



Parent Info Session

A Deeper “Dive”

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Welcome to the Barracudas!

- Part of the Colonial Swim League
 - Currently in the White Division
 - Team Rep Erin Klotz represents the Barracudas to the CSL
- Board of Directors is responsible for the operation and success of the team
 - Made up of all parent volunteers, each with a specific area of focus
 - Roles consist of Officers and Committee Chairs
 - Descriptions of each role can be found on our website at <https://www.gomotionapp.com/team/reccslafb/page/board-of-directors>
- Team Unify is the platform we use for website, swim team events and volunteer signups
 - Home Page: <https://www.gomotionapp.com/team/reccslafb/page/home>
 - Affiliated mobile app is SportsEngine mobile, optional to download and use instead of the website

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Swimmer Evaluations

- 2025 Dates: Tuesday May 27 and Wednesday May 28 at 5:00pm
 - Sign up (declare YES) for your selected day in TeamUnify (Events page)
 - Decline (declare NO) the day you will not attend
- To pass evaluation, swimmer must:
 - Swim 25 meters of legal or close-to-legal freestyle or backstroke unassisted (no doggy paddle), without stopping, touching the bottom, or side/lane lines, within one minute
 - Tread or float in place for one minute
- If swimmer passes evaluation, they can join their practice time that same evening
 - New swimmers only have one opportunity to pass the evaluation
 - Coaches reserve the right to reconsider a swimmer's qualifications within the first two weeks of practice

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Practice Information

- Practices (as well as home meets) are held at Summerwood Pool
 - Weeknight evenings starting Tuesday, May 27 and will continue in the evenings through the end of the LCPS school year (June 13)
 - Morning starting Monday, June 16 for the remainder of the season
- *See next slide for practice times for each age group.*

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2025 Practice Schedule

Age group is determined by swimmer's age as of June 15th of the current year

Practice will proceed as scheduled unless there is thunder, lightning, or rain so heavy that the pool bottom is not visible. If there is any uncertainty, check for updates via email, text, or social media. If the pool is open, practice will continue.

Please avoid speaking to coaches during practice sessions or meets. If you have something needing discussion, please reach out to the Head Coach (coaches@ashburnfarmbarracudas.org) to set up a discussion outside of practice times.

Evening Practice - May 27 - May 28

Ages 5-8	6pm-6:30pm
Ages 9-10	6:30pm-7pm
Ages 11-12	7pm-7:30pm
Ages 13-18	7:30pm-8pm

Evening Practice May 29 - June 13 (weekdays only)*

Ages 5-8	5:30pm-6:00pm
Ages 9-10	6:00pm-6:30pm
Ages 11-12	6:30pm-7:15pm
Ages 13-18	7:15pm-8pm

Morning Practice June 16 - July 18 (weekdays only)*

Ages 5-8	7:50am-8:30am
Ages 9-10	8:40am-9:25am
Ages 11-12	9:30am-10:30am
Ages 13-18	10:30am-11:30am

*No practice on June 4th due to Time Trial

**No practice on July 4th

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Practice Etiquette

- Only registered swimmers are allowed in the practice pool during practices, and they are only able to attend at their designated practice time.
- In accordance with the HOA pool rules, swimmers under 12 are to be accompanied by an adult. Practices for those age groups are not drop-off events; great opportunity to meet other families in your age group!
- Please be prompt in getting your swimmers to practice, and please exit the pool deck once your swimmer's practice has completed.
 - Swimmers should be ready with goggles, cap, etc, at the start of their practice time.
 - Parents should remain in the parent area and not near the swim lanes. If you need to speak with a coach, please email coaches@ashburnfarmbarracudas.org to set up a time to discuss.

