



MARLIN DIVISION!



Larkspur Swim & Racquet Club

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Virginia Beach, VA 23462

(757) 219-2751

Updated May 2025



The 202 Laser Beam

Shedding Light on Summer League Swim with the Larkspur Lasers

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Introduction

Welcome to the 2025 VBSL Season & the Larkspur Lasers Swim Team!

The Laser Beam, our parent guidebook, sheds light on all things summer league! This guide was created to assist new (and returning) parents in navigating summer league swim at Larkspur Swim & Racquet Club. Please do not hesitate to reach out to the Lasers Team Representative Carole Fouts at larkspurlasersswim@gmail.com for any questions or concerns.



Larkspur Lasers Swim Team

Larkspur Swim & Racquet Club (LSRC) is the proud home of the mighty Larkspur Lasers.

Our team is open to swimmers of all abilities who are between the ages of four and eighteen.

The goals of our program are multifaceted:

- Our first priority is safety! We want our swimmers to have a healthy respect for the water and the safety rules of a pool.
- To help kids hone their overall swimming while developing a love for competitive swimming,
- To boost their confidence in and out of the water while displaying good sportsmanship,
- To allow kids opportunities to socialize and make new friends in their community,
- To give our swimmers awesome summer swim memories that will last a lifetime!

VBSL Swim Team Registration Requirements:

- Swimmers must be aged 4-18.
- Swimmers must be able to swim 25 meters (length of the pool), unassisted.
- LSRC Membership (*encouraged, but not required*)



Lasers Leadership

The Larkspur Lasers fall under the guidance of the Larkspur Swim & Racquet Club's Board of Directors. The Team Representative is a volunteer who serves as a member of Larkspur's Board and drives the overall direction for the Lasers Swim Team and related programs. The Volunteer Team Representative is also the liaison between the VBSL Board and the Larkspur Board coordinating communications, negotiating schedules, and ensuring that the Lasers meet all requirements of participating in our league.

Lasers Team Representative

Carole Fouts

lasersrep@larkspurswim.com

LSRC Board President

Delvin Peek

info@larkspurswim.com

Visit www.larkspurswim.com for more details on LSRC's Board of Directors.

Lasers Coaching Staff

Head Coach

Emily Land

laserscoach@gmail.com

Assistant Coach(es)

Myla Gorges

Isaac Cole

Eric Zank

Hanna Pennington

Matthew Thomas

Lasers Volunteers

Volunteer Coordinator & TeamUnify Support

larkspurlasersswim@gmail.com

Apparel Coordinator, Team Fundraising & Procurement

Jenn Bell

lasersapparel@gmail.com



Team Communications

The Lasers try to give families plenty of communication options without overwhelming parents with the number of communications per week.

TeamUnify will be the main forum used for communication this season! TeamUnify is our website, team admin tool for swim meet commitments and volunteer signups. It also has email and text capabilities. When in doubt, log into your TeamUnify account and check for the latest information!

TeamUnify - www.LarkspurLasers.com

Our Website & Team Administration tool! Log into your account each time that you go to our website to be sure that you are seeing all of the pages and information that you need. (Some information is not visible to the general public.)

Email - LarkpsurLasersSwim@gmail.com

Most team communications will be sent from: lasersrep@larkspurswim.com using TeamUnify or Gmail. Be sure to save this email address to your contacts.

Text Messages

TeamUnify has text messaging capabilities. This will be used for final reminders and urgent weather/practice cancellation updates. Up to two numbers per account can be added to the text alert list.

Facebook

<https://www.facebook.com/LarkspurLasers/>

Like us and tag @LarkspurLasers!

Instagram

[@larkspurlasersgram](https://www.instagram.com/larkspurlasersgram)

Follow us and be sure to tag us!



Family Folders

There are two portable file boxes with a hanging file for each family. The Family Folders will be used for distributing ribbons and other paper communications. If you spot them on the pool deck, then be sure to check your family file.

