

PDST Parent's Guide

1. 【PDST Website Guide】

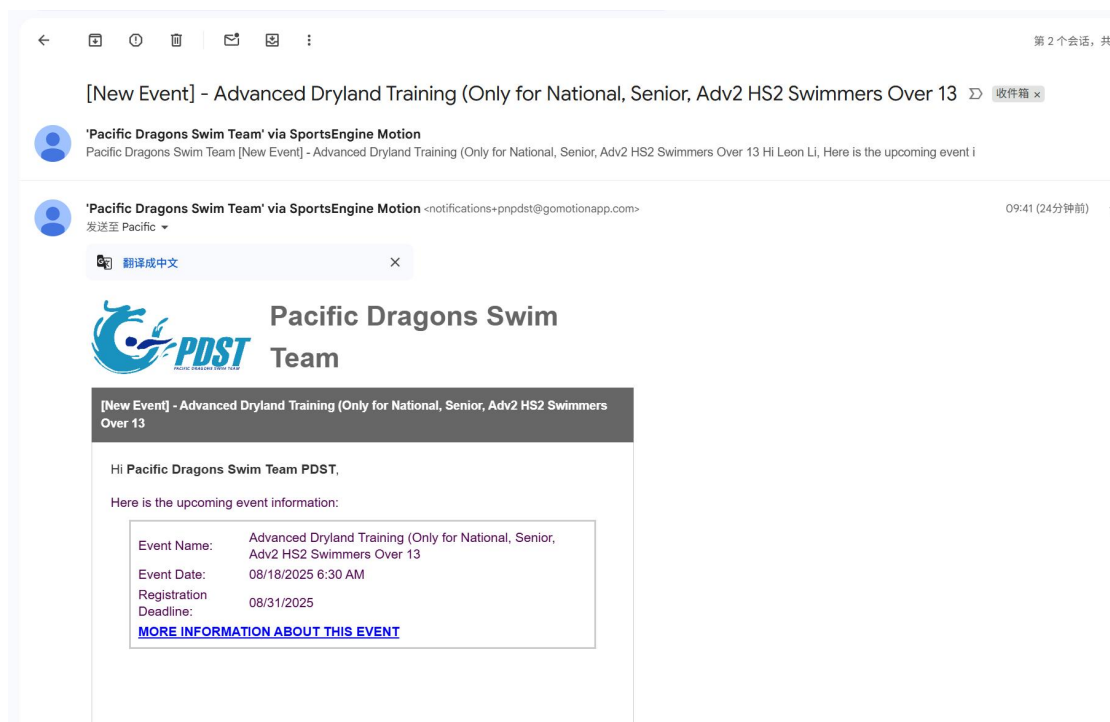
Being proficient in using the PDST website

<https://www.gomotionapp.com/team/pnpdst/page/home>

is the first step in obtaining information. Remember to save your login email address, as the email you used when registering may not be the same as the contact email in your account. If you encounter login issues, this is often the cause of the problem.

Receiving Emails

All official PDST information will be sent via email. The email format is usually "Pacific Dragons Swim Team" via SportsEngine Motion" and is divided into two types: EVENT and News.



