmoreswim.com/teams/california/clubs/crow-canyon-sharks.html>
 - Families may shop on-line or in-store (suit fittings available).
 - Tech suits 20% discount (call store to get our team discount)
 - **Sharks Order Form** – link to order non-personalized swim caps, car magnets and stickers/decals included.
 - **Swim Outlet - Sharks Team Store**
 - Use this link for your Swim Outlet purchases and the team will earn a % back. <https://www.swimoutlet.com/collections/crowsharks>
 - **Instructions** to navigate between the Sharks Swim Outlet Store and the general Swim Outlet Store.
/pcccs/UserFiles/Image/QuickUpload/so-instructions_060260.pdf

The Sharks “**Team Registration**” link is where annual registration will be completed by new and returning swimmers. This is NOT the USA Swimming Membership process.

Sharks has annual registration for returning swimmers in August and welcomes new swimmers to the team throughout the year.

Crow Canyon Country Club membership is required to be on Sharks. Please reach out to Melanie Emig at melanie.emig@invitedclubs.com for your club membership questions.

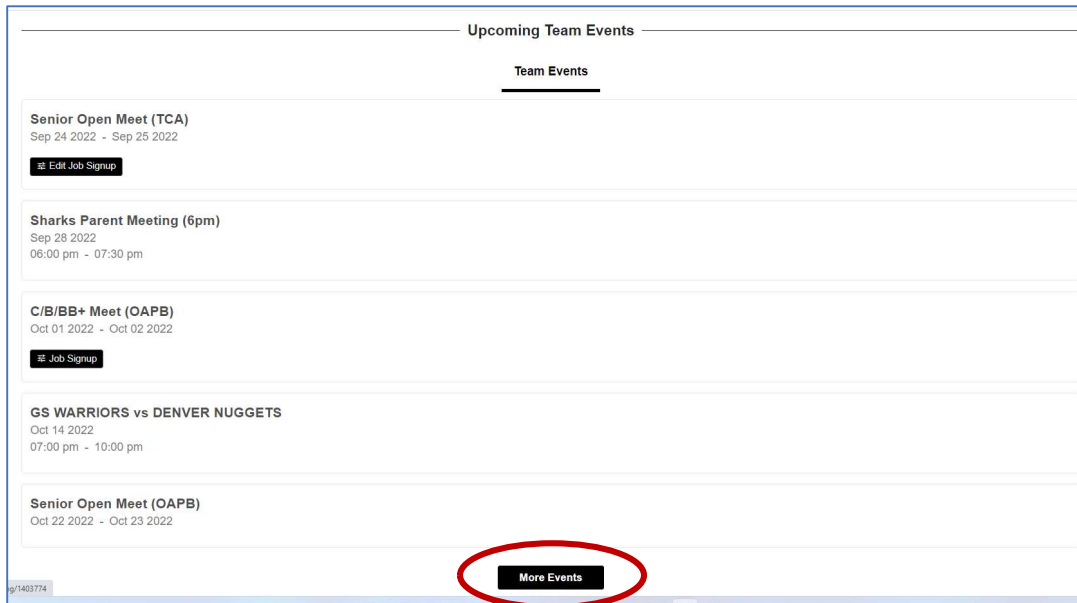


- To complete registration for new and returning swimmers
 - Read through all information on the Team Registration tab
 - Click on **Continue or Check Status** at the bottom and follow instructions
 - To complete registration, you will need to pay the annual registration fee with a credit card. While monthly swim fees are billed to your club account, the registration fee is paid directly to Sharks Swimming.

