



**NEWPORT YACHT CLUB
SWIM TEAM**

2023 Swimmer and Parent Handbook

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Newport Yacht Club Swim Team

Welcome!

Welcome all Sharks and Sharkies to the summer swim team! Welcome back to those swimmers and families who have participated in the past, and we look forward to meeting new swimmers and encourage all to join. No experience is necessary, but you may meet a whole lot of neighbors and have a huge amount of fun! The season is already off to a great start with talented coaching staff and parent volunteers who are committed to making this a season of strong results, good fun, team spirit, and lots of Shark attacks! We are so fortunate to have a swim team in the highly energetic neighborhood of Newport Shores, and we look forward to seeing that energy and spirit on the pool deck this summer from both swimmers and parents alike. Our primary goals for the season are for the swimmers to have fun while they improve technical skills, build endurance in the pool, work toward personal goals, promote team unity, and practice good sportsmanship. In order to ensure that all participants have the best experience possible, full participation is required from all families. Absolutely NO experience is required or needed to volunteer (excluding officials positions); if you are unsure, please ask a parent rep. We will either train you ourselves or align you with an expert.

The following is a brief summation of a successful team:

- **SWIMMERS** who regularly attend practice, work hard, and respect the coaches, their teammates, and parent volunteers.
- **COACHES** who share their swimming knowledge with the swimmers and foster a team with a positive attitude of achievement as both individuals and as a team.
- **PARENTS** who support and encourage their swimmers and contribute to the team by volunteering.
- **VOLUNTEERS** are the most important part of the meet! We calculated that there are over 60 volunteer shifts needed for each home meet. This doesn't include Time Trials/Pizza Party, Team Building Events, Ice Cream Social, B-champs, A-champs, and End of Year Banquet.

Each family participating on the Sharks swim team is required to volunteer a minimum of 10 shifts (typically 1.5 - 2 hours each) each season. Volunteer requirements can be met by working at meets, team events, and other jobs needed to run our swim team program. Shifts are easy to fill and are a great way to connect with other swim team families and simultaneously support your swimmers. Plus, many meet volunteer positions give you a front-seat view to cheer on your swimmers!

Households who do not satisfy the volunteer requirement for the season or obtain a written exemption (email OK) from the swim team board will be assessed a fee of \$60 for every volunteer shift

not met. Volunteer fees will be billed to the member's account at the end of the season.

If the team has more families participating than anticipated, the swim team board may reduce the minimum volunteer requirement. If there is less participation than projected, families may be called upon to volunteer even if they have already fulfilled the minimum requirement for the season. Volunteer hours worked in excess of the minimum requirement do not carry over from prior years. Additional information on the volunteer program is available through the swim team board and will be distributed at the start of the season.

- **EMAIL & TEXT NOTIFICATIONS:** All communications will be sent to your account email address and cell phone number that you enter on your TeamUnify and/or Swimmingle accounts pages. Please confirm that your information is correct.
- **HAVE FUN** and encourage neighborhood spirit and sportsmanship with young and old alike (well not that old!) Go Sharks!!

SWIM TEAM ELIGIBILITY (Age as of June 15 of the current year)

Sharks: Ages 7 to 18 (with exceptions made for 5-6 years old based on ability), must be able to swim one length of the pool with each of continuous freestyle, backstroke, breaststroke, and beginning butterfly. This team is divided into age groups, practices five days a week, and has approximately five swim meets during the season.

Sharkies: Novice swim team for children ages 5 and up (Coach's discretion to allow a child to swim at the age of 4 ½ if they meet the physical and emotional requirements) who have already passed through swim lessons. Sharkies must be able to swim one width of the pool with continuous freestyle and backstroke without the use of a flotation device. Sharkies practice three times a week and have two fun intramural meets during the season. The first three practices will serve as an evaluation period free of charge.

CANCELLATION POLICY

Private Lessons

Cancel 24 hours in advance: 100% refund

Cancel less than 24 hours in advance: no refund

PRIVATE LESSONS

Coaches are available for private and semi-private lessons. Parents can contact the coach to make arrangements for mutually agreeable times and dates. See newportshoreswa.org/Lessons for current rates and info about booking lessons.

MIDLAKES SWIM LEAGUE

NYC belongs to the Midlakes Swim League, which consists of 26 teams from Seattle and the Eastside. Midlakes Swim League's stated purpose is "to provide opportunity for its members to promote competitive swimming for its youth." You may learn more about Midlakes by visiting the website:
<https://www.teamunify.com/Home.jsp?tabid=0&team=reclmslwa>.