Virginia Beach Swim League (VBSL) Information

The Lasers are a member of the Virginia Beach Swim League (VBSL) and are currently in the Marlin Division. The VBSL's website www.vbsl.swimtopia.com includes information on league rules, the order of events, and information on all member swim teams including directions to pools.

Our team representative is Larkspur's liaison with VBSL. At the beginning of each season, VBSL places each team into a division. Once that placement happens, the planning process begins. Each team within the division competes against each other for the duration of the season. Approximately half of the meets will be hosted at a team's home pool, and the rest will be at other pools in the division.

2025 Divisions			
Dolphin	Marlin	Porpoise	Tarpon
Alanton-Baycliff (ALN)	Great Bridge Swim & Racquet Club (GB)	Norfolk Yacht & Country Club (NYCC)	Cavalier Golf & Yacht Club (CGYC)
Pembroke Meadows (PM)	Larkspur Swim & Racquet Club (LRK)	Asheville Park (ASH)	Lionfish Swim Club (LSC)
Little Neck Swim & Racquet Club (LN)	Broad Bay Country Club (BB)	Princess Anne Country Club (PACC)	Cheshire Forest (CHF)
Oceana (OCN)	Mallory Country Club (MCC)	StingRays (STR)	Southside (SSL)
Club Brittany (CB)	Chesapeake Golf Club (CGC)	Greenbrier Country Club (GCC)	River Walk (RW)



VBSL Season Overview

Regular Season Meets

Each swim team will compete against all of the teams within their VBSL Division. This season the Lasers will have 4 regular season meets (2 home and 2 away) and 1 time trial.

Typical Regular Season Swim Meet Schedule

7:00am	Swimmers Arrive
7:15am	Home Team Warm-up
7:30am	Visiting Team Warm-up
8:00am	Competition Begins with Event #1. There are 69 events.
12:00	Meet Ends <i>(This is an approximate time; some meets will last longer.)</i>

Divisional Championship Meet

After the last regular season meet, the Lasers will compete in the Marlin Divisional Championship Meet. The Lasers can bring 2 swimmers for each individual event and one team for each relay event.

To be eligible, a swimmer must participate in a majority (2) of regularly scheduled dual meets to be eligible for Divisional and/or All-Star meets. For the 2024 season, that means they must compete in 2 of the 4 regular season dual meets.

All-Star Championship Meet

After Divisionals, VBSL will compile times from the four Divisional meets, and the top 12 times for each individual event and relay will be invited to swim at the All-Star Championship Meet. Practice the week leading up to All-Stars is only for those swimmers who have qualified for the All-Star Meet.

End of Season Celebration / Team Awards

Fun team event to celebrate a job well done!

Age Groups & Events

There are 69 events in a VBSL swim meet. Each event is organized by age group, distance and stroke.

Age Groups:

A swimmer's age group for placement in swim meet events is determined by his or her age on June 15th of the current year. Swimmers are organized by the following Age Groups:

- 6 & Under (6U)
- 8 & Under (8U)
- 10 & Under (10U)
- 12 & Under (12U)
- 14 & Under (14U)
- 18 & Under (18U)

A swimmer can swim up (not down) an age group, if necessary.

Events by Age Group:

Age Group	25 Free	25 Back	25 Breast	25 Fly	50 Free	50 Back	50 Breast	50 Fly	100 IM	Relay Mixed 100 Free	Relay 100 Free	Relay Mixed 200 Free	Relay 200 Free	Relay Mixed 200 Medley
6 & Under	X	X								X				
8 & Under	X	X	X	X	X					X	X			
10 & Under	X	X	X	X	X					X	X			
12 & Under					X	X	X	X	X	X	X			
14 & Under					X	X	X	X	X			X	X	
18 & Under					X	X	X	X	X			X		X

- Swim meets require a minimum of 80 swimmers to compete in all events. Therefore, your attendance at swim meets is crucial for a successful season.
- All 4 strokes are swum (except in 6U): Freestyle, Backstroke, Breaststroke, and Butterfly.
- The Individual Medley(IM) is a race that combines all 4 strokes and swam in the following order: Butterfly, Backstroke, Breaststroke, and Freestyle.
- For relays, there are 4 swimmers per relay team.
- Mixed Relays are 2 boys and 2 girls.
- Medley Relay Order is Backstroke, Breaststroke, Butterfly, Freestyle.