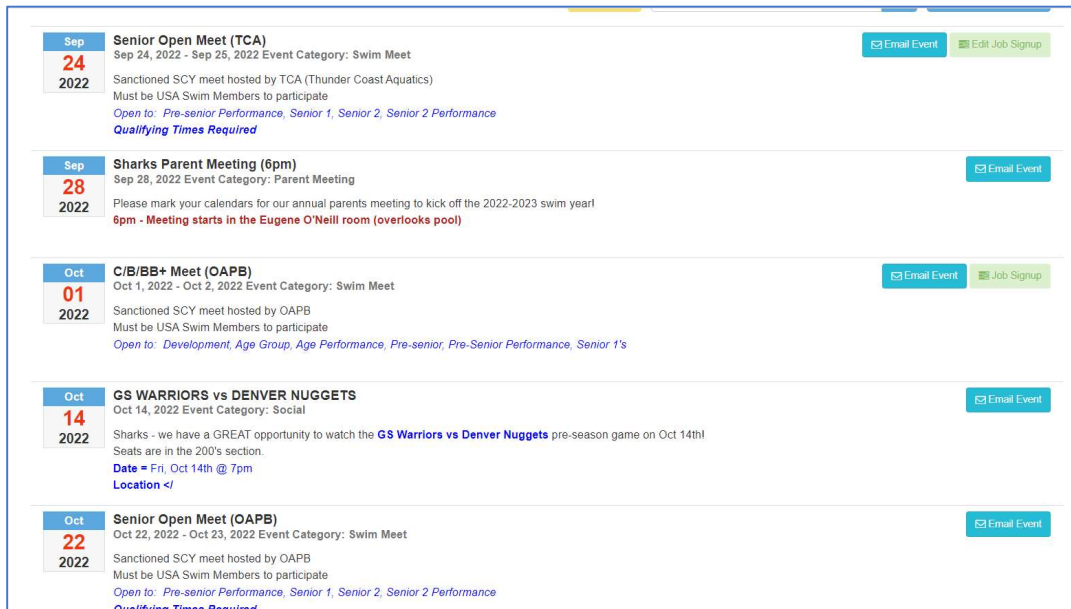
A list of **Team Events** (swim meets, social events) can be found towards the bottom of the Sharks Home Page. You must be logged into your Team Unify account in order to view these events.

As a reminder, job sign-ups for swim meets as well as opting in/out for some swim meets and events happen within this Team Events section.

What you'll see when you initially scroll down to the Team Events section



What you'll see after you click on **More Events**



CROW Sharks → Pacific Swimming (LSC) → USA Swimming

Sharks is in Zone 2 and one of 120 swim teams that belong to the Pacific Swimming LSC (Local Swimming Committee), and our club code is “CROW”. Pacific Swimming is one of almost 60 LSC’s that make up the USA Swimming national organization.

USA Swimming is the national governing body for amateur competitive swimming for all levels of swimmers from beginners to the Olympic level.

Link to USA Swimming: <https://www.usaswimming.org/>

Link to Pacific Swimming: <https://www.pacswim.org/>

- If your swimmer is interested in entering sanctioned swim meets, please familiarize yourself with their website. It has great information including list of swim meets, meet sheets and qualifying time standards for certain meets.
- Pacific Swimming’s list of swim meets will include a link to entering the swim meet once the meet opens for entries. (Please also see page 9 on “How to Enter Swim Meets”)

<https://www.pacswim.org/bay-area-swim-meets>

<https://www.pacswim.org/swim-meet-times/standards>

Below is a link that will help you understand what a sanctioned meet is versus a non-sanctioned meet. Non-sanctioned meets (like our intrasquad meets) are competitions that do not have USA Swimming officiating or timing system requirements. These meets are great opportunities for swimmers to get racing experience!

https://www.gaofficials.org/uploads/4/2/8/6/42863105/sanction_vs_approved_vs_observed.pdf

Most swim meets in which Sharks swimmers participate are “sanctioned” by USA Swimming, and swimmers must be USA Swimming members in order to enter the meet. “Non-sanctioned” swim meets do not require USA Swimming membership.

USA Swimming Membership

On September 1, 2022 – USA Swimming migrated to a new platform (SWIMS 3.0) and ALL USA Swimming Memberships (new, renewals, transfers) must be completed on-line. This new process requires creating new USA Swimming accounts and impacts all Athletes entering sanctioned swim meets, Coaches, USA Swimming Officials, Sharks Board Members & Chaperones for Team Travel.

New USA Swimming Membership ID's will be generated as part of this new process. These new ID #'s are 14-digit codes that you need in order to complete set up of your USA Swimming Account.

Sharks Site (aka Team Unify or TU) is integrated with USA Swimming's new membership process – and there are two ways to find your swimmer's new USA Swimming Membership ID # -

1. From the Sharks Site (aka Team Unify)

- a. Log into your Sharks Account
- b. Click "My Account" to view your account details
- c. Click on the "Members" tab, then click on the swimmer's name
- d. Below the swimmer's name/phone number there's a field called "ID Card #" – this is the new USA Swimming Member ID number.
- e. Alternatively, click on the RED "USAS Membership" tab on the far right
 - i. New & old USA Swimming Member ID #'s as well as membership expiration date are available here
 - ii. If your swimmer does not have USA Swimming Membership, you will see a message "Not Registered"

2. From USA Swimming website – new USA Swimming Member ID may be generated and emailed to you during the account set up process

3. If you are still unable to locate your USA Swimming Member ID # or have questions regarding USA Swimming Membership, please reach out to Laurie@PacSwim.org