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Meet Information

- Types of meets
- Declaring swimmers for meets
- Meet information, expectations and etiquette

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Meet Descriptions - Pre-Season

- Time Trials - June 4 or June 7 (only need to choose one)
 - Barracudas-only event
 - Establish a baseline time for each stroke a swimmer can swim at that time
 - Seed times help coach establish first lineup of A Meet swimmers
 - Great opportunity for swimmers and parents to learn the flow of the meet
 - Family volunteering required at one of the meets
 - Declarations and stroke selection will open later in May and are due June 2 - quick turnaround!
 - Rain date June 11

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Meet Descriptions - Regular Season

- **A Meets (Coach-Selected) - Saturday mornings**
 - **Scored** meets between our team and another team in our Division (currently White Division)
 - **Swimmers are selected by the coaches** (using a combination of time rankings and availability) and may swim up to three individual and two relay events, depending on what they qualify for
 - **Event / stroke order stays the same** week after week
 - May offer exhibition heats of freestyle and/or backstroke for the younger age groups (unscored, but give younger swimmers opportunities to experience A Meet environment)
 - Often, Individual Medleys (IMs, where swimmer completes all four strokes within the same race) offered after regular events have completed
- **B Meets (Swimmer-Selected) - Wednesday evenings**
 - **Unscored** meets between our team and another team in the league
 - **Open to ALL swimmers** on the team
 - Swimmers can select their own events, within event limits* and subject to approval by the coaches.
 - Event limits usually in place - keep an eye out for these details in the email
 - **Stroke order rotates** week after week - noted in the TU Event Details
 - Note that swimmers that placed 1st - 3rd in previous Saturday meet ARE NOT eligible to swim those events in the following B Meet

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Meet Descriptions - Post-Season

- **Divisionals - July 19**
 - Swimmers from all six teams in the division compete together at one meet.
 - More individual-based meet, where swimmers are trying to earn a spot in the All Star meet, versus swimming as a scored, team event.
 - Selection process is similar to the A Meet process, with the top three available ladder swimmers being selected for each event.
 - The IM becomes a competitive event for the swimmers and they can choose up to three events, including the IM, depending on what they qualify for.
- **All Stars - July 26**
 - After the four divisions complete their Divisional Meet, the league compiles a league-wide ladder from the Divisional results, which is used to select the All Star meet swimmers.

- **Declaring** means you are indicating a swimmer's availability to swim in a meet
 - For A Meets, Divisionals, and All Stars, declare your swimmer's availability to swim should they be selected by the coach. If your swimmer is selected (a process that takes into account our team ladder as well as swimmer availability) the coach will assign the particular stroke(s) a swimmer will swim in that meet.
 - For a B Meets and Time Trials, declare your swimmer's availability to participate in meet and, if so, which strokes (legal or close to legal) they would like to swim.
These selections are subject to review and approval from the coaching staff.
- Please set your declarations, even if you aren't attending
- Declaration deadlines are **firm**
- Declarations can be done on the TeamUnify website or within the SportsEngine app

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Individual Event Options by Age Group

Age Group	Freestyle	Backstroke	Breaststroke	Butterfly	IM*
8 & Under	25m	25m	25m	25m	100m
9-10	50m	50m	50m	25m	100m
11-12	50m	50m	50m	50m	100m
13-14	50m	50m	50m	50m	100m
15-18	50m	50m	50m	50m	100m

*Individual Medley, where an individual swims each of the four strokes in the sequence Butterfly, Backstroke, Breaststroke, Freestyle.

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How To Declare - Option 1: TeamUnify Website

TeamUnify Website

1. Access TeamUnify at <https://www.gomotionapp.com/team/reccslafb/page/home>.
2. Click the Events option from the top navigation bar.
3. Scroll down the page, find the event you want to make your declaration for. *For this demo's purposes, scroll to the end of our calendar page to find demo events shown on this slide.*
4. Click the button labeled either Attend / Decline OR Edit Commitment.
5. Scroll down until you see the name(s) of your swimmer(s).
6. Click a swimmer's name.
7. From the dropdown, select Yes (to indicate they would be available to swim this meet) or No (to indicate they are not available on this date).
 - a. If you are declaring YES or NO for an A Meet, continue to the next step to save your changes.
 - b. If you are declaring YES for a B Meet, scroll to the bottom, where you will see the actual events (strokes) listed for the selected swimmer's age group. Select the strokes they would like to swim.
 - c. If you are declaring NO for a B Meet, continue to the next step to save your changes.
8. Click SAVE CHANGES.
9. Repeat this process for any other swimmers for this meet, being sure to Save Changes after each declaration.