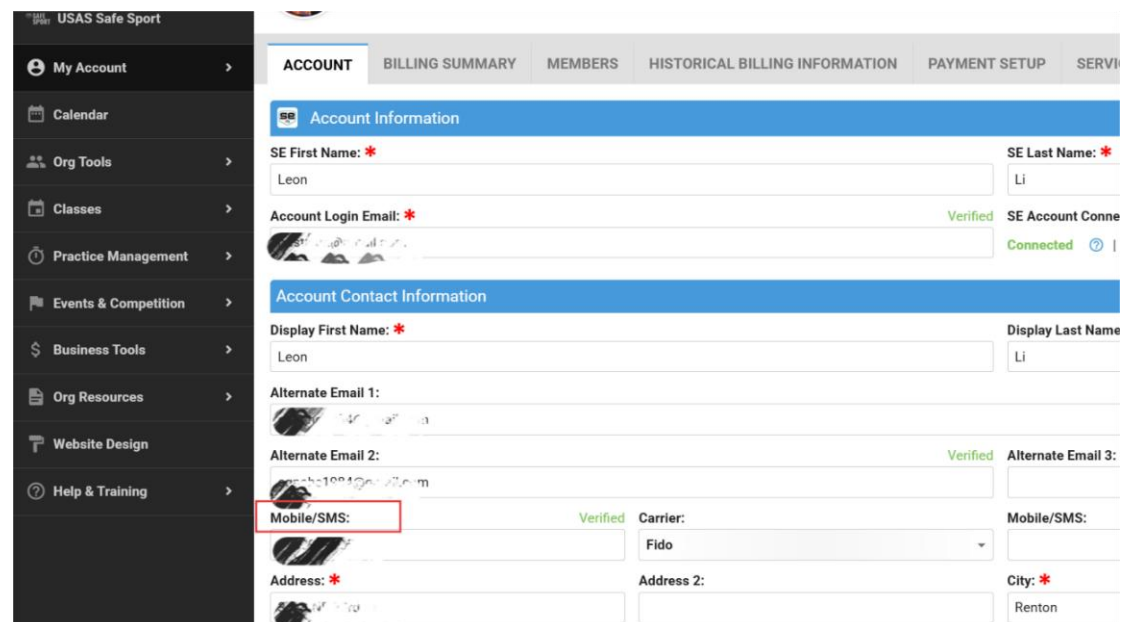
“Events” typically include events that require registration, such as swimming meets(competitions), team activities, and volunteer opportunities. News generally includes

monthly training schedules, private lessons, and competitions. Please be sure to read every PDST email, especially those related to events in your child's group, to avoid missing important information.

Please note that when setting up your account, your login email address may not be the same as your contact email address. Emails will only be sent to the contact email address.

Emergency Contact Method(SMS)

After logging into the PDST website, you'll see your account information on the left. The first thing you need to do is set up your SMS (emergency contact information). Find the Mobile/SMS option in the "Account Contact Information" section and click "verify."



The screenshot shows the PDST website interface. On the left is a dark sidebar with a 'USAS Safe Sport' logo and a menu including 'My Account', 'Calendar', 'Org Tools', 'Classes', 'Practice Management', 'Events & Competition', 'Business Tools', 'Org Resources', 'Website Design', and 'Help & Training'. The main content area has a top navigation bar with 'ACCOUNT' selected, followed by 'BILLING SUMMARY', 'MEMBERS', 'HISTORICAL BILLING INFORMATION', 'PAYMENT SETUP', and 'SERVICES'. Below this is a blue header for 'Account Information'. The form contains several fields: 'SE First Name' (Leon), 'SE Last Name' (Li), 'Account Login Email' (Verified), 'SE Account Connected' (Connected), 'Display First Name' (Leon), 'Display Last Name' (Li), 'Alternate Email 1', 'Alternate Email 2' (Verified), 'Alternate Email 3', 'Mobile/SMS' (highlighted with a red box and marked 'Verified'), 'Carrier' (Fido), 'Address' (marked with a red asterisk), 'Address 2', and 'City' (Renton, marked with a red asterisk).

In the event of an unexpected change of training schedule or other emergencies, we will use SMS to notify everyone in addition to email. If you do not complete this step, you will miss important temporary but urgent notifications. Although we will try our best to notify everyone on WeChat, it's not a formal team notification.

