

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

*Note: This is from 2017. It needs to be updated for 2018 and the new website. We will update the document once we have completed the new registration process.*

**First, make sure you bookmark the team website. Trust me, you'll need to access it regularly.**

**<https://fourseasons.swimtopia.com/>**

## Table of Contents

1. Password protected information
2. Deadlines for meet RSVP
3. RSVP for meets
4. Volunteer at meets
5. Volunteering made easier
6. When are the meets? (note change from last year)
7. Swimming in meets
8. Relay Do's and Don'ts
9. Directions to meets

## 1. Password Protected Information

Some information on the site, such as the roster, results and volunteer information, can only be accessed with the team password. The password was emailed to you in your Registration confirmation email. Login using one of the email addresses you gave us when you registered and enter the team password. Contact someone on the Board if you don't know the password.

## 2. Deadlines for Meet RSVP

You are not expected to make all the meets during the season, but we encourage you to participate as much as possible. We ask that you RSVP, YES or NO, for each meet. This will help us schedule the swimmers and ensure your child gets to participate if you are in town. 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 allowed after the deadlines.

MEET	RSVP DEADLINE
Wednesday	Sunday night before
Saturday	Wednesday night before

### 3. How to RSVP for Meets

#### Option #1

1. From the HOME page, select SWIM MEETS
2. Click on the RSVP button for a particular meet
3. If your name does not display, put in the email address you gave us when you registered.
4. Put in the relevant information in the ATTENDENCE section.
5. Add COMMENTS to communicate special circumstances regarding swimmers or volunteering. The Coach and Meet director will read these comments.
6. Click on SAVE
7. Look for the message at the top that says ‘Your RSVP was saved successfully’
8. Close the window by clicking on the ‘X’ (top right corner).

Option 2 – you can also access the meets from the CALENDAR. Click on each meet title for meet details. Go to Step #2 above and follow the same steps.

### 4. Volunteering at Meets

Volunteers make the season successful. You are responsible for signing up yourself for volunteer positions, by meet. It’s easy and fast. You can start signing up now. This year we’ll have a volunteer coordinator at meets to help make the volunteering run smoothly. The non-participation fee refund and the policy HAVE CHANGED THIS YEAR. Please see details on the website about how to ensure you get all your check refunded to you at the end of the season. See FAQs/FAMILY PARTICIPATION. As a rule, we ask at least one adult to volunteer for a meet if you have a swimmer signed up for the meet. We recommend you volunteer at the same time that you RSVP to save time and confusion.

#### Option #1

1. From the HOME page, select SWIM MEETS
2. Click on the V button for a particular meet
3. Find the position you prefer to volunteer for
4. Click on the corresponding NEED VOLUNTEER and your name should appear
5. You can change the name to a different family member if necessary
6. Click SAVE and then CLOSE

Option #2 - you can also access the meets from the CALENDAR. Click on each meet title for meet details and the VOLUNTEER option.

### 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 are giving families more control by letting them sign up online for the volunteer positions they prefer. Assignments can't be guaranteed, but sign up early to get the assignments you prefer.

- We are asking individuals to sign up for first half or second half sessions for many volunteer jobs. We may find we don't have enough families actually participating in the meet and therefore not enough volunteers to allow for these shorter sessions, but we'll do our best. We may have to ask people to work more than what they signed up for if we don't have the volunteers we need to run the meet.
- If we don't have enough volunteers to work 2 different sessions, we'll try and rotate or give breaks.
- 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 record the number of hours families are volunteering.
- We encourage new families to meet others through volunteering.

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

Please note that Wednesday evening meets start early because of darkness. 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 SWIM MEETS.

## 7. Swimming in Meets

Swimmers must 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 push themselves forward. Ask the coaches if your swimmer is ready for a meet, if you are not sure.

Coaches will try and 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 it should not be a surprise if they actually disqualify (DQ) from a race because they did not perform the proper stroke technique

throughout the race. This is a learning opportunity and you or your child can ask the coach to work on improving the stroke, using the feedback from the meet.

A complete set of Herndon Swim League Rules can be found at: [http://www.herndonswimleague.com/hsl\\_rules.htm](http://www.herndonswimleague.com/hsl_rules.htm)

## 8. Relay Do's and Don'ts

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

On the website, go to SWIM MEETS, and then click on the location of the meet for which you need directions. Or click on the meet title, and then click on GET DRIVING DIRECTIONS.