

Thank you for considering Fountain Valley NOVAquatics as your club swim team! We appreciate your time and interest in our program. Your swimmer has been recommended for the following team level:

To register please follow this link to our team website. You will choose the team level assigned to you during your swimmer's evaluation, and FVHS as the location.

https://www.teamunify.com/MemRegStart.jsp?team=nova

Below you will find the level progression chart for the FV site. Although it is mapped out for you, the final decision is always up to the Coach's discretion.

FOUNTAIN VALLEY GROUP PROGRESSION: To find time standards: Official Time Standards - Southern California Swimming (socalswim.org)

GROUP	AGE	<u>STANDARDS</u>	ATTENDANCE	<u>WORKOUTS</u>	DRYLAND	<u>SWIM</u>
9 - 12 BRONZE	9 - 12 YEARS OLD	LEGAL STROKES	60%	5 AFTERNOONS	N/A	60
9 - 10 SILVER	9 - 10 YEARS OLD	5 NAT'L. BB TIMES IN 3 DIFFERENT STROKES	85%	5 AFTERNOONS + SAT MORNING	30 MINS	105 MINS
11 - 12 SILVER	11 - 12 YEARS OLD	5 NAT'L. BB TIMES IN 3 DIFFERENT STROKES	85%	5 AFTERNOONS + SAT. MORNING	30 MINS	105 MINS
13 - 14 SILVER	13 - 14 YEARS OLD	5 NAT'L. BB TIMES IN 3 DIFFERENT STROKES	85%	5 AFTERNOONS + SAT. MORNING	30 MINS	105 MINS
9 - 10 GOLD	9 - 10 YEARS OLD	3 SPRING AG TIMES	90%	5 AFTERNOONS + SAT. MORNING	30 MINS	105 MINS
11 - 12 GOLD	11 - 12 YEARS OLD	3 SPRING AG TIMES	90%	5 AFTERNOONS + SAT. MORNING	30 MINS	105 MINS
13 - 14 GOLD	13 - 14 YEARS OLD	3 SPRING AG TIMES	90%	5 AFTERNOONS + SAT. MORNING	30 MINS	105 MINS

GROUP	AGE	<u>STANDARDS</u>	ATTENDANCE	<u>WORKOUTS</u>	DRYLAND	SWIM
BRONZE	13+	LEGAL STROKES	60%	5 AFTERNOONS	N/A	90 MINS
SILVER	15+	3 NAT'L. BB TIMES	85%	5 AFTERNOONS + SAT. MORNING	30 MINS	90 MINS
GOLD 1	13+	2 SECTIONAL TIMES	90%	5 AFTERNOONS + SAT. MORNING	30 MINS	120 MINS
GOLD 2	13+	3 SECTIONAL TIMES	95%	AM & PM PER COACH	40 - 45 MINS	120-140 MINS

WHAT ARE AGE GROUP MOTIVATIONAL TIME STANDARDS?

Time standards are used as a tool to motivate swimmers. Swimmers can use these times to set goals for a season and give them a way to compare themselves to other swimmers of the same age and sex. The time standards are also used to limit the number of entries in a swim meet and to allow swimmers to compete against swimmers of the same abilities.

Current time standards can be found here on the Southern California Swimming website. www.socalswim.org



USA SWIMMING TIME STANDARDS DEFINED:

- AAAA This standard means your swimmer is ranked in the top 2% of swimmers in their age group, their same sex, in that stroke and distance.
- AAA This standard means your swimmer is ranked in the top 6% of swimmers in their age group, their same sex, in that stroke and distance.
- AA This standard means your swimmer is ranked in the top 8% of swimmers in their age group, their same sex, in that stroke and distance.
- A This standard means your swimmer is ranked in the top 15% of swimmers in their age group, their same sex, in that stroke and distance.
- BB This standard means your swimmer is ranked in the top 35% of swimmers in their age group, their same sex, in that stroke and distance
- B This standard means your swimmer is ranked in the top 55% of swimmers in their age group, their same sex, in that stroke and distance.
- C This standard is for all swimmers with times below the "B" standard. Everything from 0.00 up to the "B" standard is a
 "C" time.

HOW ARE THE TIME STANDARDS DETERMINED?

Age Group motivational standards are set on a four-year (quad) basis. The current time standards are for the 2021 to 2024 time period. The motivational times are based on the historical fastest 16th place seed time of the Top 16 swimmers in that age group for each year in the previous cycle. For exact details on how they are calculated please see this Swim Swam article.

HOW DO MOTIVATIONAL TIMES FACTOR INTO SWIM MEETS?

All swim meets have some form of time standards. Those standards are published in the meet form that accompanies each meet and can typically be found on the registration page for that particular meet under details. You may also see an indicator of what the time standards are for each meet by looking at the name.

CHAMPIONSHIP MEETS

In Age Group Swimming there are also some championship meets that have their own qualifying time standards that fall somewhere in the "A" or better time standards. You can find those standards here. These are the meets that the swimmers want to go to.

- Short Course Yards
 - o Spring Age Group Championships Spring AG Champs Early Mach (14 years old and under)
 - o Far Westerns Meet Travel meet in Northern California early April
 - Winter Age Group Championships WAG Early December
- Long Course Meters
 - Speedo Grand Challenge Woollett Late May
 - June Age Group Championships JAG Woollett Mid-June
 - Summer Age Group Championships Summer AG Champs Late July
 - Elite Age Group Championships Late July or Early August

PROGRAM FEES

USA SWIMMING ANNUAL REGISTRATION FEES

USA Swimming registration is required for all practices and in order to enter any swim meet; in addition, it provides liability insurance for NOVA. Without this registration, a swimmer is not allowed to practice or compete in the pool. For 2024, the cost is \$86 per calendar year. The annual membership will automatically be billed to your NOVA account at the end of each calendar year, no action is required by the member.

NOVA ANNUAL REGISTRATION FEE

NOVA charges an annual membership fee to help support the various activities and administrative tasks required for maintaining the organization and providing services to its members. The \$100 fee per family is automatically renewed and charged to your January 1st invoice.