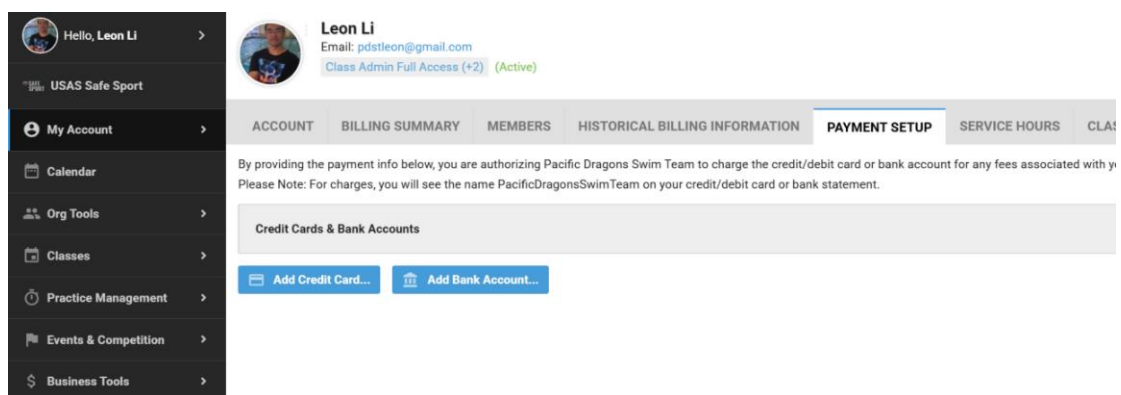
Payment and billing inquiry

The second thing to do is set up your payment information.

Click "Account" in the left-hand menu and select "Billing" from the right-hand menu. You'll see two options: Billing Summary and Set Up Autopay.

The Billing Summary shows your payment information and allows you to check your invoice and payment status. Tuition is charged halfway each year in mid-September and halfway in mid-January. Fees for competitions, private lessons, and PDST equipment purchases are generally charged bimonthly or quarterly.

You can set up ACH and automatic payment in Set Up Autopay.



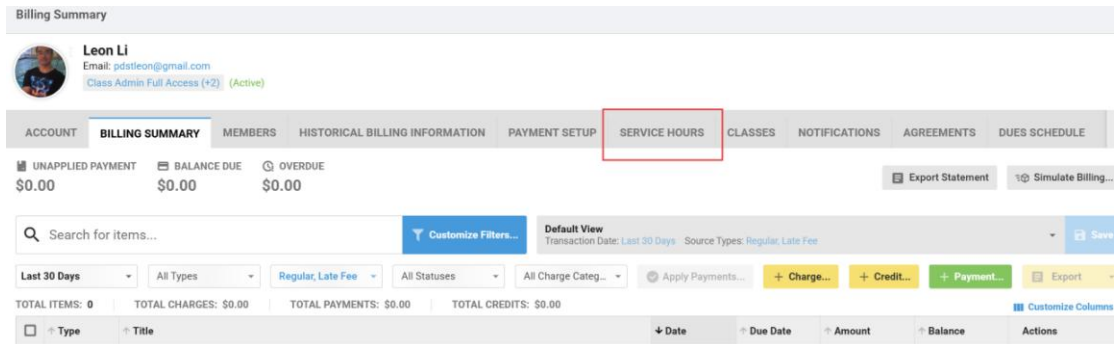
Parents can choose to link their credit card or bank account. Bank account linking is highly recommended to avoid credit card processing fees. Remember to check your linked account regularly, especially in January and September when tuition is deducted, to avoid insufficient funds.

Check Your Swimmer's swim meet Results

Click Account and you'll see your swimmer's basic information in the Member column. This includes the athlete's best times, which were past competition results. The latest data will appear after linking your PDST account with the US SWIM database soon.