Meet Scoring

In each event, points are scored by the two fastest swimmers or relays from each team, *regardless of where they placed overall*. No team shall receive points for more than two places per individual event.

	Regular Season Dual Meets:	Championship Meets:
Individual Events	1st = 5 pts 2nd = 3 pts 3rd = 2 pts 4th = 1 pt	1st = 7 pts 2nd = 5 pts 3rd = 4 pts 4th = 3 pt 5th = 2 pts 6th = 1 pt
Relay Events	1st = 5 pts 2nd = 3 pts 3rd = 2 pts 4th = 1 pt	1st = 14 pts 2nd = 10 pts 3rd = 8 pts 4th = 6 pt 5th = 4 pts 6th = 2 pts

Ties

If a tie exists, the points for the places tied will be added together and divided equally, and then awarded to the swimmers. The next place swimmer will receive the relative next place behind the two tied swimmers (ie. two swimmers tie for 1st place receiving 4 pts each, the next swimmer receives 3rd place receiving 3 pts). During regular season dual meets, in the case of a 4th place tie between two teams, the points for 4th place would be awarded in full to the team with the remaining scoring eligibility.



Awards/Ribbons

Ribbons are awarded for:

	Individual Events	Relay Events
Regular Season Dual Meets:	1 st – 12 th place (6U, 8U, and 10U) 1 st – 6 th place (12U, 14U, and 18U)	1 st – 6 th for relays (All Age Groups)
Divisional Meet:	1 st – 12 th place (All Age Groups, All Events)	
All-Star Meet	1 st – 3 rd places are awarded medals. 4 th – 12 th places are awarded ribbons. (All Age Groups, All Events)	

Ribbons will be placed in the family folders the week following the meet.

Records

VBSL records may be established at championship meets only. Swimmers may set a record only in the event in which they are swimming, regardless of their current age (ie. a 14-yr old “swimming up” in an 18U event can only set an 18U record, not a 14U record).

Similarly, individual event records cannot be established in a leg of a relay.

Lasers Team Records can be set at any sanctioned meet, including IntraSquad Meets, during the regular season or championship meets. Records may be set in the event in which they are swum, within the same guidelines as the VBSL records rules.



Swim Team Practice

Swim Team practice groups are assigned based on age. Each practice is then organized into lanes based on ability. Swim Team practices are one hour sessions in the morning and 45 minutes sessions in the evenings after school ends. Practice groups are subject to change based on ability by coaches as the season progresses.

Practice Etiquette

- Please arrive 10 mins before your assigned practice in your swimsuit ready to go.
- Please wear your swim cap. You can choose your own practice cap, it does not have to be the team cap used for meets. Show your personality!
- Well fitting goggles are a must! You may want to consider tinted goggles for those bright sunny summer days. You don't want your swimmer missing those backstroke flags!
 - *If your child wears prescription eyeglasses, Aquawear can assist you in purchasing goggles that are a close match.*
- Kickboards will be used for training. Larkspur has plenty for our swimmers to use, but if you prefer you can bring your own.

Parents may sit on the pool deck, lawn, or wait outside of the fence during practice. We ask that you sit far enough away from the pool to not interfere with practice. However, please do not wander too far away when inclement weather is a factor in case we need to clear the pool and deck quickly. If you have questions or concerns, please hold them until after practice. You may also contact the head coach via email laserscoach@gmail.com.