MONTHLY BILLING POLICY

GROUP	APPROX. AGES	MONTHLY FEES
DEVELOPMENTAL & NOVA 1-4	5-8	\$180
NOVAINTRO	8-12	\$135
BRONZE 1,2,3	12& UNDER	\$195
SILVER 1,2	12 & UNDER	\$245
GOLD 1,2	12 & UNDER	\$245
SENIOR BRONZE	13 & OVER	\$195
SENIOR SILVER	13 & OVER	\$265
SENIOR GOLD	13 & OVER	\$290

Monthly Fees are billed on the 1st of each month.

<u>MULTIPLE SWIMMER DISCOUNTS</u> The first swimmer in each family will pay the full monthly dues. The second and third swimmers within the same immediate family receive a \$25 discount per month. The fourth and additional swimmers within the same immediate family swim at no additional charge.

PAYMENT POLICY

NOVA uses TeamUnify as our online billing system, which enables members to pay by credit or debit card (VISA/MC/Discover). Monthly membership fees and any other accrued fees are automatically charged to the credit/debit cards on the first of every month. Cash or checks are not accepted for membership fees and/or expenses.

MEET FEES

There are fees associated with all USA Swimming swim meets, as detailed on each Meet Form. When you commit to entering a meet through the NOVA website, you are agreeing to pay the meet fees for the events that the Coach enters your swimmer into. The meet fees will automatically be charged to your account. Once the registration deadline has passed, the meet entries are submitted, and the fees are non-refundable.



Below is the equipment chart for our competitive team. Please check with your coach before purchasing any equipment. Team apparel and other swim gear can be purchased at: CAS - Competitive Aquatic Supply - 15661 Container Lane, Huntington Beach. Online store:

casswimshop.com Team Code: NOVA

X = yes, N/A = not applicable, REC = recommended

EQUIPMENT	INTRO/DEV/ NOVA 1-4	BRONZE	SILVER	GOLD	SENIOR/NATIONAL
TEAM SUIT	×	×	x	×	x
TEAM CAP	x	х	х	x	X
GOGGLES	Х	Х	x	x	X
NOVA MESH BAG	х	х	x	×	x
FINS	SPEEDO	COACH PREFERENCE	COACH PREFERENCE	COACH PREFERENCE	COACH PREFERENCE
SPEEDO KICKBOARD	x	x	x	×	X
SPEEDO PULL BUOY	JR. BUOY	Х	x	×	X
SPEEDO POWER PLUS PADDLES	N/A	Х	Х	Х	X
STROKE MAKER .5 OR SMALLER	SOKA CAMPUS				
SPEEDO JR/ADULT BULLETHEAD SNORKEL	N/A	Х	Х	Х	X
STRETCH CORDZ	N/A				
SPEEDO TEAM PARKA	REC	Х	x	x	x
SPEEDO TEAM BACKPACK	REC	Х	Х	Х	X
SPEEDO TEAM WARM UP JACKET/PANTS	REC	REC	REC	Х	Х
TEAM T-SHIRTS & SWEATS	Х	Х	Х	Х	Х
WATER BOTTLE	YOUR OWN & FILLED	YOUR OWN & FILLED	YOUR OWN & FILLED	YOUR OWN & FILLED	YOUR OWN & FILLED

GENERAL RESOURCES:

- USASwimming: www.usaswimming.org. Excellent resource for parents and swimmers passionate about the sport
- Southern California Swimming: www.socalswim.org. All Southern California Swimming news, upcoming meets, results, rules and forms are available on this site. This link provides the time standards for National B,BB,A,AA,AAAA times, Invite Times, Age Group Championship Times, Elite Championship times, and other times.
- CAS Swim Shop: www.casswimshop.com All team apparel and equipment are available for purchase. Some items may need to be ordered. 15661 Container Lane, Huntington Beach, CA 92649 (800) 421- 5192 9-5 M-F, 10-2 SAT
- OnDeck App: Login with your TeamUnify (NOVA) email and password. Features: track attendance, sign up for meets, volunteer sign up, look up meet results and best times, etc. It's free.
- Meet Mobile App: Look up psych sheets, heat sheets, live meet results, etc. It's a paid subscription

→ FV NOVA parents have created a WhatsApp group for communications. It's run by parents - not the team or coaches - but it's a good way for us all to communicate and share with each other. Here is the link and QR code to join. →

https://chat.whatsapp.com/JKf8SJn7Exz3n3Z1oaKwrY

NOVA FV

WhatsApp group



FV NOVA - COACH CONTACT INFORMATION:

NATHAN WILCOX - FV NOVA Head Coach, Senior Gold 2 & National Team -

nathan.wilcox@novaquatics.com

GEZA FUTO TENDAI - Age Group Gold 1&2, Age Group Silver - geza.futotendai@novaquatics.com

ANDREW KOUSTIK - Age Group Gold 3, Senior Silver 2, Age Group Bronze -

akoustik12@gmail.com

OSCAR CRUZ - Age Group Bronze, Senior Bronze -

oscarzcruz2005@gmail.com

STEPHANIE STROM - 8 & under Bronze - steph.strom6@gmail.com

Each week an email will be sent out with that week's training schedule as well as other pertinent information (upcoming swim meets, etc)

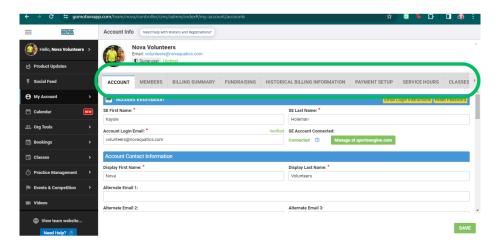
ACCESSING YOUR NOVA TEAMUNIFY ACCOUNT

Members can access their account and declare for swim meets through the NOVA website. By logging in to the account, members can view the current balance due, manage their profile (credit card on file, address, phone number, etc.), check meet results, and more. Below are instructions for accessing your account:

TO SIGN IN AND ACCESS YOUR ACCOUNT:

- 1. Go to www.novaguatics.com and click "Sign In" at the top right corner of the page.
- 2. **Sign in**: Use your account email address and password to sign in. If you do not know your password you can reset it by clicking "Forgot Password?"
 - a. If you are still having problems signing in, or do not know the primary email address associated with your login, please email us at info@novaquatics.com for assistance.
- 3. **View your account**: After signing in, click on "Hello, Your Name" at the top right of the page and when the drop-down menu appears, click on "My Account." This will take you to your Back Office and will populate your account page.