Midlakes has five divisions and NYC falls in Division V with other similar-sized teams. Division V teams compete in only one ("A") meet each week, whereas teams in the other four divisions compete in two ("A" and "B").

MEET GUIDELINES

Swim meets are a team activity so every swimmer is expected to participate in all swim meets.

- **Swimmers are required to sign up for the meets they will attend by the deadline for the event (generally 48 hours prior to a dual meet, one week prior to the date of a championship meet). To sign up, please log in to the swim team website or App, go to the event page and select the meet.**
- The coaches will post the events you will swim at workout the day of the meet as well as at the swim meet pool. Coaches expect you to swim all the events in which you are entered. If you want to request a certain event, please do so 3 days prior to a meet, not at the meet.
- Arrive at least 15 minutes prior to the beginning of warm-ups. Please check in with a coach when you arrive. If you must be late, tell the coach 48 hours ahead of time.
- **Notify the coach immediately if you are sick or there is an emergency, as you must be "scratched" from the meet. Please note that if you are signed up to swim a relay event, your entire relay group may have to scratch if you are unable to swim. Please give as much notice as possible if you will miss an event or meet that you are signed up for, so that others can fill in your place as necessary.**
- Check in with the coach before you leave the meet to ensure that you completed all of your events. If you can't swim in a relay, notify the coach so a substitute can be found.
- Check in with the coach for feedback after each event you swim.
- Warm up with the team in the designated lanes and times.

- Parents might consider writing the event number and heat and lane assignments on the swimmer's arm with a permanent pen.
- Stay with the team in a central location so you are available for your events.
- During the meet, NYC swimmers, parents, and timers will not judge disqualifications. Officiating is left to the trained Stroke and Turn officials. The meet referee has authority over all other meet officials.
- Always remember that you represent the NYC swim team and what you do and say reflects on the whole team.
- Leave the pool area cleaner than you found it.

LEAGUE & DIVISION CHAMPIONSHIPS

The summer swim season concludes with the Midlakes Division ("B" Champs) and League Championship ("A" champs) meets. The Division Championship meet brings together all swimmers who have not bettered the division disqualification time in at least one event. For example: Your swimmer swims a 50 freestyle in 31.70 seconds. The disqualification time is 31.80. Your swimmer may not swim that event at the Division Championship meet but can swim the event at the League Champs. If your swimmer does not swim the other strokes faster than the disqualification times, she may swim them at the Division Champs meet. Your swimmer may be eligible to swim at both championship meets, in different events.

The Midlakes League Championship meet is for swimmers who have bettered the division disqualification time in at least one event. The Championships are usually preceded by the girls', boys', and seniors' preliminary meets. The top 16 fastest swimmers in each event advance to swim in the Midlakes League Championship Finals Meet. Swimmers may swim in only **three (3) events total** (no more than 2 individual events and 1 relay), whether all at Division, League, or a combination of both.

When forming relay teams to compete at championship meets, the coach will select those swimmers with the fastest split times. For example, the coach will form a 200 free relay with the 4 boys aged 9-10 with the fastest 50 free times. Likewise, when forming a girls 15 & over medley relay, the coach will select girls with the fastest 50 free, 50 back, 50 breast, and 50 fly.

NOTE: When preparing the lineup for the championship meets, the coaches assume that your swimmer (if qualified) will attend these events unless you otherwise notify them. If, for any reason, your swimmer will not attend the Division and/or League Championship meets, please inform the coaches prior to the entry deadlines as changes cannot be made after entries are turned in to the league. Entry Deadline for Division Champs is the Monday prior to the meet date. The Entry Deadline for League Champs is the Friday before the first prelim meet. Entries are due at 9am both days.

COACH'S RESPONSIBILITIES

- Instruct swimmers how to swim competitively according to the stroke and turn guidelines.
- Encourage and demonstrate good sportsmanship and good behavior.
- Provide a safe environment while swimmers are training.

- Set practice times and attend all practices and meets.
- Produce swimmers' line-up for each swim meet. Deliver line-up to computer scorer prior to each meet. Oversee swimmers' performance during meets.
- Provide feedback to swimmers during practices and at meets; provide feedback to parents as needed.
- Participate in the swim team banquet at the end of the season.