It is expected that each swimmer will attend all practices and meets to the best of their ability. Swimmers who do not regularly attend practices or meets put the entire team at a disadvantage. We understand that it is not always possible, we just ask that you make an honest effort to support the team and attend practices and meets.

In order to be eligible to swim in a regular season meet, the swimmer must attend 2 practices during that week or receive coaches' approval. If year-round club swimmers are actively practicing with their club team, the requirement is reduced to 1 practice with the Lasers each week - preferably Thursdays to allow for relay practice.

We know that the first few weeks of practice are challenging to attend. For the safety of our swimmers, to be eligible for the first event of the season, swimmer(s) must attend a minimum of 3 practices during the first few weeks (prior to school ending).



Larkspur Lasers Activities

Lasers Family Fun Nights

Bring on the team spirit! Bring on the fun! Think old fashioned pep rally! Lasers Family Fun Nights take place the Friday evening before home meets. Families get to enjoy the pool and socialize. As a part of the fun, swimmers will play games, swim fun relays, cheer on the team and during the final 30 mins volunteers will set up for the next day's meet.

End of Season Celebration / Team Awards Banquet

Time to celebrate a successful season and thank our coaches and participants! We'll also recognize the personal growth and accomplishments of our swimmers.

Lasers of the Week

Each week after school ends, the coaches will select one boy and one girl from each practice group as "Lasers of the Week." Swimmers may be featured on our social media pages.

Swim Buddies (Optional Program)

Swimmers can choose to participate in this optional opportunity. This is a great way for swimmers to mentor younger swimmers and develop friendships with other Lasers. Often swimmers will make signs and give small gifts of encouragement to their swim buddies during meets. Application will be on our website.

Swim Meet 101

Pre Meet - Commit to Attend the Swim Meet

Log into TeamUnify to 'commit' or decline each team event/swim meet. This tells the Team Representative and Coaches if your swimmer(s) will attend the meet. This is how the Coaches know to place your swimmer in events. The deadline for commitment is the **Tuesday** before a Saturday meet. If you must withdraw your swimmer after the deadline, please email the Head Coach and the Team Representative as soon as possible.

While you are committing your swimmer(s), make sure you also sign up for your volunteer job.

The Meet Entries and Heat Sheets will be posted in the Meet details the evening before each Meet - Remember to log back in to see what events your swimmer(s) will be swimming and what their heat and lane assignments are.

**See the TeamUnify How-To Section for step-by-step instructions for committing your swimmer(s) and signing up for jobs.*

Swim Meet Day

Swimmers arrive at 7:00am. This allows for a few minutes to set up your pop up tent, put events on your swimmer's arm, and put on cap and goggles to be ready on time for warm ups.

Warm-Ups

- Warm-ups and team huddles will be conducted by a member of the coaching staff and are an essential part of a successful performance. Arriving on time to meets will ensure that your swimmer doesn't miss out on this opportunity.

Events/ Competition

- There are 69 events in a VBSL sanctioned meet.
- Swimmers will be called to line up for their events by the announcer. When swimmers are called, they should report to the Clerk of Course (also known as “the zoo”).
- The Clerk of Course (aka Zookeeper) will assist younger swimmers with lining up for their heat. Swimmers need to have their events written on their hand/arm/leg (How to do this is explained in the FAQ's).
- The starter will announce each event and heat, swimmers will step up, and then the starter will sound the starting buzzer for each race to begin.
- Each swimmer should stay in their lane in the pool until all swimmers have completed their heat. Both swimmers and parents should remember to show good sportsmanship and congratulate others on a job well done.
- After a race, swimmers should high five their parents and go directly to the coaches for a post race analysis. Then they can return to their family tent to rest and hydrate before they are called for their next event.
- Don't forget to cheer on your swim buddy while you wait for your next event!