In this box, you will see several tabs at the top. Below are details of each tab:



Account: This is where all of your personal information is stored. Your name, address, phone numbers, emails, emergency contacts, insurance, and medical provider. This tab is where you will verify your phone and email for communications, as outlined in the communications section of the handbook.

Members: In this tab, you will see all of your registered NOVA swimmers. By clicking on one, their individual information will be displayed. Here you may add a picture, as well as view their current club status, age, and date of birth.

In the **Details** tab is all of the relevant information about your swimmer, including suit and clothing sizes. The ID # listed on this page is their USA Swimming ID #. Here you can also see what group/level this swimmer is in.

The **Best Times** tab will show your swimmer's best times in each event since they have joined NOVA.

The **Meet Results** tab will show your swimmer's times from each meet that they have participated in since they have joined NOVA.

Using the arrow at the top right to scroll to other tabs, you'll find the **USA Swimming Membership** tab. In this tab will be your swimmer's USAS membership ID #.

You can navigate to your other swimmers using the drop down arrow next to your swimmer's name at the top left of this page.

Billing Summary:By default, this page shows you the charges to your account over the last 30 days. By using the drop down menu on the left of the page you can view farther back or search a specific time period. The blue underlined individual line items can be clicked on for details.

Historical Billing Information: This tab will allow you to download all invoices and charges before October 2023, when TeamUnify updated their system.

*Note regarding current invoices: The current invoice reflects any accrued charges from the past month (swim meet fees, travel fees, etc) that will be charged to your card on file on the first of the month. It does not show the *next* month's dues. You will be charged items from that month's invoice *plus* dues for the following month, as those are charged in advance.

Payment Setup: This tab allows you to update or change your payment information.

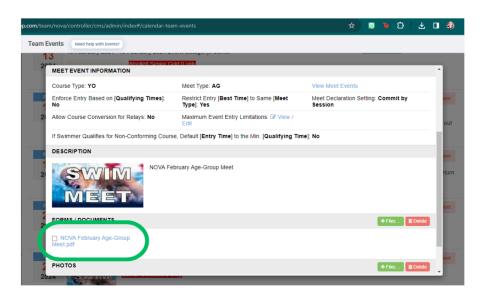
Service Hours: This tab will show all of the service hours credited to your account. From the top left of the information box you can view your service hour requirement for the current year. If you were a member in January this will display as February of the current year. The next column to the right says **Obligation & Adjustments** and shows the number of service hours that you owe for the current calendar year. The next column is **Worked** and will list out the dates, amount of time, and a short description of the job that you worked. The last column is your **Balance**. This shows the number of service hours that you still need to work to fulfill your annual requirement. If this number is negative it means that you have worked more than the required hours - thank you!!

Dues Schedule tab shows your swimmers and their recurring charges.

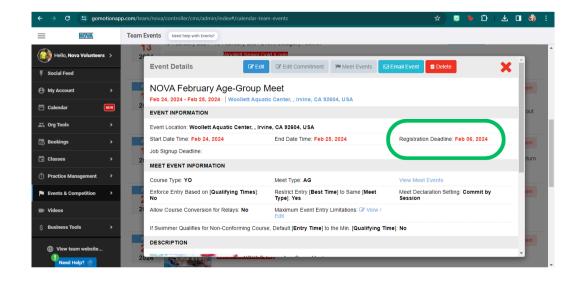
SWIM MEET ENTRY PROCEDURE/DECLARING FOR A MEET

All of the upcoming meets that NOVA participates in are listed on the NOVA website under the "Meets & Events" tab on the home page. Clicking on an event provides details including eligible groups, and the registration deadline. The **Meet Form** file provides all of the information for the meet - who can participate, where it will be held, which events are offered, entry fees, etc. If you have any questions about the Meet Form or a specific meet, please contact your swimmer's Coach.

The Meet Form File is uploaded into the event here:



The **Registration Deadline** one each event page will tell you the deadline to declare your swimmer as participating or not. Once this date passes, a swimmer cannot be entered into events.



Once you've determined if a particular event applies to your swimmer, you must declare using the following process:

IF YOUR SWIMMER WILL NOT BE ATTENDING

- Sign into your TeamUnify account and click on the tab on the home page "Meets & Events."
- 2. The drop down menu will appear. Click on "Declare for a Meet."
- 3. This will bring up the team's events page.
- 4. Scroll down until you see the event that you want to declare for. Click on that event title to bring up that specific event.
- 5. Make sure to pay attention to the **Registration Deadline.** This is the last date that you can declare your swimmer as attending or not attending.
- 6. At the top you will find several tabs, click on "Edit Commitment."
- 7. This will bring up the registration box.
- 8. Scroll down to where your swimmers are listed. You will have to declare individually for each swimmer in your account.
- 9. Click on the first swimmer and use the declaration drop down menu to select "No thanks, my swimmer will NOT attend this event."
- 10. Scroll to the bottom of the page and click on the box that says "Save Changes."
- 11. Repeat the process for additional swimmers.

IF YOUR SWIMMER WILL BE ATTENDING

- Sign into your TeamUnify account and click on the tab on the home page "Meets & Events."
- 2. The drop down menu will appear. Click on "Declare for a Meet."
- 3. This will bring up the team's events page.
- 4. Scroll down until you see the event that you want to declare for. Click on that event title to bring up that specific event.
- 5. Make sure to pay attention to the **Registration Deadline**. This is the last date that you can declare your swimmer as attending or not attending.

- 6. At the top you will find several tabs, click on "Edit Commitment."
- 7. This will bring up the registration box.
- 8. Scroll down to where your swimmers are listed. You will have to declare individually for each swimmer in your account.
- 9. Click on the first swimmer and use the declaration drop down menu to select, "Yes, please sign my swimmer up for this event."
- 10. Directly below the drop down menu you will see a Notes box. You can enter any information pertaining to this event that you would like the Coach to know.
- 11. Scroll to the bottom of the page and click on the box that says "Save Changes."
- 12. Repeat the process for additional swimmers.

CHECKING MEET ENTRY APPROVAL & EVENTS

Your Coach will review your declaration and enter your swimmer into their events after the registration deadline.

To check your approved events:

- Sign into your TeamUnify account and click on the tab on the home page "Meets & Events."
- 2. The drop down menu will appear. Click on "Declare for a Meet."
- 3. This will bring up the team's events page.
- 4. Scroll down until you see the event that you have declared to attend. Click on that event title to bring up that specific event.
- 5. At the top you will find several tabs, click on "Edit Commitment."