Swim Team should be fun, social, and a great way to meet new friends and hang with old friends. Nothing feels better than setting new goals and attaining them through discipline and hard work. Your coaches are there to help you and your teammates establish and meet those goals, both as an individual and as a team. It is amazing what can be accomplished when a group comes together, willing to give it their all to attain a common goal. The more you put into it, the more you will get out of it. We hope all our swimmers have a successful year and are proud of their accomplishments, whether it was your first time swimming the length of the pool, a personal best, or a record, embrace your potential

SWIMMER'S CODE OF CONDUCT

- **HAVE FUN!**
- Treat coaches, Club staff, parents, and other swimmers courteously and respectfully at all times.
- Treat all competitors from competing clubs with due respect.
- Swimmers are expected to be on time with equipment (goggles, cap, in swimsuit) ready to stretch and swim.
- Swimmers are expected to complete training practices, and will need to get permission from the coaches to leave the pool.
- Swimmers are expected to take practices seriously.
- Support teammates by cheering and encouraging them. Cheering your teammates on is great fun and may even result in faster times.
- The use of inappropriate or abusive language will not be tolerated and will be disciplined appropriately by Club management.
- Bullying, harassment, or hazing will not be tolerated. Please report any of these incidents to your Coach or Club Management.
- Please respect your Club. Destruction of property including the pool deck, grounds, or locker rooms will result in a fine, community service, and possible suspension from Club privileges.
- If you have a conflict with another swimmer or a coach, please address it with a coach, parent rep, or the club manager.
- **HAVE FUN!**

PARENT'S CODE OF CONDUCT

- **HAVE FUN!**

- Every family is required to cover volunteer shifts each season, including during meets (home and away) and team events.
- Parents must sign swimmers up for each meet they will be participating in. Ensure swimmers are on time to all meets, prepared to warm up with their team.
- Notify the coach immediately if your swimmer is sick or there is an emergency on meet day, as they must be “scratched” from the meet. Please note that if a swimmer is signed up to swim a relay event, their entire relay group may have to scratch if a teammate is unable to swim. Please give as much notice as possible if your swimmer will miss an event or meet that you are signed up for, so that others can fill in your place as necessary.
- There will be a zero tolerance policy of alcohol on the pool deck during a swim meet. This complies with the Midlakes rules and regulations. Alcohol may be on our upper deck of the clubhouse only.
- Parents agree to have their swimmers attend practice regularly and on time. Please communicate with the coach when your swimmer is unable to do so. Parents are asked to refrain from interrupting a swim practice; this is quality time needed between the coaches and the swimmers. If you need to speak with the coaches, they are available via call/text/email or at an arranged time after or before practice.
- We expect Swim Team to be a positive experience for your child. If you or your child has a concern, please address it with the Coaches first and then with the Parent Reps or Club Manager.
- Newport Yacht Club follows the rules and regulations of the Midlakes Swim league, please refer to their website for any questions regarding these.
- Encourage your swimmer to exhibit good sportsmanship and attend team social events. The more you put into it the more you’ll get out of it.
- Coaches will have the authority to suspend or ask to leave any swimmer whose behavior at meets or training sessions is disruptive to the rest of the team. Any suspensions will be brought to attention of the Club Manager and the swimmer’s parents.
- Furthermore, if there is a problem in the changing rooms which needs to be sorted out, we strongly advise that two or more persons enter the changing rooms for child and parent protection.
- **HAVE FUN!**

VOLUNTEERING

THIS IS PARENT VOLUNTEER ORGANIZATION! Have fun getting to know your neighbors and supporting your children!

Volunteers are a crucial piece of our swim team organization as our swim meets are run entirely by volunteers! Our team needs 50+ people to run a home meet and 15+ people to support an away meet in addition to support for team social events.

We are so appreciative of the time parents volunteer and recognize their valuable contributions! To ensure no families are overly burdened, each family is required to volunteer a minimum of 10 shifts during swim season.

If you and your family absolutely cannot volunteer the full 10 shifts, you will be charged a volunteer fee of \$60 per unfulfilled shift. However, we would much prefer your participation!

If you have extenuating circumstances that prevent your family from volunteering, please talk to a parent rep as early in the season as possible! Any exemption of requirements must be received IN WRITING (email is OK) from a swim board representative prior to the end of the season.