** NO Photography is permitted from behind swimmers at the start of races. This is a standard rule as a part of SafeSport. Please abstain from viewing races and photographing from the deep end of the pool. Parents can view and take photos/videos from the sides of the pool or the shallow end.*

Post Meet Results

Official results will be posted to the Event details, usually within a day. Remember to log back in to see the final score, and your swimmer(s) individual results. Ribbons will be available in the family folders during the week following the Meet.



Volunteers

Volunteers are vital to the success of our season. We cannot run swim meets without all of you! Did you know that it takes 80 (EIGHTY!) parent volunteers to run a swim meet?!

Volunteering is a great way to meet other parents and take an active role in our organization. See the list of opportunities and descriptions below. Jobs marked with an asterisk (*) require training. Please contact the team representative (LasersRep@Larkspur.com) if interested in receiving the required training.

We request for each family to work a minimum of four (4) shifts during the season (generally, 1 at EACH home meet, and the remainder at Team Events including away meets and team functions, or other administrative jobs). For most jobs, one shift = ½ of a Meet.

We want you to see your swimmers swim their events! All volunteer jobs allow you to step away to watch your swimmer during their event. There are many volunteer opportunities that may be completed outside of the meets, some even at home during your free time. We are happy to work with families in special situations to find volunteer opportunities that work for your situation.

Additionally, for swimmers who qualify for the post-season meets (Divisionals and All-Stars), families should expect to fill an additional shift at each of those meets. These are additional shifts required by VBSL at those specific meets.

Meets will not begin until ALL jobs are covered. Please help us start on time and stay on schedule by signing up and fulfilling your required shifts. Signing up through the Event on TeamUnify will allow us to know we have assistance the day of the meet or other function.

Families that volunteer will be given an opportunity to join our incentive program.

Volunteering is a fun way to support our Lasers! Grab a friend and be sure to sign up early to get the job and time slot of your choice!



Meet Volunteer Opportunities:

Meet Setup: Takes place the night before the meet and the morning of the meet. Clear the pool deck and set up ropes, prepare concession stand area, set out coolers, set up scoring tent and tables, etc. (Everyone is expected to assist for a short time during the Family Fun Night, but specific jobs are available in the Signup for leads and morning setup).

Referee* (2): Runs the meet – briefs coaches and officials and enforces all of the rules. (2)

Starter* (2): Notifies swimmers of the event distance and stroke; initiates the start signal. (2)

Stroke and Turn Judges* (6): Stroke and Turn judges watch for violations of swimming style, turning, finishing, and false starts on relay take-offs (6 per meet per team).

Scoring Team: Meet Manager* (4) / Time Verifiers (2): Enters the time for each swimmer into the Meet Manager software, reviews the time sheets and matches up any DQ slips for swimmers who may have been disqualified in an event.

Head Timer(2) / **Lane Timers** (15-18): Stand at end of the swim lane, operate stopwatch and record swimmers' times in an assigned lane (3 timers per lane).

Runners (4): Pick up time cards from timers and deliver them to the scoring table. Also collects DQ slips from judges.

Clerk of Course (2) / **Zookeeper** (4): Helps organize the swimmers for each event and assists with lining them up in the appropriate lanes for their heats.

Concessions Lead (1) / **Concessions Stand** (6) / **Grill Master** (1): Prepares and sells food and drink items. *Concessions Lead is needed ahead of the season, commitment is mostly outside of Meets.*

Announcer/ DJ (1): MC for the day. Announces each event to the deck and calls for swimmers to clerk of course while entertaining the crowd with some tunes and trivia.

Hospitality (2): Checks on coaches'/ officials' hospitality. Provides refreshments (water/popsicles) to other volunteers working in the heat.



Heat Winner Attendant (4): Passes out awards to heat winners.

Meet Tear Down/ Clean Up: Assist with tearing down tents, tables, ropes, etc., and tidying up after the meet. (Many people needed).