This will bring up the registration box and you will see the events that your coach has approved for your swimmers next to their names. The event will be listed by event number, age group, event, name, their best time in that event and then say "Approved" in red.

WHEN MULTIPLE AGE GROUP OPTIONS ARE AVAILABLE

Please read the Meet Forms thoroughly before declaring for a meet. Most swimmers that are 7-8 years old may enter in either 5-8 age group or 7-10 age group in a single meet but they cannot enter a combination of these age groups. The same applies to 11-12 year olds that can swim in the 11-12 age group or the 11 & over age group, but not both at the same meet.

HOW TO HANDLE A CHANGE IN SWIMMER STATUS FOR A MEET

If your swimmer can no longer attend a meet that they have declared for there are two options.

If the registration deadline for meet entry has not yet passed, you can go back into the
event and change your swimmer's status to "No thanks, my swimmer will NOT attend
this event." If you are able to change this before the registration deadline, you will not
be charged for the event.

• If the registration deadline for meet entry has already passed you'll need to contact your Coach to let them know that your swimmer will not be in attendance.

Once the registration deadline has passed, you will be charged for the events regardless of if your swimmer attends the event.

SERVICE HOUR REQUIREMENT POLICY

Hosting swim meets is NOVA's primary means of fundraising. In order to run a successful meet for the athletes, Officials and spectators, the support of all families is needed to fill the important meet jobs. The revenue generated from our NOVA-hosted swim meets supplements the income from the monthly membership dues to pay all operating expenses including coach salaries, pool rental fees, and equipment purchases and maintenance. This keeps the monthly membership dues as low as possible for all members. The Service Hour Requirement is 48 hours, and is applied each calendar year from January through December. It applies to ALL families, even if your swimmer does not participate in any meets. Families that do not complete the Service Hour Requirement during the calendar year are automatically charged the Opt-Out Fee of \$25 per hour not worked.

The average intrasquad meet needs 200 volunteers per day to run successfully. This includes meet setup and tear down, hospitality, admin, timers, meet marshals, and gate monitors. It takes nearly 500 volunteers per day to run a regional or national meet. It is imperative that all families help to make this program run smoothly and successfully for our athletes.

Please let the volunteer coordinator know if you are unable to work your shift, and it is too late to remove yourself from the job signup. Email volunteers@novaquatics.com or call/text 562-686-5190. No Call/No Show volunteers will be charged \$25 for every hour missed.

NOVAQUATICS VOLUNTEER POLICY EFFECTIVE JANUARY 1ST, 2024

"Creating a positive environment where excellence is inevitable" is only possible with the dedicated efforts of all NOVA families. Your child is swimming with one of the best teams in the nation, and part of that success is due to our parent volunteers. Parental support and involvement are vital to the success of the team. The minimal obligations of all NOVA families include the following:

Required Hours: All NOVA families with swimmers in the NOVAIntro, Developmental NOVA 1-4, and Competitive programs have a minimum volunteer hour requirement of 48 hours per year. Families joining the team during the year will have their hours prorated at 4 hours per month for each month your swimmer participates. Groups in the Intro, Developmental, and Competitive program are as follows:

Gold / Silver / Bronze / NOVA 1, 2, 3, 4 / NOVA Intro

Participating in any NOVA-hosted event, either on deck or off or fulfilling the Timing Coordinator and Timer positions at an Away Meet will be applied toward your required 48 hours.

Nova Hosted Meets: All volunteer positions on the job sign ups for each meet will be applied to your annual service hour requirement. Each family is asked to volunteer a minimum of 12 of the 48 hours during the National meets in July and August.

<u>Timing Coordinator at Away meets:</u> A timing coordinator will be responsible for coordinating all timing chairs at an Away Meet, ensuring that timer information is correct and transmitting this information to the Volunteer Coordinator. <u>Timers at Away Meets:</u> NOVA is assigned timing chairs at every Away Meet. Each family attending is required to time at least one session per swim meet. These shifts will count towards the 48 hour requirement.

Non-compliance: NOVA families with swimmers in the program will be subject to a Non Compliance Fee (NCF) of \$1,200.00 per family if the 48 volunteer hour requirement is not met. For each hour worked, the NCF will be reduced by \$25. Families who volunteer at least 48 hours will not be assessed a NCF. Late fees will be assessed on any unpaid balance due. Since volunteering is essential to the successful operation of our NOVA hosted meets and a condition of NOVA membership, families who show a pattern of not volunteering, or who fail to pay the NCF, may have their membership application refused at renewal.

NON NOVA-HOSTED AWAY MEET TIMING REQUIREMENTS:

All families who have swimmers participating in an Away Meet (any meet not hosted by NOVA) are responsible for timing at those meets, without exception. Each family is required to time at least one session per swim meet. Exceptions to this rule may occur at Senior Meets or Championship Meets where a limited number of swimmers are in attendance and additional timing sessions may be required. A session length will be defined by the length of the meet and predicated on the number of chairs the NOVA team is assigned. In general, a session will last between 1 and 1.5 hours.

- If you sign up for or are assigned to an away meet timing assignment and do not show up for your shift or have not made arrangements for a replacement to fulfill your shift, you will be assessed a penalty fee of \$25 for each shift missed.
- For those families who have older swimmers that drive themselves to meets, you are still responsible for away meet timing. It is your responsibility to fulfill your timing obligation either by your swimmer or another family member.

- Parents of swimmers in the long distance events (400 IM, 400/500 Freestyle, 800/1000 Freestyle or 1500/1650 Freestyle) are responsible for timing and lap counting for your swimmer during these events in addition to your regular away meet timing obligation.
- If your swimmer makes it back for a Finals Session, you are responsible for timing during that Finals Session.
 - All families must check in with the Timing Coordinator before the start of their shift. The Timing Coordinator will be stationed behind the timing blocks to give you your lane assignment.
- If you do not check in, you will be charged \$25 for your shift.

An ADULT other than a parent may satisfy your volunteer obligation, as long as the substitute can competently perform the volunteer task.

All families are responsible for the job shifts they sign up to work. If a family is signed up to work a shift and has not removed their name from the list prior to the event, they are still responsible for working that shift or providing a substitute. If a family does not show up for a shift or does not find a suitable substitute for that shift, they will be charged \$25 per hour for every hour missed.