Creating a USA Swimming Account

1. The following link provides videos & articles to help you create an account as a new or existing USA Swimming member. <https://hub.usaswimming.org/landing>
2. Link to Crow Canyon Sharks **UNIQUE** USA Swimming Membership registration link <https://omr.usaswimming.org/omr/welcome/DAC6442288F54F>
 - You'll be asked for payment to complete USA Swimming Membership

PacSwim's membership names and how they align with USA Swimming Membership names are below. You will need to select one of the USA Swimming membership levels as part of this process

Pacific Swimming	USA Swimming
Year-round	Premium Athlete
Fall Swim	Season 1
Coach	Coach
Non-Coach / Non-Athlete	Officials
Non-Coach / Non-Athlete	Other (Board Members, Chaperones)

- **NEW** – please complete quickly so you may sign into swim meets.
- **TRANSFERS** – USA Swimming's link above includes a video on how to transfer your swimmer AFTER your new USA Swimming Account is created.
- **RENEWALS** – 2022 USA Swimming Memberships expire 12/31/2022, but recommend completing in advance in case you encounter issues.

If you are a Sharks Coach, USA Swimming Official, Board Member or Team Travel Chaperone securing new, transfer or renewal of your USA Swimming Membership – please forward the receipt to our team's Treasurer, treasurer@crowcanyonsharks.org for reimbursement.

How to Sign-Up/Enter Swim Meets

There are three ways a swimmer may enter a swim meet.

The two most common sites for entering sanctioned swim meets are Fast Swims and Swim Connection.

Please set up your account to receive notifications when swim meets open. You will always receive notifications before Sharks is able to send an email. Also, please check our Meet Calendar to ensure you sign up for the right meets!

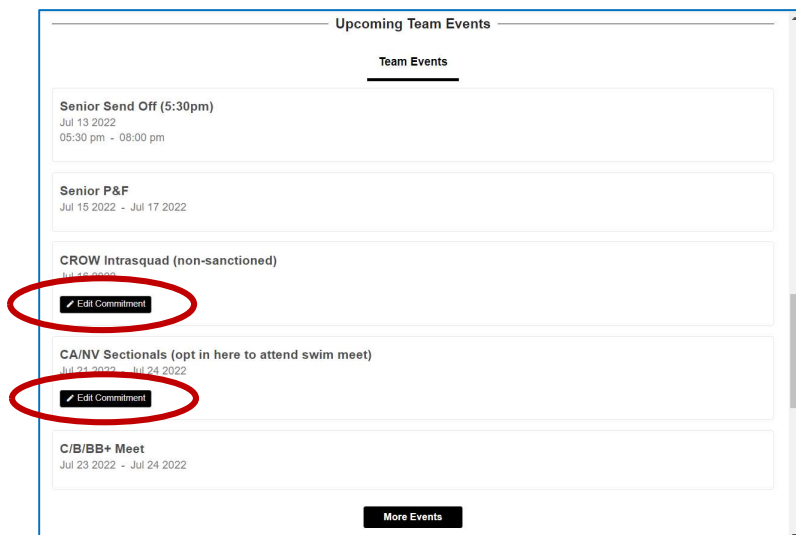
Swim meets close once capacity is reached - we have seen this happen within hours of a meet opening. Once a meet is closed, there is nothing we can do.

Fast Swims: <https://fastswims.com/>

Swim Connection (OME): <https://ome.swimconnection.com/>

Our Sharks site or Team Unify is used to Opt In/Out swimmers for non-sanctioned swim meets **and** certain championship meets where coaches select the swimmer's events.