Aug 01 2025	DO NOT USE - DEMO EVENT - A Meet 01 August 2025
Aug 01 2025	DO NOT USE - DEMO EVENT - B Meet 01 August 2025

For a step-by-step with screenshots, visit the [Documents](#) page of our website to open the Meet Declaration Procedures guide.

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How To Declare - Option 2: Sports Engine App (Optional Use)

Sports Engine App

1. Log into the Sports Engine App.
2. From the menu, choose Events & Jobs ⇒ Events & Meet Entries.
3. From the Events Home page that opens, navigate to the Event for which you are declaring.
4. Click the RSVP button.
5. Click a swimmer's name, and choose the option (yes or no) in accordance with your availability.
 - a. If you are declaring for an A Meet, make your selection and move to step 7.
 - b. If you are declaring YES for a B Meet, expand the session toward the bottom and continue to step 6.
 - c. If you have declared NO for a B Meet, make your selection and move to step 7.
6. Select the checkboxes for the events you would like the swimmer to participate in (in accordance with the event limits for that meet). Keep in mind that if your swimmer placed 1st-3rd in the previous weekend's A Meet, they can not swim that event on the Wednesday meet.
7. Click Apply.
8. Repeat for any other swimmers under your account.

For a step-by-step with screenshots, visit the [Documents](#) page of our website to open the Meet Declaration Procedures guide.

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Meet Information - Before the Meet

- Follow instructions and deadlines from email to declare your swimmer(s) for a meet
- Once the meet declaration deadline has passed, these will be reviewed and approved as appropriate. Based on that, a final lineup will be prepared and loaded onto the Meet Files page of our Team Unify website.
 - A Meet approvals have a short timeline to be finalized, so please be on the lookout for an email on Thursday and check whether your swimmer is in the lineup. If so, please respond ASAP before the deadline so our coach can make any lineup adjustments necessary.
- Information for each meet can be found on the Event page for that meet, including but not limited to:
 - Signup deadlines
 - Pool location
 - Arrival time
 - Event limits (B Meets only)
 - Stroke order (B Meets only)
 - Meet themes (B Meets only)

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Meet Information - At The Meet

- Each team will have a **designated warm-up time** before the meet starts.
- **Parents should stay in the spectator area, and swimmers should stay in the Team Area.**
 - 6&Under swimmers may want a parent to sit with them in the Team Area
- Event Order
 - **A Meets always follow the same order**, starting with relay event 63 and then moving through strokes by age group and gender: freestyle, backstroke, breaststroke, butterfly.
 - **B Meets rotate stroke order** week after week, moving through strokes by age group and gender. This is a league rule.
- Weather - like practice, a bit of rain is ok but there is thunder or lightning or if rain is so heavy that the lifeguards cannot see the bottom of the pool, the meet will be delayed or cancelled.
 - We usually try to work with the other team to reschedule meets but it depends on schedule and availability of everyone involved.

