

SRST SWIM MEET SIGN-UP GUIDELINES

The Swimmer/Parent Responsibilities:

On SRST, swimmers/parents sign-up for swim meets, enter events, make changes and manage the entire process. Please read the meet info and this document. Coaches cannot spend time answering questions that are in the meet info....the team is too big!

Having said that, parents can email any time when there is confusion or if they notice an error in the meet file or anything that needs the attention of the coaching staff.

The Coach's Responsibility:

Create relays and send entries to the meet host.

THE PARENT/SWIMMER PROCESS...

- 1) Log into your SRST account at www.stingrayswimclub.com.
 - If you cannot log in, do the password retrieval. If it is not working please use all different emails you have (touch base with your spouse...oftentimes login issues are because one spouse used a different email and didn't communicate that).
 - If you need to contact Coach Ben please do that.
- 2) On the homepage you will see the upcoming events. This is the area where you can find the upcoming meets (and where you can sign-up).
- 3) Areas to click on:
 - A - Click on the name of the swim meet.** This is where you will see the deadline for entry into the meet. You will also find the PDF file with the meet info here (you may have to scroll down). Please click on the link to the meet info and *read it*. You should pay attention to the following:
 - Meet location, date, directions
 - Entry Info: Number of events you are allowed to swim per day.
 - Eligibility: Qualifying times and/or disqualifying times.
 - Bonus Swims: Rules surrounding bonus swims.
 - Special Rules: Deck entries "yes" or "no".
 - Meet Format: Prelims or finals or just timed finals.
 - Sessions: AM or PM
 - B - Click on "Attend Event".** This is where you will click on your name (swimmer name) and then select that you will attend the event (drop down box labeled "Declaration"). After declaring "Yes" for the event, the event list will populate. Click the

boxes to select the events you wish to participate in. If you are entering a bonus race, please click the box to mark the event as “bonus”. Click “Save Changes” when you are done. That’s it, you are entered! If you wish to go back and change your choices you simply log in and unselect what you don’t want, select what you do want and click save changes.

IMPORTANT:

- **Meet Entry Deadline:** Do not schedule to enter the swim meet based on the deadline in the official meet info. *Our team-published meet deadline will be the official deadline and it will always be earlier than what is in the printed meet info from the host team.* You can find our deadline by clicking on the name of the meet (this will open up a screen with the deadline and other important info, including the meet info PDF).
- **Late Entries:** If you miss the entry deadline and you want Coach Ben to attempt to put you in the meet late, you can email and request a late entry. There is a late fee of \$15. You can request a late entry by emailing Coach Ben at coachben220@gmail.com with your acknowledgement of the \$15 late fee and a list of the requested events. Requesting a late entry will not guarantee Coach Ben can get you into the meet.
- **Fees:** SRST adds a \$15 surcharge on top of the surcharge (and event fees) indicated in the meet info. This fee offsets the cost of relays (SRST pays for relays/parents do not pay for relays) and coach expenses related to meets. SRST also charges a \$15 hospitality fee per family for all SRST hosted meets. This fee pays for food for hospitality. Please note that all fees can be reviewed on the Join Team page of the website.
- **Relays:** Do not worry about signing up for relays or requesting relays because the coaches will handle that at the meet based on who shows up. *Do not assume you are in a relay based on what you may see on your meet sign-up screen.* The computer auto-selects people for relays and it is not necessarily what the coaches will choose. Relays are made on the day of the meet based on who is there during the warm-up. Relays for championship meets will usually be posted for review; this helps us avoid parents driving long distances for a relay that we may not be able to participate in due to lack of swimmers.
- **No Confirmation:** You will not receive a confirmation email after signing up. You can log out and then log back in and click “Attend Event” to check to make sure you entered correctly.
- **Commitment to Pay:** Signing up is a commitment to pay all fees. Errors will not be refunded. The coaches do not go over individual entries, so the entry process is the sole responsibility of the swimmer/parent. If you enter an event with qualifying times and you do not have the qualifying times, you will still have to pay. If you get sick or hurt, you still

have to pay. If there is a emergency in the family and you do not show, you still have to pay. **Exception:** If SRST is the host there may be an opportunity to get out of the payment.

- **Notes Section:** There is a section in the meet entry area to leave a note. Do not leave notes in this area because the coaches do not check it. Instead, email or contact your direct coach to ask questions or relay important info.
- **How to Pick Races/Coach Advice:** If you have questions related to the appropriateness of a particular meet or need advice on event selection, please speak with **your direct coach**. Do not email Coach Ben unless your swimmer is in Coach Ben's group.
- **Understanding Qualifying/De-qualifying Times:** Some swim meets have qualifying times. This means your swimmer must have a time that is equal to or faster than the qualifying time in the meet info. Some swim meets have de-qualification times. This means you must not be faster than the stated time. Swimmers can see their best times either in TeamUnify or by going directly to USA Swimming and using the Times Search.
- **Tech Issues:** Please note that some tech issues take time to rectify. This is why it is important to enter meets right away (when the email invitation goes out). This will help give Coach Ben more time to help you if there are issues.
- **Pre-Meet:** In the week of the actual meet (usually on Wed.) Coach Ben will send out a pre-meet email with whatever info is provided by the host team. This could include an event timeline, heat sheet (shows where the swimmers are in the program), psych sheet (shows all the competitors in each race ranked according to time), special info direct from the host team and much more.
- **Post-Meet:** After the meet is done, times will be imported into our system. This could take a couple days or even weeks (depends on how fast the host team processes the results). Coach Ben will also add the invoice for the meet to all accounts. Members do not need to write a separate check for meets (just include the meet fees with your normal monthly check for training dues). Coach Ben will also update (by hand) the top ten lists and team records.