Please let the volunteer coordinator know if you are unable to work your shift. Email volunteers@novaquatics.com or call/text 562-686-5190.

From time to time, we post snack bar and hospitality donations for 1.5 hours for every \$25.00 donated. If your family finds it difficult to participate on deck, this is an alternative means to support the team.

Swimmers who are inactive for more than 90 consecutive days will be credited 4 service hours per month of inactivity. A letter or email must be sent to the NOVA Billing Officer, giving notification of intent to be inactive for 90 days or more, stating beginning and ending dates.

New members who join NOVA will have their volunteer hours prorated at 4 hours for each remaining month in 2024. Families joining in late November or December will not be responsible for volunteer hours for the remaining months of 2024, but are encouraged to sign up to volunteer to become comfortable with the process and on deck jobs.

Community Service certificates are available for anyone who volunteers and needs to earn community service hours.

The intent of this policy is not to raise money, but to emphasize how very important it is that we all work together to maintain the high standards NOVA exemplifies and to help more evenly share the volunteer effort required to provide well run meets and activities for our children. NOVA cannot run a meet without adequate parental support. This policy is intended to provide flexibility for families throughout the year to fulfill the minimum 48 hour obligation. Many of our families volunteer in excess of 100 hours to NOVA during the year. Those families not doing their fair share during NOVA-hosted events, critically jeopardize the smooth management and operation of these events and also subject the club to increased membership fees.

VOLUNTEER TRAINING

We ask that each individual that plans to volunteer (one per person) complete two USA Swimming trainings. Both trainings can be found in your USA Swimming **Parent** account.

The first is the "Parents Guide to Misconduct in Sport."

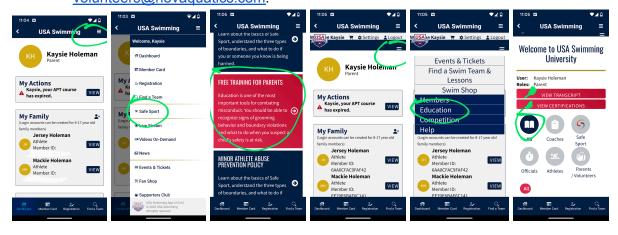
The second is the "Meet Marshal Exam."

To access these trainings, please follow the instructions below:

Log into your USA Swimming <u>Parent</u> Account. You created a parent account when you registered your swimmer. You can log in either through the app or online.

If using the app:

- 1. Log into your account.
- 2. Use the 3 lines at the top right and scroll down to click on Safe Sport.
- 3. Scroll down until the boxes alternate red and blue in color and click on the red box that says "Free Training for Parents." Clicking on this looks like it takes you back to your account home page, but now there will be two sets of the 3 line menus at the top right of your screen.
- 4. Click on the bottom 3 sets of lines and then click on Education.
- 5. Click on Course Catalog.
- 6. This will populate your USA Swimming University account page.
- 7. Click on all and scroll down to "Parents Guide to Misconduct in Sport", or "Meet Marshal Exam."
- 8. Once completed, you'll go back to the University account page. At the top of your account there are two rectangle red boxes. "View Transcripts" and "View Certifications." The transcripts box will have all of your completed courses and certifications. You can just screenshot the Meet Marshal Exam completion and send it to: volunteers@novaquatics.com. The "Parents Guide to Misconduct in Sport" completion certificate needs to be downloaded and sent to volunteers@novaquatics.com.



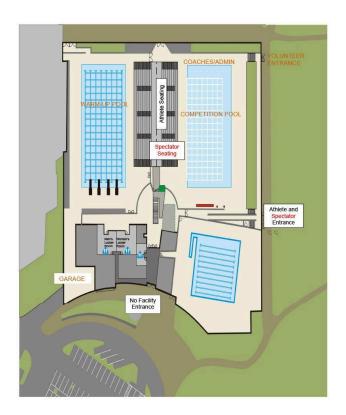
If you're using a pc:

- Login to your account at <u>usaswimming.org</u>
- 2. Click on the Education tab at the top right, then Course Catalog.
- 3. Then follow the steps above from #3 to find your courses.

VOLUNTEER POSITIONS & DESCRIPTIONS

Intrasquad volunteers will check in at the volunteer table located at the Northeast corner of the pool, using the outside park gate. This entrance is near the tennis courts. Please do not come down onto the pool deck to find the volunteer table. If you are sitting in the spectator area, you will need to exit the facility, using the park sidewalk to walk to the next entrance.

Regional and National Meet volunteers will check in at the garage. The garage is located at the Southwest corner of the Aquatics Center, and can be accessed by following the sidewalk past the snack bar and continuing towards the high school. When the sidewalk ends you will be met with an asphalt path that leads back to the building. Follow that path to find the volunteer check-in table located just inside the garage.



<u>ANNOUNCERS</u> - Announcers go through a training with the Meet Official, and announce the events, heats, swimmers, unofficial heat winners, and other pertinent meet and session information.

FRONT DOOR MONITOR - The front door monitor will sit outside the front door of the lobby to make sure that swimmers and spectators are using the correct entrances. During our intrasquad meets both swimmers and spectators need to use the park-side gate nearest the scoreboard. Spectators are allowed to use the lobby restrooms during these meets. For Regional and National Meets, swimmers must enter through the garage and spectators must

enter through the park-side gate nearest the scoreboard. There is no lobby restroom access during these meets.

GATE MONITORS - Gate Monitors are staged at various entry and exit points throughout the facility, depending on the needs of the meet. Gate Monitors check credentials and ensure that only people with permission are allowed onto the pool deck. We run a closed pool deck, meaning that parents are not allowed to spectate on deck.

HEAD TIMERS - Each meet session needs two Head Timers. The Head Timers sit at either end of the pool and run two stopwatches each. They act as backup timers for the timing lanes in case of stopwatch malfunctions.

HOSPITALITY - Hospitality Team works in our snack bar/kitchen area. Meals are prepared and served to Coaches, Officials, and Admins at Intrasquad Meets. The snack bar is open to the public during meet sessions. Hospitality also prepares and serves Coaches, Officials and Admins at Regional and National Meets as well as our NOVA social events.