Other Volunteer Opportunities

Team Administration: Interested in learning the role of team rep? Then this job is for you! Assists the Team Representative with the behind the scenes administrative tasks to help the season run smoothly. (Ex: Create family folders).

Concessions Lead: Assists the Team Representative with planning, procuring products, setting up and tearing down the concessions stand at Home Meets. There is minimal work at the meets - working the concession stand is done by meet volunteers.

Apparel Sales: Assist the Team Representative with apparel sale, collecting orders, sorting and distribution of merchandise. This role also assists with team suits and end of season gifts/trophies.

Ribbons: Applies labels to the ribbons and sorts them into the family folders. One person responsible for coordinating, but many can assist. This task is usually done during practice with a group of parents assisting.

Swim Buddy Coordinator: Assist with the swim buddy program, creates swim buddy form, assigns swim buddies and answers parent questions.

Social Media: Assist with posting 'Lasers of the Week' and other content to Instagram/Facebook.

Lasers Family Fun Nights Coordinator: Assist the Team Representative and coaches with planning the Lasers Family Fun Night and End of Season Celebration/Awards Ceremony.

Refreshment Donations: Throughout the season, there will be opportunities to donate refreshments for the Lasers Family Fun Nights and special activities or food and drink to our concession stand for home meets.



Fundraising

The Larkspur Lasers need your help in fundraising! We raise money to help maintain our pool, keep our equipment updated and to provide fun activities for our swimmers. Here are the ways that our club focuses these efforts:

Team Sponsors

\$250

Do you own a business or know someone who does? Why not become a team sponsor? We'll announce your company's name at our swim meets, and put your business's logo and website link on the Lasers' website and include an ad in the LSRC newsletter.

Swim-a-Thons

Our Swim-a-Thons are a blast, and are a fun way to raise money for our team. During these events, our swimmers raise money by swimming laps that are tracked and tallied. There are prizes for the most laps and treats to recharge after swimming. Prior to the event, our swimmers ask family, friends, neighbors, or businesses to pledge money per lap, or make a flat donation in support of the team.

Apparel Sale

Let's help get the word out that the Lasers are here and are looking sharp! Apparel sales bring in considerable revenue for the Lasers, but we need your help in advertising and selling our shirts, hats and other swag! Flyers and order forms are readily available for the asking!

Concessions

Do you have a warehouse store membership? If so, why not take advantage of the low, bulk prices and help out the Lasers at the same time? We'd love donations of individually-wrapped beverages, candy, or other types of snack items to be sold as concessions at our meets!

Do you have an idea for a fundraiser? Better yet, do you want to assist with fundraising? Please contact the team representative. The best ideas come from our dedicated parents.



Lasers Uniform: Team Swim Suit & Swim Cap

Our Speedo Swimsuit is available through Aquawear. The suit can be purchased at LSRC's Open House, Aquawear's physical store, or through our team portal on Aquawear's website.

Larkspur Team Portal: <https://aquawearswim.com/team-portal/larkspur/>



521 N Birdneck Rd
Virginia Beach, VA 23451
757.461.8552



**Please call Aquawear for availability and sizing.*

Team Cap

Swimmers receive their first cap as a part of their Registration Fee. Additional Team Swim Caps can be purchased directly from the Lasers Team Representative.





Swim Team/ Swim Meet FAQ's & Pro Tips

It's raining. Is there still practice?

Yes, we still practice in the rain! If there is thunder, the pool will be cleared. If there is lightning, the pool & pool deck must be cleared. **Please stay at the pool if there is a threat of inclement weather in the area in case the need arises to clear the pool deck quickly.*

What should I bring/wear to a swim meet?

- Wear your team swim suit and Lasers swim cap - It's your uniform!
 - Goggles (Bring an extra pair if you have them.)
 - Sharpie
 - Towel(s)
 - Water and snacks - There will also be a concession stand.
 - Sunscreen, insect repellent – especially for our night meet.
 - Tent for Shade and Chairs / Blankets to sit on.
 - Games, Toys - It's a long morning and sometimes difficult to wait for your next event.
- Entertainment between events is a must for our youngest swimmers.