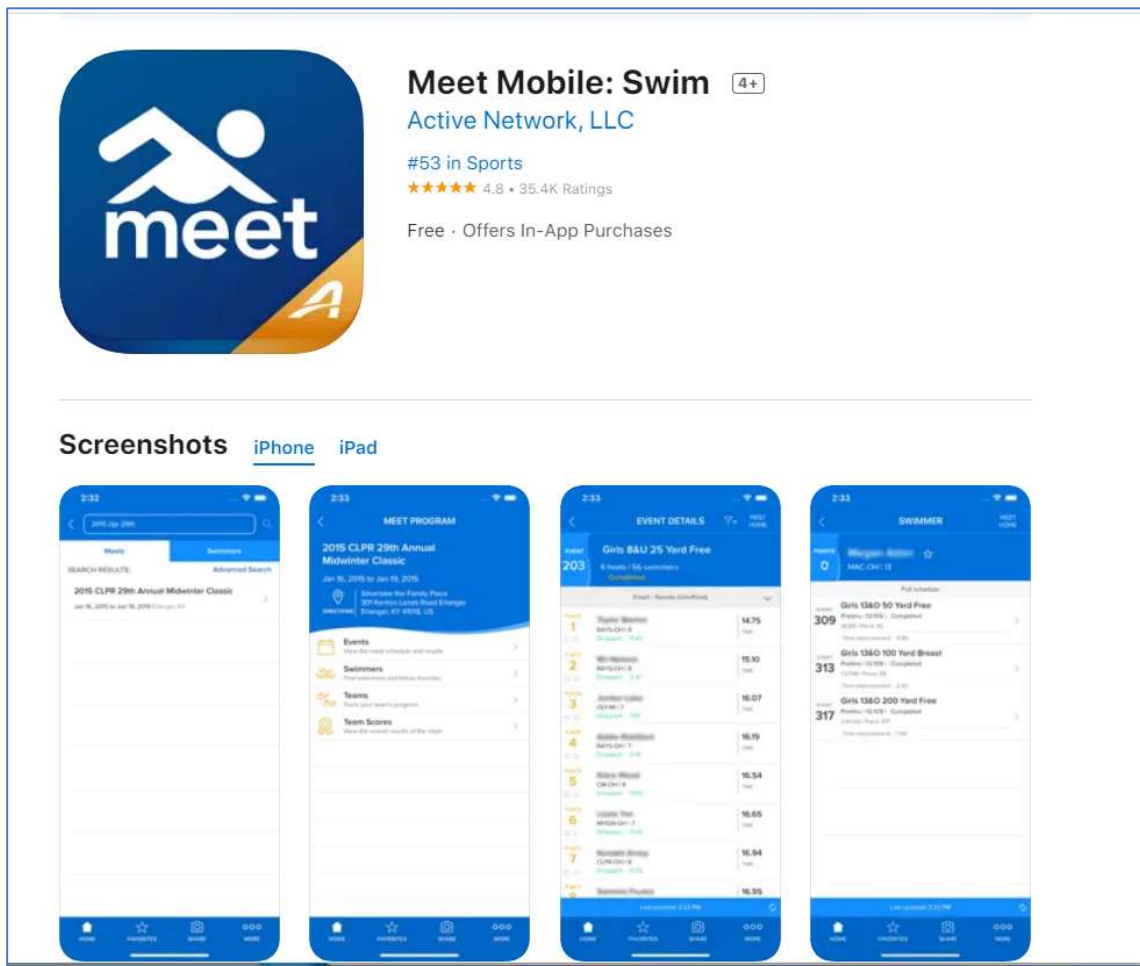
- Sign into Team Unify (your Sharks account)
- Scroll down to the Team Events section
- Click on "Edit Commitment"



- Select the swimmer
- On the next screen, choose "Yes" or "No" and save your changes

Costs to enter a sanctioned swim meet varies, but consists of a "Splash Fee" (swimmer surcharge) and a fee per event. You'll pay by credit card when you enter your swimmer into the meet thru Fast Swims or Swim Connection. For sanctioned meets where swimmers opt in thru Team Unify, Sharks will pay in advance and will send an email with instructions on how to reimburse the team.

Meet Mobile is a great app for following swim meets “real time” for \$10/year.



Pacific Swimming posts meet results after they've been submitted.

<https://www.pacswim.org/swim-meet-results>

USA Swimming is also a resource to see your swimmer's times for sanctioned and observed swim meets.