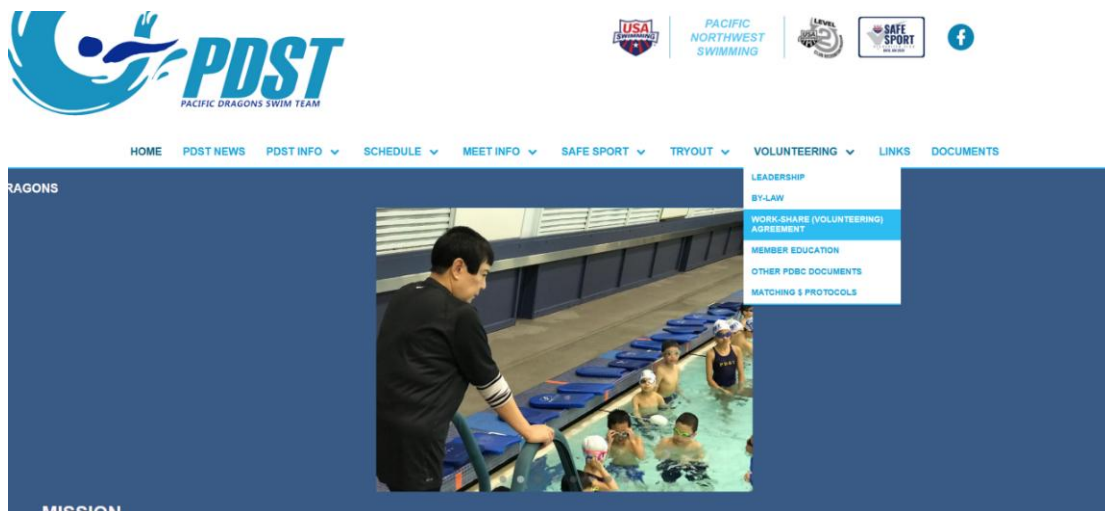
Check Your Volunteering Hours

Click Billing Summary to see various options in the right column. Click Service Hours to access volunteering hour information.



On the page, you can see the number of hours you need to complete this season, the number of hours you have completed, and the balance. When the balance is zero or negative, it means that you have completed the required hours this season.

Go back to the PDST website homepage, find VOLUNTEERING on the right side of the homepage column and pull down the menu to see information about PDBC and volunteer regulations.



Click on the Volunteering Program Agreement to see your group's season hours and detailed rules regarding volunteering. Please read these carefully, including the penalties for not completing volunteer work after signing up, not completing hours after the season ends, and the rules for purchasing hours separately if you don't have time to complete them.

<https://www.gomotionapp.com/team/pnpdst/page/volunteering/work-share-volunteering-agreement>

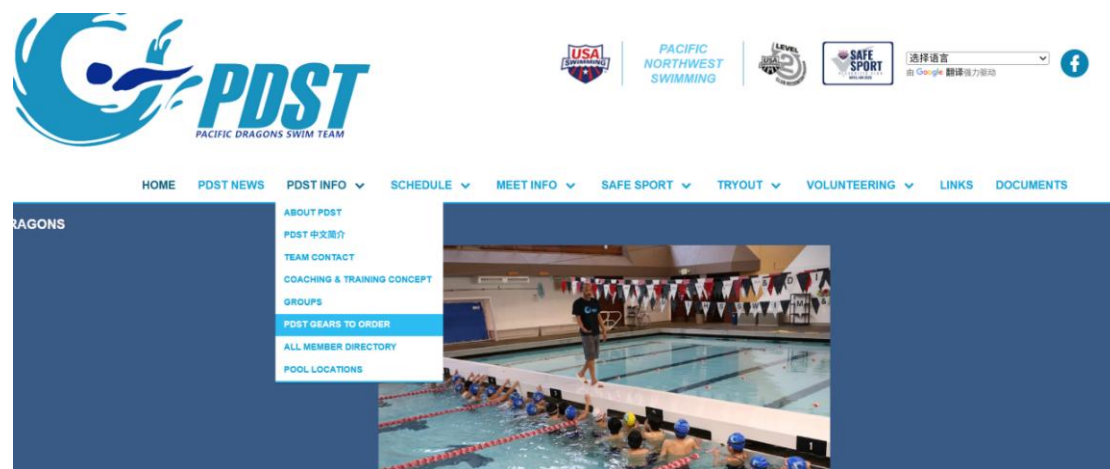
WeChat Communications

For daily social interaction, PDST primarily uses the WeChat. In addition to the main group, PDST—All, we also have separate groups for each group. If there's a last-minute event and we need to contact each other, we'll also set up a temporary contact group.