Evt #	Status	Gender	Age Group	Distance	Stroke
1	Unseeded	Boys	8 & Under	25	Free
2	Unseeded	Girls	8 & Under	25	Free
3	Unseeded	Boys	9-10	50	Free
4	Unseeded	Girls	9-10	50	Free
5	Unseeded	Boys	11-12	50	Free
6	Unseeded	Girls	11-12	50	Free
7	Unseeded	Boys	13-14	50	Free
8	Unseeded	Girls	13-14	50	Free
9	Unseeded	Boys	15-18	50	Free
10	Unseeded	Girls	15-18	50	Free
11	Unseeded	Boys	8 & Under	25	Back
12	Unseeded	Girls	8 & Under	25	Back
13	Unseeded	Boys	9-10	50	Back
14	Unseeded	Girls	9-10	50	Back
15	Unseeded	Boys	11-12	50	Back
16	Unseeded	Girls	11-12	50	Back
17	Unseeded	Boys	13-14	50	Back
18	Unseeded	Girls	13-14	50	Back

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Meet Information - Etiquette

- The parking lot is reserved for the visiting team.
 - Park along Golden Meadow Circle, being mindful and respectful of our neighbors' driveways, fire hydrants, etc.
- When we host, the pool furniture is reserved for the visiting team. Bring seating for yourselves as spectators and as swimmers.
- Only registered swimmers are allowed in the pool during a meet, and only when it is our designated warm up time or they are swimming in an event during the meet.
- Families and fans should stay in the spectator area through the meet. Team Area is for swimmers only.
- Swimmers should stay in the Team Area so that they will not miss being called for their next event.
- Please remind your swimmers to be respectful of the space, the teammates, and the other team. Be honorable competitors, leave your area clean / pick up trash, be mindful of language (lots of little swimmers around!), etc.

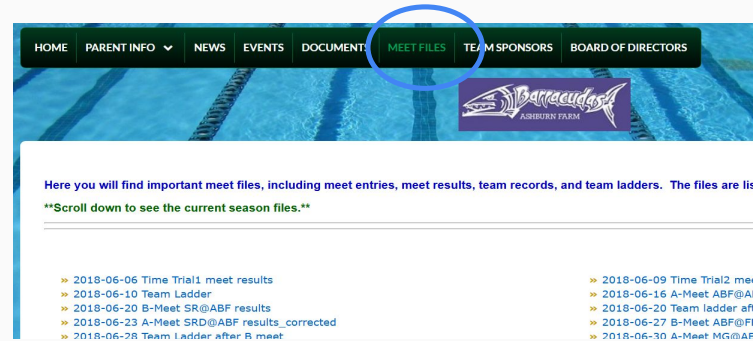
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Meet Information - After the Meet

- Full meet results will be processed and published once the meet has concluded and results have been processed.
- Meet results PDFs can be found on the “Meet Files” tab of our website once you are logged in. Please note that you will have to scroll down to see the current season’s results.
- The “Meet Files” tab also contains current team ladder (top 10 ranking) and updated records reports, which are run after every meet.
- Be on the lookout for declaration / signup instructions for the next meet!



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Additional Meet Notes

- **Concessions**
 - Jamie's Snack Shack is open at meets for purchase of food, snacks, and drinks.
 - Occasionally we will also coordinate for a food truck to be on-site.
- **Yards Pools vs Meters Pools**
 - Most pools in the league measure 25 meters across (Ashburn Farm included) however a few are 25 yards, which is slightly shorter than 25 meters.
 - The computer software uses a conversion factor to convert the yard time to a meter equivalent.
- **Disqualifications (DQs)**
 - Officials' observed violations will be recorded by the official and turned into our data entry team to be digitally entered. The swimmer's time will not appear on results, only the letters DQ.
 - Sometimes the reason for a DQ is easy to address for the coach and swimmer, but others are more complicated (especially if there are multiple violations) – we ask your patience as the coaches work through these with your swimmers.
 - If you have a question about a disqualification, please contact coach (coaches@ashburnfarmbarracudas.org) after the meet has completed.

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Volunteering Information

- Families are expected to fulfill volunteer requirements by the end of the season
- Your requirements include volunteering for:
 - 1 Time Trial Meet,
 - 4 A and/or B Meets,
 - 1 Set up or Clean up of a meet, and
 - 1 Social Event
- A Meet volunteer commitment is full meet (exception is Concessions, which is half of the meet), B Meet volunteer commitment is half of the meet
 - Also note that if your child is selected to swim in any Saturday meets, Divisionals, and/or All Stars, you may be expected to work those meets as well.
- Questions? Email our volunteer coordinator Marc Goldberg at volunteering@ashburnfarmbarracudas.org

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Volunteering Opportunities - slide 1 of 2

Concessions

At the concession stand, you will sell food, drinks, and snacks to swimmers and spectators.