Volunteer sign-ups and hours earned are tracked via TeamUnify and can also be easily viewed and managed using the On Deck phone app. Please make sure to sign up for any shifts you work.

Sign Up Tips

- Get the On Deck app & sign up early!
- If you are new to volunteering, timing is a great place to start.
- If you need some flexibility with the shifts, talk to a parent rep or sign up in an On Call slot.

Ideas for Making the Volunteer Expectation Work for YOUR Family

- **Volunteer when your child swims.** This works for families with experienced swimmers or those who have two parents at the meet. Timers get a great front-row seat and you are welcome to step away from concessions when your child is racing!
- **Volunteer when your child does NOT swim.** This could be at the distance meet or for young swimmers, the second half of the meet. We also have a number of jobs that can be done outside of any of the meets.
- **Team up with another family.** Ask another parent to help watch kiddos while you volunteer during the first half and trade off while they volunteer during the second half. This is a good option when only one parent can make it to the meet.
- **Ask other people to volunteer on your behalf.** Consider asking a friend, relative, neighbor, or even another parent who has already met their volunteer commitment. As long as they are willing to work for you, it all counts.
- **Help a teen earn some money.** You can pay a responsible neighborhood teen to volunteer for you. Reach out to the parent reps or your neighbors for recommendations if needed.
- *Note: You are still responsible for signing up for the volunteer slot in order to receive credit.*

The volunteer areas are described below:

Parent Volunteer Positions

Midlakes Parent Reps

This small team of parents (2-3) are the main point of contact for Midlakes and help distribute information from the league. This team also provides leadership to the entire swim team, working with coaches and the Club Manager. They also coordinate getting all volunteers signed up for each meet, as well as setting up and cleaning up for home meets.

Sharkies Coordinator

This is a Sharkies parent to be the main point of contact for communication and coordinating food and ribbons for the two swim meets during the season.

Officials

This volunteer coordinates the starters and stroke and turn judges needed for each meet. There is a starter and a stroke and turn judge for each half of each home meet, and we provide one stroke and turn judge for away meets. Officials need to attend Officials Training offered by Midlakes before the meet season begins.

Announcer

This person works closely with the starter to announce current and upcoming races. This person is key to keeping pace of the meet. We have one announcer per half of each home meet.

Timers

We typically need to provide one timer per lane for each home meet and one timer per lane for away meets. Timers work with timers from the other club to be sure and capture accurate time per race. The shifts are broken up into first and second half groups (about 1 ½ hours per shift) so parents aren't timing for the entire meet. The head timer assures all shifts are filled prior to the meet and helps with timer meeting at the beginning of the home meets.

Head Timer/Scorekeeper

Organize the lane timers and operate the Swimmingly scorekeeping system. Training required.

Deck Parents

Deck parents are needed to help the meet run smoothly by making sure the swimmers are in queue about two heats in advance of their race. This is a good opportunity to get to know the kids on the team. The deck parent lead provides short training to volunteers and makes sure we have two deck parents per half of each meet.

Ribbons (Sometimes defaults to office staff)

This person coordinates labeling and distribution of the ribbons after each meet. For the away team, the ribbons need to be counted out and given to the team prior to leaving the club after the meet. For our team's ribbons, the labeling can be done after the meet and given to the Club Manager sometime the day after.

Concessions

Concessions are a fundraising activity for the team. This position coordinates the food, ordering, preparation, and distribution at home meets. The coordinator recruits and schedules volunteers for this activity.

Donuts

This position procures and delivers donuts for the kids the morning after a meet or on designated "Fun Fridays," as coordinated with the head coach. Donuts are reimbursed by the Club.

Season Kick-Off Pizza Party

We open up the season and the pool for an evening to celebrate the upcoming season and answer any additional questions families have. This person coordinates the ordering of food and supplies, ensures that the Club Manager is informed of the event and works with the Club Manager to set up the pool deck and food tables for the event. Coordinates people to help serve pizza and clean up.

Team Photo Coordinator

This person is responsible for scheduling a professional team photographer and communicating the date and information to the Club Manager to generate a computer notice and poster. Be available on the morning of the photo shoot to greet the photographer and ensure that the pool deck is set up for the photographer. Ensure that order forms are available to swim team families prior to the date and on the morning of the photo shoot. Be available on the pool deck prior to and during the photo shoot to ensure the event runs smoothly.