In this group, everyone can share PDST training schedules, announce private lesson transfers due to unavailable classes, and organize car pools for team transportation to training or competitions. Posting information or advertisements unrelated to PDST is prohibited in the group. Any posting will result in a warning, and any subsequent posting will result in removal from the group.

Purchase Frequent Used Training Gears

Go back to the PDST website homepage, find PDST INFO on the left side of the homepage column, and click PDST GEARS TO ORDER in the drop-down menu. You can find PDST's commonly used swimming equipment and prices.



New PDST swimmers will receive a welcome package, including a PDST swim cap and a PDST swimsuit/shorts. If you would like to purchase additional training/competition equipment, such as goggles, please contact Coach Leon on the WeChat.

2. 【PDST Training Guide】

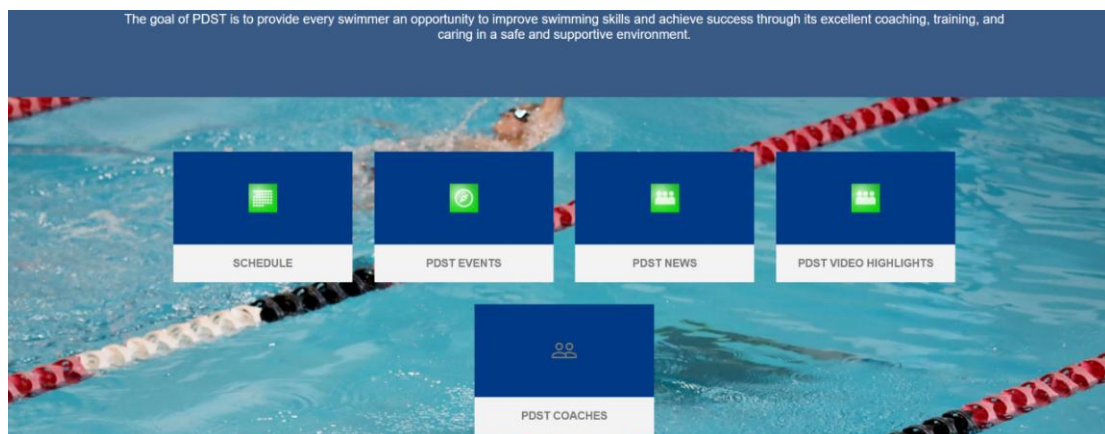
Training is the most important and regular part of your child's swim team life. A nimble monthly schedule will help both you and your child achieve the best results.

Monthly training schedule arrangement

Due to monthly changes in the pool schedule, swim meets, team activities, holidays, and more, we maintain a monthly schedule based on the season's annual schedule.

The first way is to frequently check our emails, especially PDST News. Around the 20th of each month, PDST sends a News email with the following month's schedule, including competitions, private lessons, and activities. Clicking on the link in the News takes you directly to the monthly schedule page.

The second way is to return to the PDST website homepage, find SCHEDULE in the homepage column.



The third way is to click on PDST NEWS or SCHEDULE in the middle of the homepage to enter the monthly plan page. Compared with the changes in the annual plan, each month's plan will be marked with a special color for easy reference.

Unanticipated Schedule Change

If training needs to be changed due to weather or pool issues, PDST will notify everyone via email and SMS, as well as in the WeChat group. Please check traffic and weather conditions for the day or week and adjust your travel plans accordingly, especially during weekends when major roads are undergoing repairs or traffic restrictions.

