

This information is designed to help families understand what to do regarding signing up for meets and volunteering for meets.

**First, make sure you bookmark the team website. You will be accessing it regularly.**  
**<https://fourseasons.swimtopia.com/>**

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## Deadlines for Meet RSVP

You are not required to make all the meets during the season, but we encourage you to participate as much as possible. We ask that you use the Swimtopia website to RSVP, YES or NO, for each meet. This will help us schedule the swimmers and ensure your child gets to participate. Your child will ONLY swim in the meet if you have said YES in the online RSVP for a meet. Updates to the RSVP list will not be possible after the deadlines. You will also use the Four Seasons Swimtopia site to select a volunteer job for each meet.

MEET	RSVP DEADLINE
Home Wednesday	Monday night before
Home Saturday	Thursday night before
Away Wednesday	Sunday night before
Away Saturday	Wednesday night before

### 3. How to RSVP for Meets

1. From the HOME page, mouse over the SCHEDULE menu option, and then select MEETS AND EVENTS CALENDAR from the drop down.
2. Click on the green MEET ENTRY button for a particular meet
3. Click on the blue EDIT button below your list of swimmer.
4. For each of your swimmers select the appropriate option from the drop down menu next to their name. .
5. Use the Notes for coach text box to communicate special circumstances regarding swimmers, especially if they must leave before relays .
6. Click on blue SAVE button.
7. Look for the message at the top that says ‘Meet entries were saved successfully.’
8. If you have not already done this this would be an excellent time to select a volunteer job by clicking on SIGN-UP FOR JOB SHIFTS..

Note – you can also access the MEETS AND EVENTS CALENDAR through the UPCOMING EVENTS box on the home page. Go to Step #2 above and follow the same steps.

### 4. Volunteering at Meets

Meets are not possible without parent volunteers. Our volunteers make the season successful and help meets run smoothly and quickly. As detailed on the TEAM POLICIES > FAMILY PARTICIPATION page the team will be using a points based system to determine if family participation requirements have been met... We recommend you volunteer at the same time that you RSVP to save time and confusion.

1. From the HOME page, mouse over the select SWIM MEETS SCHEDULE menu options, and then select MEETS AND EVENTS CALENDAR from the drop down.
2. Click on the green JOB SIGNUP button for a particular meet.
3. Click the blue SIGN-UP FOR JOBS button below the name of the family member who is volunteering.. Note that more than one family member may volunteer at a meet in order to make up for points lost due to not volunteering at other meets.
4. Select the job that you would like to volunteer for. Note that some jobs are restricted to those who have previously been trained.
5. Click the blue SAVE ASSIGNMENTS button.

## 5. Volunteering Made Easier

Meets only happen because we have volunteers to run them. If more people pitch in, then individuals don't have to work the entire meet. We'll have a volunteer coordinator to check-in volunteers, answer questions, and help support the change in shifts. It will be important to check-in and check-out with the volunteer coordinator so she can ensure all needed spots are filled and ensure we have an accurate accounting of who volunteered.

We understand that families will have restrictions and we are happy to work with you to find ways for you to volunteer but still address your personal family restrictions. In exchange we ask everyone to embrace what we are trying to do for our swimmers and keep a positive attitude. Four Seasons has a reputation for stepping up in our league when volunteers are needed. That's a great family-friendly reputation we want to keep, so please help us do that this season.

## 6. When are the Meets?

	<u>Setup Jobs</u>	<u>Warm-up</u>	<u>Meet Start</u>
Wednesday	5:00pm	5:30pm	6:00pm
Saturday	7:00am	7:30am	8:00am

Meets usually last about 3 hours. The actual end time varies based on the size of team we swim against. The actual schedule can be found on the website, under SCHEDULE > MEETS AND EVENTS .

## 7. Swimming in Meets

Swimmers should be able to swim the length of the pool without assistance in order to swim in a meet. The swimmer is allowed to hold on to the lane multiple times for a brief stops during their swim, but they cannot use the rope to propel themselves forward. Ask the coaches if your swimmer is ready for a meet, if you are not sure.

Coaches will try to put swimmers in the events that they can swim legally, up to 4 individual events and 2 relays. As your swimmer is learning the strokes do not be a surprise if they are disqualified (DQ) from a race because they did not perform the proper stroke technique throughout the race. Assure your swimmer that this is okay and part of swimming. It is also a learning opportunity and you or your child can ask the coach to work on improving the stroke.

Swimmers are encouraged to demonstrate good sportsmanship. Two important ways of doing this are cheering on all swimmers and staying in the water at the end of their races until all swimmers have touched the wall as a sign of respect to other swimmers. Once all swimmers have finished the race swimmers may exit the pool.

What to Bring:

- Team swimsuit, cap, goggles (an extra pair of goggles is a good idea!), team t-shirt, towel, and sunscreen. Make sure all items are well labeled with your child's name.
- Plenty of snacks and drinks to keep your swimmer hydrated and energized. (The concessions stand also sells food & drink during the meet).

Upon Arrival:

- Swimmers check in with a coach.
- Volunteers check in with Volunteer Coordinator.

## 8. Relays

Relays are a fun, competitive event run at the end of the meet. Each relay team has four swimmers. Deciding which swimmers make up each of the teams is not always as easy as you would think. Coaches have to see who will be at the meet, they can't put a swimmer in more than 2 relays, and they want to allow swimmers to rest in-between races. It's often not easy or possible to put another child in as a sub and can result in the relay team dropping out of the event all together. If you have young children and are not willing to stay until the end of a meet you **MUST MAKE THAT NOTE IN THE COMMENTS WHEN YOU RSVP FOR THE MEET.** If you have any questions about relays PLEASE talk to someone on the board. We can ensure relays run smoothly with your support.

## 9. Directions to Meets

The Meets and Events Calendar lists the address for all meets. In addition, directions to all pools are available from the HSL website (<https://hsl.swimtopia.com/map>) and the meet details email sent out the day before the meet will include the address and link to driving directions.