Ice Cream Social

We host an ice cream social on the evening of our final home dual meet of the season. This person gets ice cream or ice cream sandwiches, bars, etc. and coordinates volunteers to set up, distribute, and clean up.

B Champs Coordinator

The primary point of contact for the B Champs meet. All clubs share the duty of stroke and turn judging, timing, etc. This person makes sure our club has the required roles filled and represented and coordinates this activity with the hosting club. Bring team banner and communicate details as received from the hosting club, i.e. warm-up times, meeting spot, etc. to the participants

A Champs Coordinator

The primary point of contact for the A Champs meet. All clubs share the duty of stroke and turn judging, timing, etc. This person makes sure our club has the required roles filled and represented and coordinates this activity with the hosting club. Bring team banner and communicate details as received from the hosting club, i.e. warm-up times, meeting spot, etc. to the participants.

End-of-Year Banquet

Committee chair and committee works with the Club Manager to set up the picnic area or upstairs area with tables, chairs, loudspeaker, and microphone. Include a table near the microphone for the awards. Determine the attending numbers from RSVPs sent to the Club Manager and order food for the event. (In past years we have had catering from Ricardos, Ezells, Panda Express, or Chipotle). Supply beverages, plates, utensils, napkins, cups, etc. Banquet programming will be managed by the coaches and parent reps.

Swimmers' Awards

Communicate with the coaches to receive a list of achievements and awards. Consult with the parent reps and coaches as to the style of awards. Determine the cost vs. budget and order awards with the proper engraving or personalization. Ensure that these are ordered and delivered in time for the end of year banquet and awards ceremony.

NYC TEAM UNIFORM

The NYC team uniform consists of a swimsuit selected by team representatives that will be navy blue with the NYC emblem printed on it. We partner with a store to select the team suit, and store representatives will be available at the Season Opening Party to help with fittings, OR sample sizes will be available. There will be an option to purchase NYC t-shirts, sweatshirts, swim caps, towels, and more. ***Label your swimmer's suit and clothing with their name using a permanent marker.***

SUIT CARE

- Before wearing your suit for the first time, soak it for an hour in a mixture of 3 tablespoons white vinegar per gallon of cold water.
- After each use, rinse your suit in clear, cold water or swimsuit cleaner to remove contaminants.
- Limit exposure to chlorine, bleach, perspiration, lotions, and heat to decrease the rate of deterioration of your suit.
- To eliminate snagging or balling of material, avoid sitting on or rubbing against rough surfaces such as pool edges and bleachers.

SWIM BAG ESSENTIALS

- Permanent Marker: Use this to write the event, heat, lane, and stroke on your swimmer's hand or arm.
- Swim goggles, caps, sunscreen, 2-3 towels, and sweat suits/parkas for warmth. Use the permanent marker to label all of your belongings.
- Flip-flops for the pool deck and showers.
- Dry change of clothes for the ride home.
- Cash for the concessions stand.
- Consider folding chairs for away meets.

FREQUENTLY ASKED QUESTIONS

Q: *What are heat sheets?*

A: Heat sheets are the "program" for a swim meet and are posted at every home and away meet. They are organized by event number and include the stroke type, race distance, lane assignments, and the number of heats (groupings of swimmers). The swimmers who have entered the event are listed by their entry time. Entry times are the swimmer's best result in that event in the time trials or a previous meet. If "NT" appears, that indicates that the swimmer has No Time for this event on file.

Q: *What do some swimmers write on their arms?*

A: You've probably seen something like this: #11 100 back H6 L5

This means the swimmer is entered in event #11, the 100-yard backstroke, and will swim in heat 6, lane 5.

Swimmers write this information on their hand or arm for a quick reference to their race schedule. Parents will need to monitor younger swimmers to make sure they get to the blocks in time for their heats. Deck Parents will also be available to help line up the younger swimmers.

Q: *What is a "DQ"?*

A: DQ is shorthand for disqualification. Swimming is a technical sport with specific rules about each stroke. Stroke and Turn judges are volunteer officials trained to watch the races and make sure that the rules are followed. Coaches go over these rules with swimmers during practice but sometimes the pressure of a race causes a swimmer to forget a rule. When this happens, the Stroke and Turn judge must disqualify the swimmer. Although this may be upsetting for a swimmer, coaches will use the occasion as a learning opportunity to help the swimmer improve. ***Swimmers should know that DQs happen to everyone!***

Q: What happens if my times post with a 'BDQ' time?