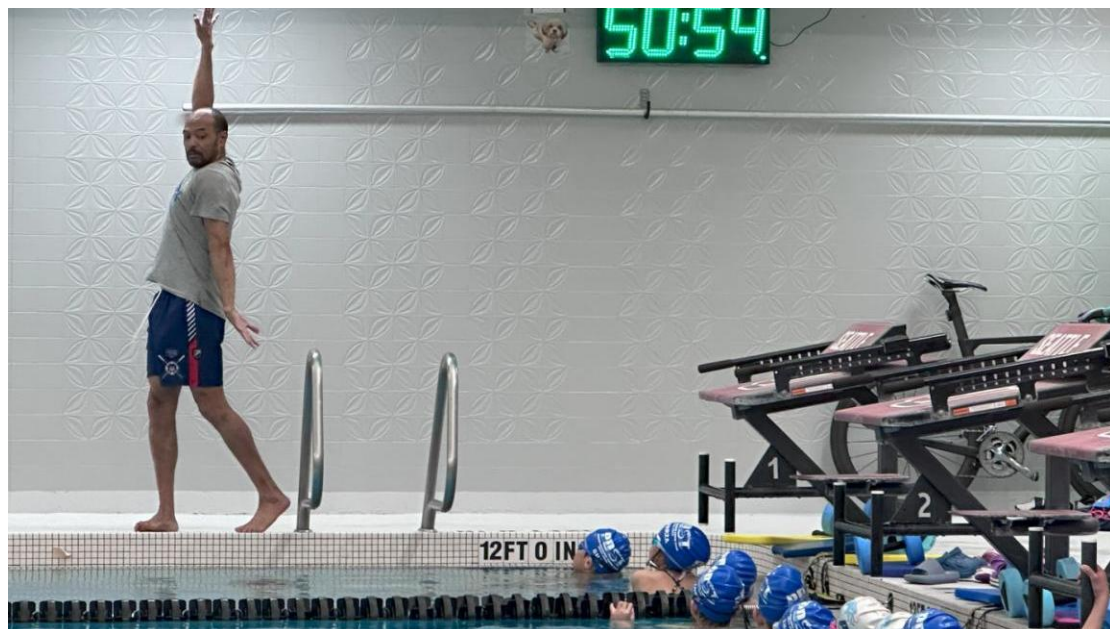
Practice sending or pickup

PDST recommends that you arrive at the pool 10 minutes early so the instructor can arrange stretching and warm—up time. Insufficient warm—up time can reduce the quality of subsequent training. Parents should arrive 10 minutes early to pick up their children. Please do not be late.

Communicate with Coach(es)

During—season communication with the coach is crucial. The coaching staff's primary point of contact is Coach Leon. Regarding instructional and competition matters, Coach Leon can be contacted directly via email or WeChat. Regarding swim team activities, Ren Xu can be contacted directly via email.

During practice, parents should refrain from casual conversation with the coach unless the coach requires their presence in an emergency. This can disrupt instruction. Parents should remain in the spectator area, not at the poolside. Communication between parents and children during practice (using hand gestures, phone calls, or communication devices) can significantly disrupt instruction and can foster negative habits in children, such as inattention and ignoring the coach's instructions. Please refrain from this practice.



After training, parents can have a brief conversation with the coach at their convenience, only if the coach is available. If you have further questions, please contact Coach Leon later.

Private Lesson

In September, December, and April of each season, PDST will announce the Private Lesson schedule, along with instructions for booking and renewing lessons.

Go to the PDST website homepage, find SCHEDULE, and then click PRIVATE LESSON. Monthly private lesson schedules will be announced via PDST NEWS, similar to the monthly schedule. Detailed information and previous private lesson rules can be found on this page:

<https://www.gomotionapp.com/team/pnpdst/page/system/res/48829>

If you need to cancel a class after booking, parents must first contact Coach Leon and obtain his/her permission. Then, they can post their spot in the WeChat group. Other parents will be able to fill in the spot on a first—come, first—served basis. Coach Leon will confirm the booking in the group.

If a class is canceled within 24 hours of the start date and no parent fills in the spot after posting, the class fee will still be charged.

More information please check the the private lesson page on the website.

3. 【PDST Swim Meet Guide】

In addition to training, swim meet is one of the important means to increase children's enthusiasm, cultivate self-management ability, and test the results of training.

Which swim meets to participate in

Click EVENT on the PDST website homepage to view the game schedule for the entire season.



Every competition PDST participates in is US SWIM—certified, and the swimmer's results are entered into the US SWIM database. Each season, from the highest-level invitational challenge to qualifying competitions with performance requirements, to state championships, regional championships, and national championships, all have different competition information and standards.