<u>MEET MARSHAL</u> - The certified Meet Marshals have taken the Meet Marshal Exam via their USA Swimming Parent Account and have submitted the results to <u>volunteers@novaquatics.com</u>. Once this training has been completed, Meet Marshals have the knowledge to handle on deck responsibilities such as monitoring warm-up/warm-down lanes, the pool deck and swimmer safety, spectators, and locker rooms.

PARKING LOT MONITOR - Parking Lot Monitors help to enforce parking and the drop off/pick up zone.

<u>POSTER/RUNNER -</u> The Poster/Runner will post heat sheets, result sheets, and any other changes that need to be communicated via the results boards. The Poster/Runner will sit behind the admin computers at the meet and assist them with any timing results needs that may arise during the meet.

SET UP/TEAR DOWN CREW - The Setup and Tear-down Crew work as a team both before and after meets to ensure all equipment is up and running for the sessions. At the end of the meet, all equipment is taken down and carefully stored.

<u>TIMERS - Timers</u> will arrive to the volunteer check in table and be assigned a lane and timing chair for their shift. Each lane will be assigned two Timers. One Timer will run the stopwatch, starting it for each heat when they see the light flash on the starting box. The other Timer will

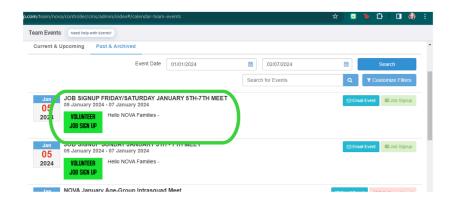
run the clipboard for that lane. Before each heat the writer will confirm the name of the swimmer for that heat. At the end of each heat the writer will record the swimmer's time from their partner's stopwatch. There are three lines on the clipboard's heat sheet. One for minutes, one for seconds, and one for hundredths. If a swimmer soft touches, meaning that when they finish their race the scoreboard timer does not stop, the writer will mark the check box that indicates to admin that it was a soft touch. At the end of the race, both Timers will stand up, walk towards the edge of the pool, each pick up a pickle (part of the on-deck timing system), and press the button when they see their lane's swimmer touch the wall.

TIMING COORDINATOR - The Timing Coordinator will arrive to the volunteer check in table and pick up a clipboard with the timing lane and chair assignments. The lanes are pre-assigned by Admin. The Timing Coordinator will sit at the check in table to greet and assign the lane Timers. Once all Timers have checked in for the shift, the Timing Coordinator will periodically check on the Timers to offer quick restroom breaks. If a Timer is a no-show, or late for their shift, it is the Timing Coordinator's job to sit in that chair until a replacement can be found.

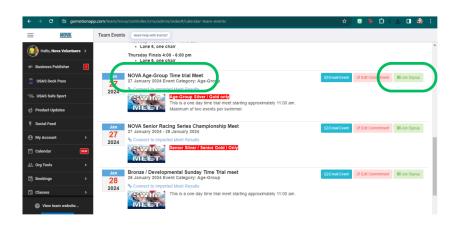
WHEN TO SIGN UP FOR VOLUNTEER JOBS

After the registration has closed for an event an estimated timeline is created based on the number of swimmers that have declared for that meet. That timeline is sent to the Volunteer Coordinator, who creates the volunteer jobs and shifts for the meet. An email will come from TeamUnify and volunteers@novaquatics.com to let you know the date and the time that job signups will open. It will also tell you how many shifts that you can sign up for per day, or per meet. The signup takes place a few days before the start of the meet. The jobs are created based on the **estimated timeline** of the meet. Oftentimes, we run fast and finish early. But occasionally there are circumstances beyond our control and we run slightly behind. If this happens and you are asked and able to stay late, you will receive credit for any additional time that you work.

There are two ways that job signups are created, and it will be specified in the email from the Volunteer Coordinator. If the meet is large, and a large number of volunteers will be required, an event is created just for the job signups and it is named "Job Signup for XYZ Meet." In this case, you can click on the title of this "Job Signup" event and proceed to sign up following the directions below.



If the meet is smaller, or shorter, the job signup will be added to the Swim Meet Event as an extra tab within that event. You'll click on the specific event, just like you do when declaring, and then find the green Job Signup tab and follow the directions below.



HOW TO SIGN UP FOR VOLUNTEER JOBS

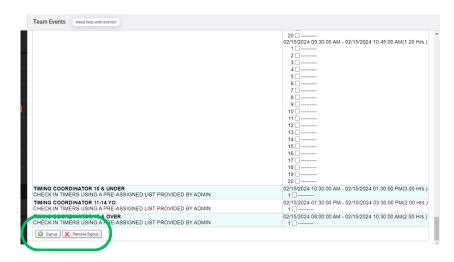
On the date and time that job signups will open:

- 1. Sign into your TeamUnify account at www.novaquatics.com with your password.
- 2. Go to the "Volunteer" tab on the home page.
- 3. When the drop down menu appears click on "Sign Up for Jobs."
- 4. This will take you to the events page.
- 5. Scroll down to find the name of the specific event you are volunteering at and click on it. You will be told ahead of time if the job signup will be part of the original event or if a separate event has been created just for job signups.
- 6. After you've clicked on the event, the event details box will pop up. At the top of the box you will see several smaller tabs, click on "Job Signup."
- 7. The Event Job Signup will come up. This page will list out all of the available jobs for that specific day/meet. In the left column will be the title of the volunteer job and short

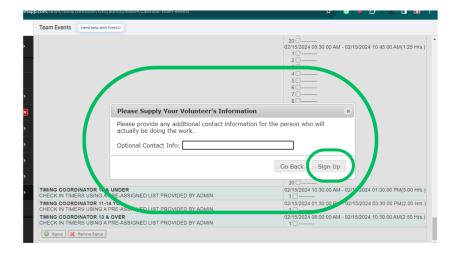
description or information that you may need to know about the position. The right column will show the dates and times of shifts that are available.



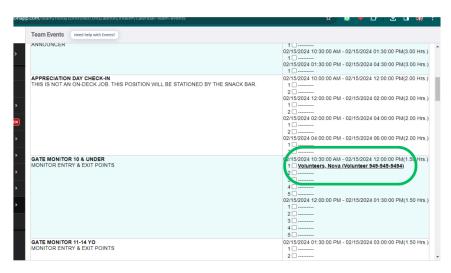
- 8. Check the boxes next to the jobs that you'd like to sign up for.
- 9. Scroll down to the very bottom or very top of the event signup and find the button marked "Signup" at the bottom left/top left of the box. Click on it.