Team Area Monitors

The team area monitors are responsible for ensuring swimmers are respectful to our visitors, the space, and each other. One repeated issue is that trash is left behind; you should ensure the area is cleaned before leaving your post.

Officials (must be certified)

We have several officials on deck during a swim meet, both from our team and the opposing team. These officials include those responsible for pacing events as well as those ensuring swimmers are following the technical rules of each stroke.

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Clerk of Course

Clerk of Course is responsible for coordinating kids into swimming order and subsequently guiding them to the starting points for that event. This can get a bit hectic if you are unfamiliar with how swim meets run, but it's a great way to encourage our swimmers.

Timers

Timers will be issued a stop watch and will start the watch with the starter's signal, and watch the swimmer closely to stop the timer when they have touched the wall. There will be three timers per lane (a mix of home and away volunteers). One will be responsible for ensuring the timecard they are holding matches the name of the swimmer in that lane, and then writing all three timers' recorded times on that timecard - it's very important that this is done legibly so it doesn't cause any question later in the data entry process!

Runners

Once timers have recorded times on the swimmer's timecard, a runner will collect the cards from that event and deliver them to the data entry table, where they will subsequently be recorded in the computer.

Data Entry

Once the data entry table receives timecards, they will first review the cards to ensure times are legible and seem reasonable / reasonably close (if anything comes into question we may have to take it back to the timers for validation). The official time is identified via a simple, documented process, and that time is entered into the computer for that swimmer in that event.

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Volunteering at the Event

1. Check In on Arrival

When you arrive at the meet or event, be sure to let our volunteer check-in representative know that you are there so you can be marked as present. You will receive any equipment and any additional instructions.

2. Fulfill Your Volunteer Job

To receive credit for your volunteering, you must perform your job through the full period of signup time.

Spirit Wear

- **Suit Guidelines**

- While we do select a team suit, this is not a mandatory purchase
- If you choose to purchase an outside suit, be sure to go to a reputable outlet to ensure correct sizing
- Alternative suits must be free of team logos

- **Other Spirit Wear**

- Team Store offers clothing and accessories and other spirit wear for swimmers and spectators
- Team Store link: <https://barracudasswim2025.itemorder.com/shop/home> (shop closes on May 26, 2025 @ 11:59PM)



Speedo Disco Slice in Royal Blue / Bright Green

- **Questions?**

- Visit the Spiritwear page on our website at <https://www.gomotionapp.com/team/reccslafb/page/swim-suits-and-spirit-wear>
- Contact our spirit wear coordinators Grace and Toni at spiritwear@ashburnfarmbarracudas.org

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Social Events

- Team and Age-Group Events are offered through the season.
- Highlights from early in the season:
 - June 16 - Ice Cream Social
 - June 20 - Pep Rally and Picture Day
 - June 26 - Glow & Float Night
 - Sweet Treats at practice sprinkled throughout season
- Full list of scheduled events are already posted on Events page of TeamUnify

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Sponsorship

- Team sponsors help our team immensely by donating or providing a portion of purchases back to our team - please support these businesses if you can!
- If you or anyone you know would like to learn more about sponsorship opportunities for the Barracudas, please reach out to our sponsorship coordinator Ian at sponsorship@ashburnfarmbarracudas.org

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Communication

- Emails to Families
 - Keep a close eye through the season
- TeamUnify Website
- Swimmer Folders in Pool Deck Shed
 - Accessible during practice times
 - Will contain ribbons earned in meets
- White board on pool deck
- Social Media
- Please use email to initiate communication with coach (coaches@ashburnfarmbarracudas.org)