A: This is a good thing! That means that a swimmer's time recorded beat the Division (B Champ) time and qualifies the swimmer to compete for League (A Champ) times at end of season prelims and competitions. A Champs are hosted at the King County Aquatic Center (KCAC) which is a wonderful experience for any kid!

Q: What happens if my goggles fall off or slip down during a race?

A: If goggles fall off or slip down in freestyle events, the swimmer may remove them or leave them in place as long as they do not stand on the pool bottom or pull along the lane line. In backstroke events, the same rules apply but the swimmer must stay on their back. Both breaststroke and butterfly rules say that the swimmer must maintain symmetrical arm and leg actions throughout the entire race. This means the swimmer must continue the race with the goggles out of place. If at any time the goggles (or swim cap) come off and start to sink to the bottom of the pool, the swimmer should ignore them, continue the race, and retrieve them when a meet official gives permission.

Q: What is a medley relay?

A: In the medley relay (MR), each of the 4 swimmers swims a different stroke in this order – back, breast, fly, free. When a single swimmer swims the individual medley (IM), they swim all strokes in this order – fly, back, breast, free.

Q: What is an exhibition heat?

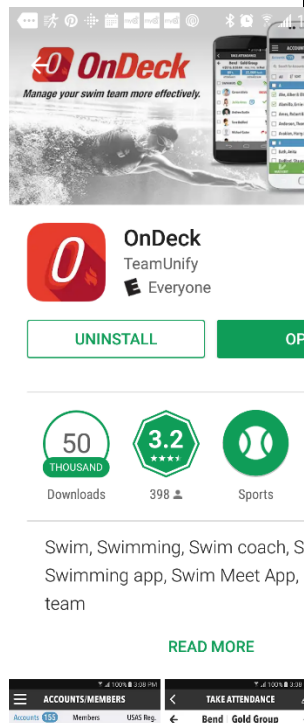
A: Swimmers in the final heat of any event earn place ribbons and score points for the team. The two fastest swimmers in each event will be placed in the final heat. Exhibition heats give additional swimmers the opportunity to participate in the event and achieve personal best times. While they don't score points in these heats, swimmers do receive exhibition ribbons and may achieve a time that qualifies them for the League Championship meet.

Q: How do I get answers to other questions?

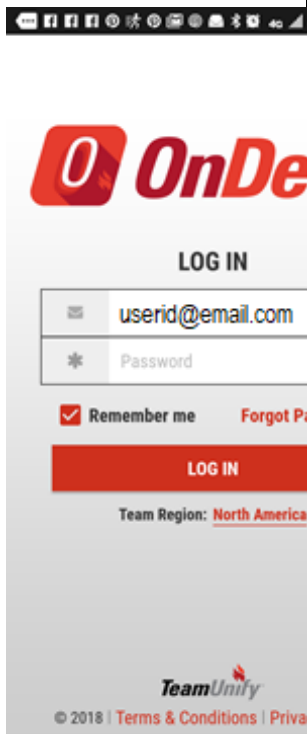
A: There are many resources available to swimmers and parents – you can contact coaches, Parent Representatives, the Club office, and www.midlakesswimleague.org

Using the OnDeck Mobile App for Meet & Volunteer Sign-Ups

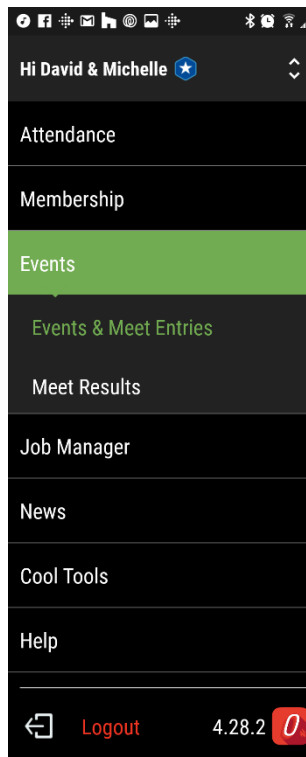
1. Install the OnDeck app on your phone



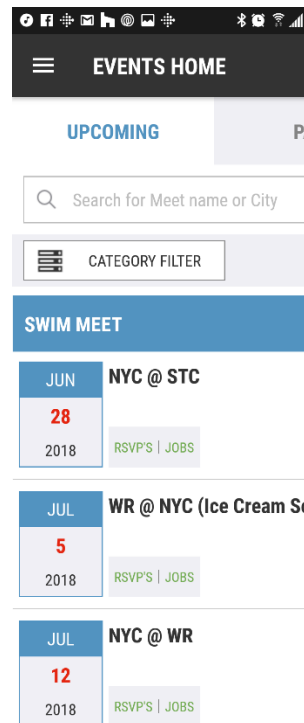
2. Log in using your NYC user ID and password. If needed, the team code is **recnycs**.