10. A smaller registration box will pop up where you can enter the name and phone number of the volunteer that will be working your shift.



- 11. Then click on "Sign Up." Your shift is not guaranteed until you have finished this step.
- 12. To see the shifts that you have signed up for, go back to the Event Job Signup page. Scroll down the job list. Your name will be in bold next to the shifts that you are signed up for.



HOW TO REMOVE YOURSELF FROM VOLUNTEER JOBS

- 1. Sign into your TeamUnify account at www.novaquatics.com with your password.
- 2. Go to the "Volunteer" tab on the home page.
- 3. When the drop down menu appears click on "Sign Up for Jobs." This will take you to the events page.
- 4. Scroll down to find the name of the specific event you are volunteering at and click on it.
- 5. After you've clicked on the event, the event details box will pop up. At the top of the box you will see several smaller tabs, click on "Job Signup."
- 6. The Event Job Signup will come up.
- 7. Scroll down to find the shifts that you would like to remove yourself from. Click on the checkboxes next to your bold name for those shifts.

- 8. Scroll down to the very bottom or very top of the event signup and find the button marked "Remove Signup" at the bottom left/top left of the box. Click on it.
- 9. The system will ask you to confirm your choice. Click "Ok."
- 10. Check to make sure that your bold name has been removed from the list and the job sign up for that shift is now blank.

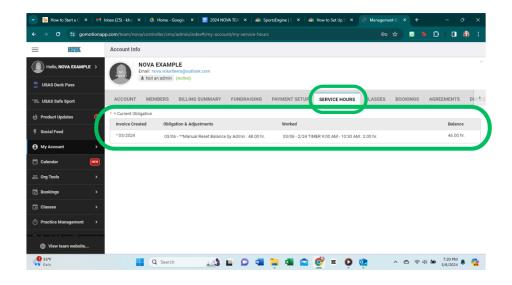
HOW TO CHECK YOUR UPCOMING VOLUNTEER SHIFTS

- 1. Sign into your TeamUnify account at www.novaquatics.com with your password.
- 2. Use the "Hello, Your Name" at the top right of the home page to click on "My Account." This will take you to your back office.
- 3. Use the menu on the left side of the page to scroll and find the tab "Events & Competitions." It has a small flag icon next to it. Hover on that tab and when the menu pops up click on "Event & Job Reports."
- 4. This will bring up a page with several choices underlined in blue.

The **Job Signup Report** will show all of the upcoming volunteer jobs that you have scheduled. The **Service Hours Forecast** will keep track of the jobs that you have signed up for and worked to show you how many hours that you need to fulfill your requirement.

HOW TO CHECK YOUR COMPLETED SERVICE HOURS & BALANCE

- 1. Sign into your TeamUnify account at www.novaquatics.com with your password.
- 2. Use the "Hello, Your Name" at the top right of the home page to click on "My Account." This will take you to your back office.
- 3. Your account page will be showing. You will see several tabs at the top of the box. Click on "Service Hours."
- 4. This tab will show you all of the service hours that you have been credited for since you have joined NOVA. From the top left of the information box it will show you when your service hour requirement was created. If you were members in January this should show as February of the current year. The next column to the right says Obligation & Adjustments and shows the number of service hours that you owe for the entire current year. The next column is Worked and will list out the dates, amount of time, and a quick description of the job that you worked.
- 5. The last column is your **Balance**. This shows the number of service hours that you still need to work to fulfill your annual requirement. If this number is negative it means that you have worked more than the required hours thank you!!



FREQUENTLY ASKED QUESTIONS

My swimmer doesn't plan to compete in meets; or, they only plan to be here for a few months. Do they still have to register with USA Swimming (Age Group & Senior swimmers) or USMS (Masters swimmers)? Yes. This is mandatory for all swimmers, in all groups, even if you don't participate in meets. This provides liability insurance for the club and the members.

I think it's unfair that I must work at NOVA-hosted swim meets if my swimmer doesn't participate in that meet or any meets. Can I be excused without being charged the "Opt-out Fee" of \$25 per hour? No. Hosting meets is the NOVA's primary means of fundraising, which keeps the monthly fees as low as possible for all members. It takes many workers to run a successful swim meet, and we need the support of all families to make this happen. Responsible and mature family members aged 13 and older are eligible to work for the family's hours, and we can provide a letter to students for school service credit. Families who do not complete their Service Hours Requirement will automatically be charged the "opt-out" fee of \$25 per hour.

It's the middle of the month and I just joined. Will my fees be prorated? Only if you join after the 15th of the month. If you join during the first 15 days of the month, you are charged the entire fee for your first month. If you join after the 15th of the month, your first month's fees are prorated to half the monthly fee. This is the only time that monthly fees are prorated.

Can I stay and watch the practice sessions? Parents are not allowed on the pool deck during swim practice. If you need to speak with your child's Coach, please do so before or after workout.

Do we need special team apparel or equipment? A racing-style suit and a NOVA cap are required for swim practice. All groups use kickboards, buoys and fins, and the higher-level

groups will also use paddles and a snorkel. All swimmers are expected to compete in the NOVA team suit and team cap. All equipment, as well as team caps, suits, t-shirts, warm-ups and parkas can be purchased at CAS, located at 15661 Container Lane, Huntington Beach; 714-898-2655; www.casswimshop.com.

Is practice still held when it is raining? Practice is held in the rain unless there is lightning. At the Coach's discretion, practice may be canceled due to safety concerns. Time permitting, you may be notified by email if practice is canceled.

How will I get ongoing information and announcements? You will receive information and announcements from NOVA by email. Please keep your email address(es) current and verified on your website account and review your email regularly as announcements are sometimes made with little notice. Swimming-related questions should be directed to the swimmer's Coach. Club registration and membership questions can be directed to info@novaquatics.com.

SWIM MEET TIPS FOR PARENTS

Learning to navigate through a swim meet for the first time is a little like navigating through a foreign land when you don't speak the language. Give yourself time to transition, and please lean on the families that have been walking these swim meet decks for years, we will get you where you need to be.

BEFORE THE SWIM MEET STARTS

When should my swimmer arrive at the meet? Your Coach will tell you when to arrive for your swimmer's warm up. Prior to the meet you will receive an email with the meet's timeline, listing estimated start times for events and what time the meet will finish. A good best practice is to arrive 15 minutes before the required start time to find parking and walk to the line up or meeting location.