<https://www.usaswimming.org/times/individual-times-search>

Suits for Swim Meets

Swimmers should wear a **Team Suit** purchased through Elsmore Swim Shop

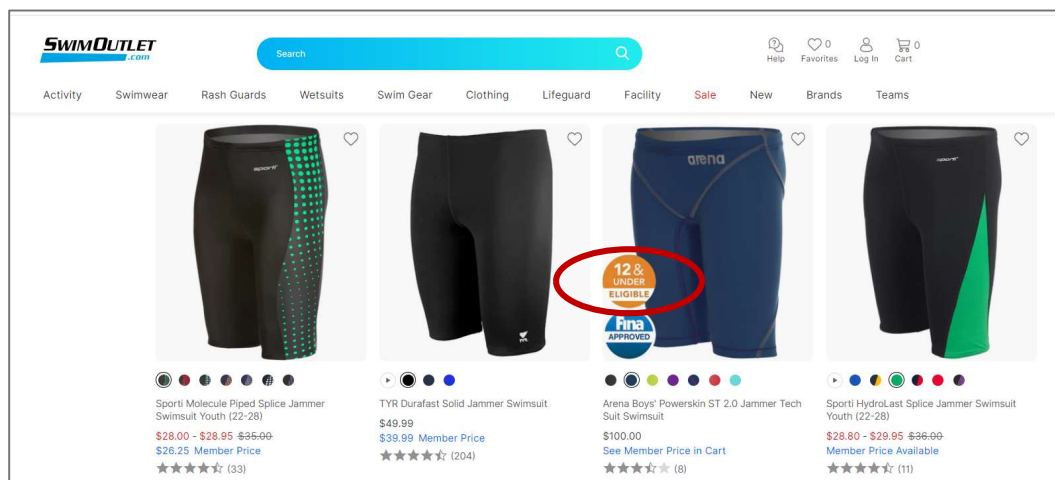
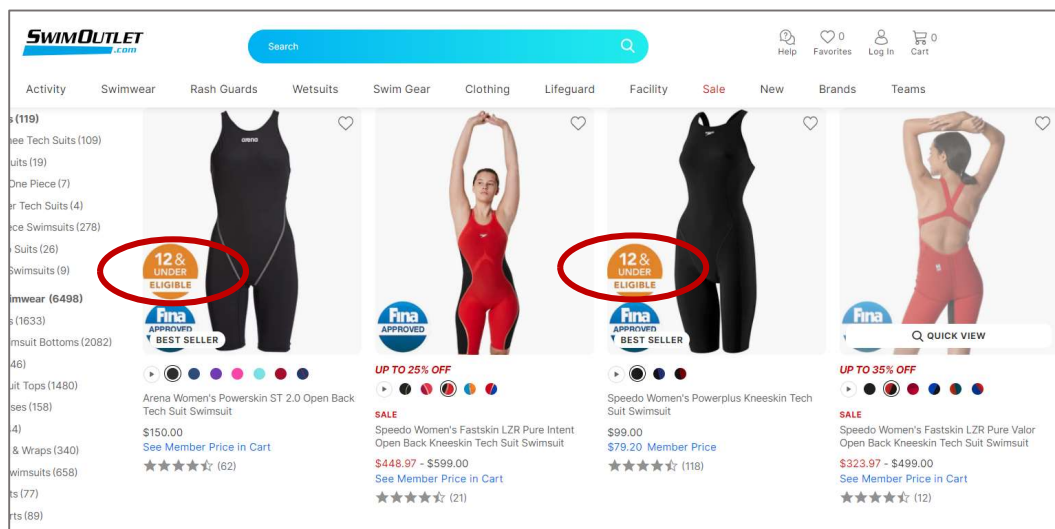
<https://elsmoreswim.com/teams/california/clubs/crow-canyon-sharks.html>

“Technical Suits” are worn at championship swim meets

- Elsmore provides a 20% discount to Sharks (please call or stop into their store in Walnut Creek for the discount).
- Swimoutlet.com provides a discount to SwimOutlet+ members
 - To become a SwimOutlet+ member (\$4.99/year), please use this link:
<https://www.swimoutlet.com/pages/plus>

IMPORTANT: USA Swimming has rules regarding tech suits for 12 & Under swimmers - <https://www.usaswimming.org/news/2020/08/24/tech-suit-restriction-for-12-and-under-swimmers>

If you have questions on suits for your 12 & Under swimmer, please reach out to Elsmore Swim Shop, or you may look for tags on swimoutlet.com – examples below



Volunteering at Swim Meets

Sharks is a board operated, non-profit organization that needs the help of all our Sharks parents to run the team, especially at swim meets.

The below is not comprehensive, but some key things to note. This is covered in more detail in the Sharks Team Handbook. The handbook is posted on the Sharks site under “About Us”, and all Sharks families acknowledged that they received/read the handbook during the registration process.

Away Meets

Our team is assigned jobs based on the number of swimmers entered into a swim meet, NOT the number of swimmers that actually attend. All families that have entered swimmers into a meet are expected to sign up for a job.

For some meets, the number of shifts we have may exceed the number of families attending due to 2+ swimmers attending from the same family. In these cases, we will need to ask families with 2+ swimmers to sign up for more than one shift.

Jobs that need to be filled at Away Meets are primarily Timers and Tents (set up & take down, transporting to/from Crow Canyon Country Club). For some Away Meets, Sharks is also required to provide Officials.

It is the responsibility of each volunteer to fulfill their obligation or to find a replacement. The board will be diligent in assessing penalties if necessary.

Hosted Swim Meets

Sharks hosts several meets each year, and needs “all hands on deck” for them to be successful for all swimmers. Sharks requires each family to fulfill a certain number of volunteer hours for our Sharks hosted swim meets.

The Parent Volunteer Requirement document is posted on the Sharks site under the “Parent Info”.