You can also find the PNS score standards for each level on the PDST website. Click MEET INFO on the homepage and then click TIME STANDARD@PNS in the drop-down menu to access the PNS score chart page. Please use this in conjunction with the article above.

How to enter a swim meet

Click "MEET INFO" on the PDST website homepage and then "HOW TO SIGN A SWIM MEET" in the drop-down menu to download the English-language instructions.

How to prepare a swim meet?

After each competition is announced, parents should first read the meet announcement to understand the basic schedule, competition time, location, requirements, etc.



How to participate in a swimming competition? What should children and parents prepare for, during, and after the competition? What precautions should be taken? For detailed information, please move to HOW TO SIGN A SWIM MEET page on the website, and click the article you need.

<https://www.gomotionapp.com/team/pnpdst/page/events/how-to-sign-up-to-a-swim-meet>

4. 【PDST Activity Guide】

In addition to training and competitions, PDST also prepares a variety of activities for parents and children to help everyone better participate in swimming.

Morale event



Each group will organize its own Morale event, giving parents an opportunity to communicate with each other and for children to socialize and relax outside the pool.

PDST Annual party



The annual party is PDST's biggest event of each season. The gathering features delicious food, awards, games, and social. A subscription to the yearbook is also available, offering a unique awards. The production of the yearbook requires the active participation of every child and parent, creating beautiful moments together.

Annual Award



At the party, individual and team awards for outstanding performance in the past season will be announced. Enjoy the honor moment!

Travel Meet



Every May, PDST organizes an international tournament in Canada. Students who meet certain competition criteria have the opportunity to compete with students from abroad. We also arrange a dinner party during the tournament.

5. 【Pacific Dragons Booster Club(PDBC)】



Whether it's an event or a swim meet, it's all about the volunteerings and support from parents. The Pacific Dragons Booster Club (PDBC) is what brings PDST parents together and helps them build a stronger community.

What's PDBC

The Booster Club is an IRS recognized non—profit 501(c)3 organization dedicated in supporting of our swimmers and promote swimming iThe mission of PDST Booster Club is to provide a positive and safe environment for all swimmers at PDST to develop their full potential as an athlete and as a person, and to advance swimming as a lifetime sport in the community by working with Pacific Northwest Swimming (PNS) and US Swimming through its parent volunteer work, community out—reach and other fund raising activities

How does PDBC run for the swimmers

PDBC members work together with coaches, parent representatives from each group, and all parents to:

- ※ Fundraising through various channels
- ※ Helping parents participate in US SWIM officer development
- ※ Organizing PDST—hosted competitions
- ※ Organizing and providing budgets for athlete activities
- ※ Budgeting for equipment and prize distribution
- ※ Building a communication bridge between PDST and parents

PDBC assists PDST in providing benefits to swimmers and parents in various ways.

All funds raised by PDBC will ultimately be used to support every PDST swimmer. Income and expenditure data will be publicly disclosed to the entire team quarterly in the PDBC News.

How to get the donations to PDBC

PDBC's primary source of funding comes from its company's matching program.

Every hour you volunteer at PDST and PDBC organizations has the potential to generate benefits for both parties. If your company has a matching program, you can use it to match your volunteer hours with PDBC. Some companies, such as Microsoft, offer very generous matching programs: as you complete your hours, the hours you report to your company are converted into funds back to PDBC and recorded in your company's volunteer system.

To find out if your employer will match your volunteer time, visit your internal company website or ask your HR representative. In some cases the process is completed on—line and in other cases a form must be completed by the employee. In either case, the process must be initiated by the employee, not PDBC. If your company does match your volunteering hours but you do not see PDBC name at your company's charity organization list, please help us to nominate PDBC as one of the charity organizations your company matching the donation

to.

On the PDST website homepage, find VOLUNTEERING on the right side of the homepage column and pull down the menu. Click Matching \$ Protocols to find detailed information and a list of companies that may have volunteer matching programs. This page also provides a detailed process for Microsoft's volunteer matching program, which you can directly refer to and report your work and hours this season.