3. From the menu icon on the top left, navigate to Events & Meet Entries.

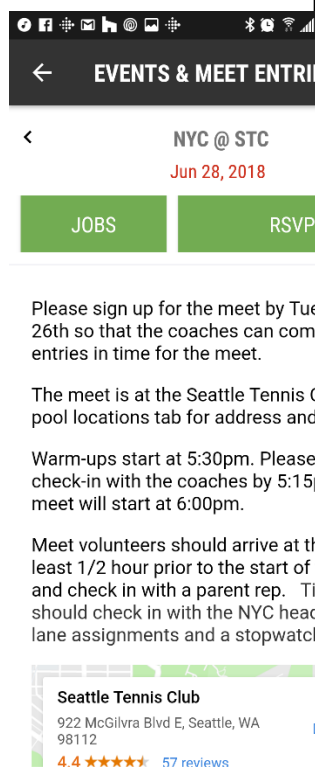


4. Click on the date to view more information on an event or click on the buttons to go to RSVP (meet sign up) or Jobs (volunteer sign up).

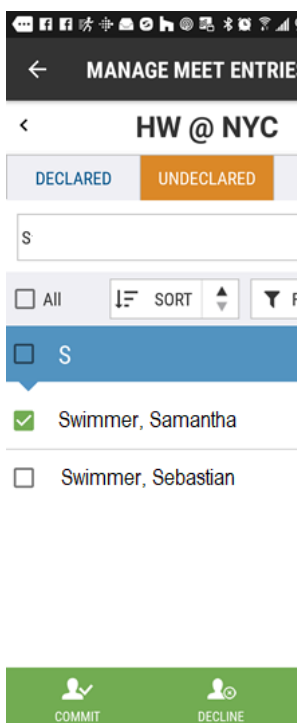


Using the OnDeck Mobile App for Meet & Volunteer Sign Ups

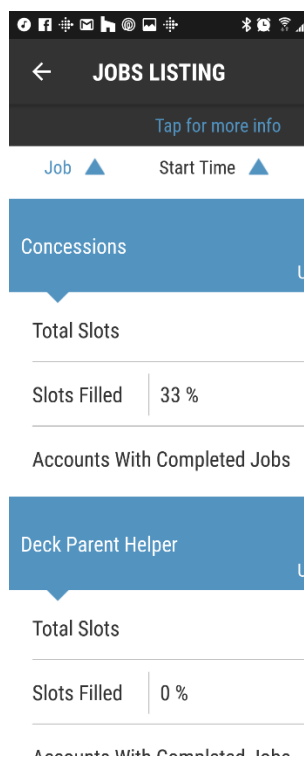
5. View meet information including arrival time and location. Click on Jobs to add or change your volunteer sign up or click on RSVPS to add or change your child's meet sign up.



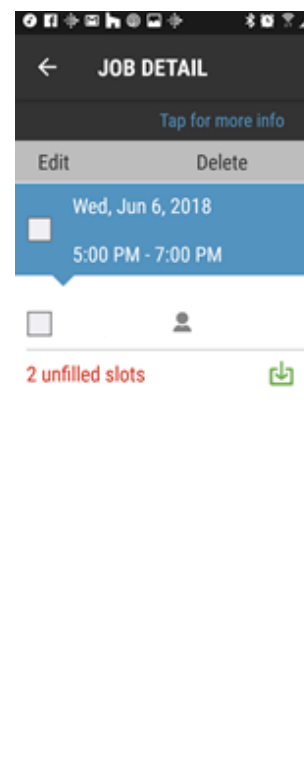
6. Under RSVP, look for your child's name under Undeclared. Select your swimmer and click on Commit if they will be attending or Decline if they will not. Look under Declared or Declined to change an existing sign up.