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A Week In the Life - Sample of Meet-Related Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<ul style="list-style-type: none"> • Practice • 11:59PM - Deadline for A Meet and B Meet Declarations 	<ul style="list-style-type: none"> • Practice 	<ul style="list-style-type: none"> • Practice • Check the B Meet lineup to make sure your swimmer knows which strokes have been approved • B Meet 	<ul style="list-style-type: none"> • Practice • Email sent out with A Meet Lineup • Check whether your swimmers are in A Meet lineup • If in lineup, confirm A Meet participation via email to coach 	<ul style="list-style-type: none"> • Practice • 12:00PM - Deadline to confirm A Meet participation (if in lineup) to coach • Keep an eye on email through the afternoon in case coach needs alternate swimmers 	<ul style="list-style-type: none"> • A Meet - even if you aren't swimming, come cheer on the team!

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Check Lists

MAY

- ☐ Sign up new swimmers for one of the swim evaluation dates in TU
- ☐ Once your swimmer has passed the evaluation, begin attending practices at assigned age-group time
- ☐ Sign up for required volunteer slots if not done yet
- ☐ **Read Meet Information email (sent from Barracudas Meet Managers) sent in late May**
- ☐ Be sure your swimmer has appropriate competition swim attire (refer to messages from Spirit Wear Committee for information)
- ☐ **Sign up for one of the Time Trial options (will be released after May 29 and due June 2)**
- ☐ **Declare availability (yes or no) for all A Meets, Divisionals, and All Stars. This can be updated through the season as needed.**

JUNE / JULY

- ☐ **Read weekly emails to be aware of upcoming events and deadlines**
- ☐ Update availability (yes or no) for A Meets, Divisionals, and All Stars if anything changes to your previous declarations
- ☐ Suggestion to add a weekly reminder to your personal calendars on Mondays from June 2 - July 7 to submit A and B Meet declarations
- ☐ Add social events to your calendar
- ☐ **Keep an eye out for A Meet lineups on Thursday afternoons and, if your swimmer is listed, confirm to coach by noon on Friday**
- ☐ **Keep an eye out for B Meet declaration emails (usually sent on Saturday afternoons) and declare attendance and strokes by stated deadline (usually Mondays at 11:59PM)**

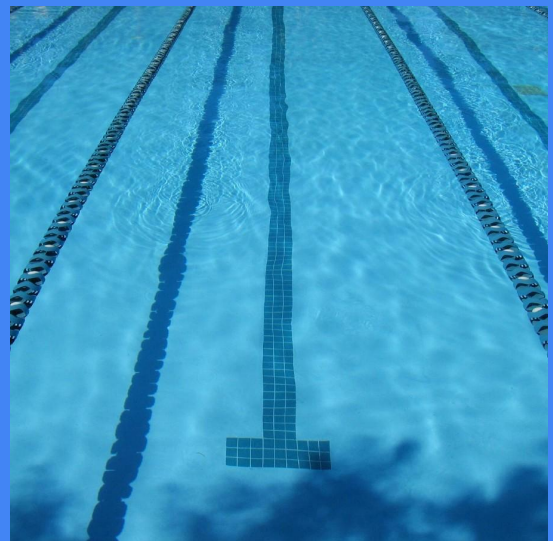
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Important References

- 2025 Team Rules:
https://www.gomotionapp.com/reccslafb/_doc_/209042_2_2025%20Team%20Rules.pdf
- 2025 Team FAQs:
https://www.gomotionapp.com/reccslafb/_doc_/209043_2_2025%20FAQs.pdf
- 2025 Points of Contact:
<https://www.gomotionapp.com/team/reccslafb/page/parent-info/contacts1>
- Meet Declaration Procedures Guide:
https://www.gomotionapp.com/reccslafb/_doc_/209473_2_Meet%20Declaration%20Procedures_05212025.pdf

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Final Questions?



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