<https://www.gomotionapp.com/team/pnpdst/page/volunteering/matching--protocols>

Benefits of supporting PDBC

If you don't have the time to complete your volunteer work for the season, you can purchase hours to help PDBC increase its fundraising and accelerate your volunteer work. For details, please refer to the Volunteer Completion Checker above.

You can also make an additional donation to PDBC to support this nonprofit organization, which in turn benefits the children of PDST. Every dollar you contribute is valuable and helps PDBC grow. Your donation may also be used to qualify for future tax benefits. Please consult your tax agent for more information.

Being a PDBC member

The current membership of the PDBC can be found on the website. Return to the PDST website homepage, find VOLUNTEERING on the right side of the homepage column, and then click LEADERSHIP in the drop—down menu. We currently have some vacancies and welcome interested parents to apply.

As a PDBC member, your volunteer hours are guaranteed to be fulfilled. Serving parents and children will take up some of your time, but it will also help you better understand how children develop in swimming and, through active participation in this community, you will gain skills and experience, demonstrating your value.

6. 【Volunteering Guide】



Now that we know how to help our swim teams and children through PDBC, how do we complete the hours? The number of hours you need to complete will vary depending on the length of training and the level of competition each group participates in.

Daily jobs

General volunteers:

PDST sometimes arranges some temporary volunteer work for everyone to sign up for, such as maintaining order during tryouts, acting as a temporary contact person, event photographer, timer for certain competitions, etc. There are not many such opportunities,

Parent Rep:

Each group needs a parent representative to help distribute competition prizes, decide on the format of the Morale event, organize everyone's participation, supervise fundraising, build communication bridges, etc. This position will be updated on a quarterly basis.

Volunteers for Swim Meets

Each season, PDST hosts three competitions: in November, January, and March. These competitions involve a significant amount of volunteer work, making them a crucial activity for PDST parents.

Competition volunteers are divided into two categories: daily volunteers and official volunteers who must obtain a US SWIM certification.

Meet volunteers

Below are some of the main volunteer tasks.

※Meet director:

The meet director is responsible for coordinating the PNS, participating teams, referees, venue arrangements, and volunteer arrangements. This position requires a responsible and organized parent. If you are interested, PDBC will arrange for you to start as a meet director's assistant.

※Timing system operation:

Operate the swim meet's timing system. Parents without experience can also take on the role, and PDBC will arrange pre-game training.

※Clerk of course:

On-site registration, pre-entry, management of the competition stopwatch, foul sheet and other equipment, and coordination with the technical desk. Inexperienced parents can also take on this role, and the referee team will arrange pre-match training,

※Announcer:

Announces on-site information, game progress, etc. A clear voice is required for scoring. Inexperienced parents can also take on this role. PDBC will arrange pre-game training.

※Timer:

The most basic volunteer is responsible for on-site timing and manually recording athletes' scores. Inexperienced parents can also take on this role, and the referee team will arrange pre-match training,

※ Marshal:

Responsible for ensuring the safety and order of the competition venue according to the competition requirements, and reminding other parents to abide by the competition rules. Inexperienced parents can also take on this role, and PDBC will arrange pre-competition training,

※ Hospitality

During the swim meet, inexperienced parents can also take on the responsibility of providing the staff with breakfast, lunch, dinner, drinking water, snacks, etc.

Officials Advantage and responsibilities:

US SWIM Officials require parents to register with US SWIM and obtain the appropriate certification before they can be work during the swim meet. During the certification process, parents can gradually familiarize themselves with the rules and procedures of competitive swimming, helping them gain a deeper understanding of the sport and grow alongside their children. They can also connect with like-minded friends.

Interested parents can apply to join the PDST Officials group, which provides detailed information to help you get started, from beginners to clinic attendees, and begin the certification process.

If you have any further questions, please feel free to ask Coach Leon or Ren Xu in the WeChat group or individually. A new season, a new beginning. Thank you!