What is Check In? NOVA intrasquad meets are preseded, meaning that your swimmer's heats and lanes have been assigned before they get to the meet. Your swimmer should check in with their Coach when they arrive for warm-up, but no official meet check in is needed when we swim at home.

Other clubs don't always run their meets this same way. When you arrive at their meet the first thing you need to do is check in at the check in desk. If you do not check in you cannot race. Look around for swimmers in a line by tables; ask parents or swimmers where to check in if you are not sure.

Where should we sit at a meet and what should we bring? At home meets, spectators and athletes sit in separate stands. This may make you panic at first, but it's so great for teaching kids the autonomy necessary to recognize events, learn how to get to the blocks on their own, and to be responsible for their own races. It's great practice for the championship meets when they are forced to do it on their own.

Athletes are let into the facility at the designated time for warmups, and spectators are let in 15 minutes before the start of the session. The bleachers are concrete and face the east. There really isn't room for full sized chairs but stadium chairs are utilized quite a bit. Personal umbrellas are okay, as long as you're mindful of others. EZ Ups and other tents are not permitted on the bleachers. The rotunda is another option for setting up full size chairs or

blankets. It's shaded, and a great place to return to while you wait for your swimmer's next event. Some families choose to sit in the park just outside the entrance gate in between their swimmer's events. During summer events, parents will sit in the temporary grandstands and not be permitted down onto the deck or into the rotunda area.

At away meets, you'll want to find the NOVA tents. This information is usually sent out with the meet information a few days before the meet. Bring your own ez up or tent, chairs, and a blanket. The kids all like to sit together and play games while waiting for their events. No matter where the meet is, you'll want to pack sunscreen, drinks, snacks, your cap, goggles, towel, and parka.

When does my swimmer warm-Up? Once you have checked in and are situated with your teammates grab your cap, goggles, and a towel and report to your Coach for warm-up. Your Coach will guide you through the warm-up process. When warm-up is over, head back to the team area and relax. The meet should start shortly, they usually start on time. At away meets only, parents should look for the result board to check on heat and lane assignments.

What is a Three Point Entry? Swimmers warming up or down before, during, or after this swim meet must be under the direct supervision of an USA Swimming Member Coach. There will be NO DIVING into the pool during these times except into the designated sprint lane(s). WARM-UP RULES WILL BE ANNOUNCED AND POSTED.All swimmers must use 3-point, slide in entries into the pool for warm up, no jumping or diving in. "Sit and Slide" is another name for the 3-point entry.

Where can I take photos of my child at a swim meet? The use of audio-visual recording devices, including cell phones, is not permitted in locker rooms, changing areas or restrooms. Recording devices are not permitted behind the starting blocks during the starting sequence throughout the meet. The meet may be covered by the media, including photographs, video, Youtube and other forms of obtaining images of athletes participating in the meet. Entry into the meet is acknowledgement and consent to this fact.

Where can my swimmer change before and after the meet? Deck changes are not permitted. Deck changing is prohibited at practice and at swim meets. Please use the restroom or locker room facilities to change into or out of swimwear.

What and when should swimmers eat? Parents are encouraged to plan ahead and bring healthy snacks for their children. Having all that you need on hand makes for a relaxing day. It is a good idea for kids to snack after each race because they don't always have time to digest a big meal. Some suggestions include: chocolate milk, crackers with cheese or peanut butter, applesauce, fruit fresh or yogurt, veggies and dip. At home meets, we always have a snack bar with a variety of healthy items for the athletes and spectators.

DURING THE SWIM MEET

Why do people have numbers written on their arms in sharpie? Swimmers need to know their event numbers, heat and lane assignments so they can be behind the blocks in time for their race. The scoreboard always shows the event number and heat and the announcer will be

broadcasting what events are in the water racing. It is the swimmer's responsibility to make it to the blocks in time for their event.

Why does my swimmer need to check the heat sheets before my swimmer races? This only applies to away meets - Heat sheets are posted by girl's events and by boy's events in a central area at the meet. The heat sheets are listed by event number. They show the heat and lane number for all swimmers participating in an event. You will need to know what lane to report to and which heat you race in ahead of time. Ask a parent or swimmer if you are unsure where the postings are. Check the postings at least 2 to 3 events prior to yours. If you are in the first events of the meet the heat sheet will be posted prior to the start of the meet. You will see crowds of swimmers and parents hovering over the heat sheets, don't be shy, step up and look for your name printed on the heat sheet.

Does my swimmer talk to their Coach now? At home meets, your swimmer will want to check in with their Coach both before and after your races. At away meets, once they have their heat and lane they should check in with their Coach. They will give you racing instructions and strategies.

When does my swimmer race? It is very important for them not to miss their race. If they miss their race they will not be able to swim the next race. They should grab their cap and goggles and report behind the starting blocks early before their event starts. They should check with their timer that they are in the correct lane and heat. The timers have a list of swimmers for their lane. Make sure to put on your cap and goggles while you are waiting for your heat, concentrate on your race, as you approach the blocks check that your goggles are on tight and secure.

On the starting blocks what is the difference between the short whistle and the long whistle? When the heat is ready to swim the Official Starter will call the swimmers to the blocks with two different whistles. He first blows a series of short whistles that tells the swimmers to approach the blocks. He then blows a second long whistle that tells the swimmers to get on the blocks (or into the water for backstroke) and place feet in racing start position (backstroke grab the bar and place feet on the wall). The Official Starter then says, "Take your mark." The swimmers take the start position; swimmers do not move until you hear the beep or tone that starts the race. Then GO SWIMMERS GO!

What do I do after my race is done and I've touched the wall? Most of the time the Officials want you to stay in the water on the wall until the next race has started. This is called a "fly over start." Once the next race has started, quickly exit the water and ask your timer for your time. Then go talk to your coach and do your warm down.

Do I talk to my Coach after my race? Yes. Your Coach will have feedback to give you from your race. Our coaches are insightful, encouraging, and caring; the swimmer will always find it worthwhile to talk about the race with their Coach.

My races are over, do I just leave? Check in with your Coach to make sure you are not in any relays and to say goodbye. The final times will be posted where the heat sheets were if you want to write them down, or you can check the Meet Mobile App. Official results will be posted in your account on the team website in a few days.