7. From one of the Events screens, look under Jobs to see open volunteer slots. Click on the job to see shift.



8. Select a shift and click fill to sign up for a job or select an existing sign up to change it.

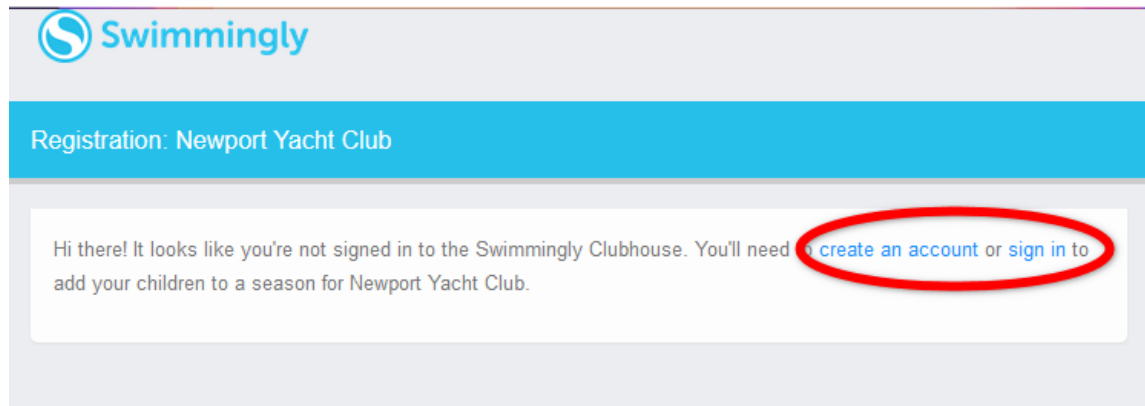


Swimmingly Registration

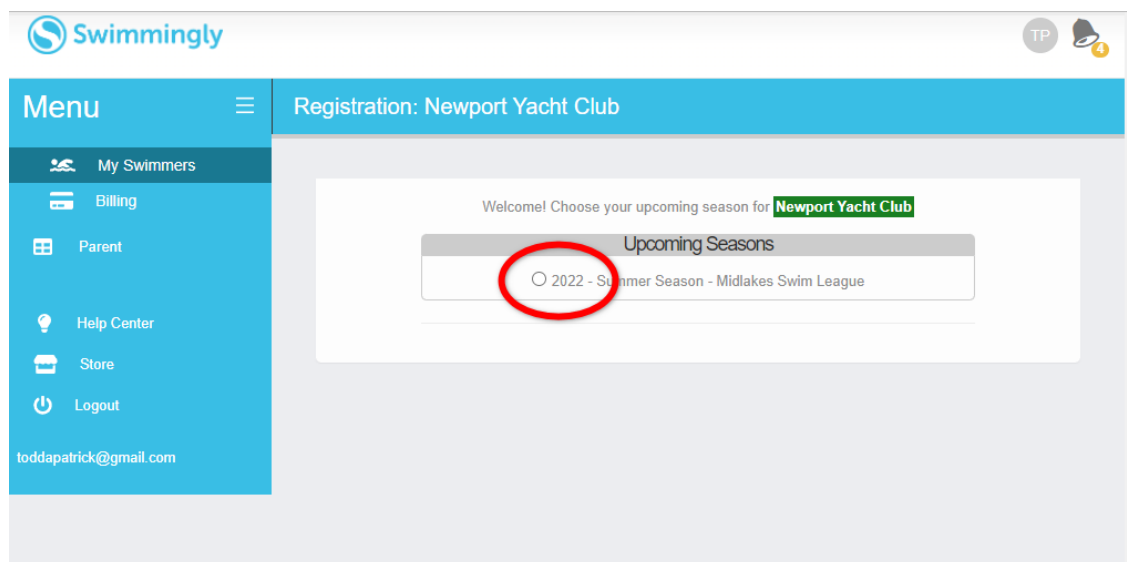
Swimmingly is our “meet operations” system. Swimmers (and parents!) use it to declare attendance or absence for each meet, get heat sheets, get alerts about your events, and see your times and scores after the meet. Timers, officials and scorekeepers will also use the Swimmingly app on their smartphones to time swimmers and document results of the meet.

1. Go to <https://clubhouse.swimmingly.app/clubs/register/26a4a85c-3afc-11eb-83f7-c2b3e1fb23ce>

2. Sign in or create an account



3. Select **2023 Summer Season**



4. On the next few screens, **select your kid(s)**, and pay the **Swimmingly fee** for them (estimated \$14 each).