What should I do if my swimmer gets sick at the last minute?

Please send a message to the team rep as soon as you know he or she will not be able to swim in the meet.

I signed up to volunteer, but have no clue what to do!

First, don't stress – this is supposed to be fun! Just ask a veteran swim parent – we will be happy to point you in the right direction and help you figure out what to do and where to go. This is an opportunity to support your swimmer, our swim team, and make new friends, too! Still have more questions, then please reach out to our Volunteer Coordinator.

Do I really need to get to the pool as early as the coach said?

Yes! You need to get to the pool on time so your swimmer can warm-up with the team, become familiar with the nuances of the location, figure out their event/heat/lane information, and set up your spot for the day.

Tent? Why do I need a tent?

Many families choose to set up 10x10 canopies to provide shade. We ask that tents are set up at least 6 feet off the pool deck. Many parents bring a chair for themselves and a blanket for their swimmers to stretch out on.

Can I set up a tent the night before?

If you assist with home meet setup after the Lasers Family Fun Nights, then you may set up a tent after set up is complete. We want you to have a front row view of the action in the pool!

ALL tents must remain in vehicles until the swim meet set up is complete. Do NOT bring them inside the fence during the Lasers Family Fun Night.

Who decides what my swimmer swims?

The coaches! You may request an event when you commit to a meet, but the coaches have final say. We try to respect individual requests, but this is also a team sport and your swimmer may be needed in another event that day.

How many races will my swimmer participate in?

Each meet, a swimmer is allowed to swim a maximum of 5 events: 3 individual events and 2 relays.

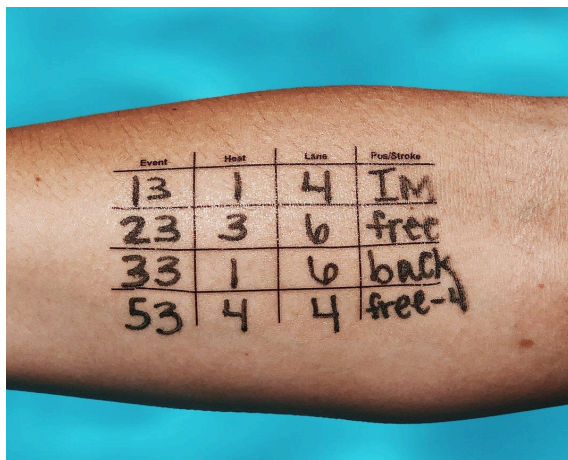
- **Individual events:** Ideally, every swimmer will swim 3 individual events per meet (unless a meet has heat restrictions that limit the number of swimmers). Swimmers should be prepared to swim every individual event for their age group at least once throughout the season.
- **Relay events:** Unlike the individual events, which can have multiple heats per event, relays are limited to one heat. This limits the number of swimmers to 8 to 12 for each relay event. Thus, everyone may not swim a relay at every meet. Individual times will determine relay entries.
- In some instances, swimmers might be pulled up an age group to assist the team.

How will my swimmer know what events he/she is swimming?

The entries will be added to the event in TeamUnify the day before the meet. The **Meet Entries Report** shows you which events each swimmer will be competing in during the meet. You then take this information and review the **Heat Sheet**, available the morning of the meet, to get the heat and lane information. Heat Sheets are great to have printed out to follow along during the meet! Some teams sell copies of heat sheets as a team fundraiser.

Why do I need a sharpie?

Swimmers use sharpies to write their events, heats, and lanes on their arms (or legs). This helps them keep track of their events, and allows them to communicate to the Clerk of Course/ Zookeeper where they need to be as events line up.



My swimmer completed their event. Where can I find my swimmer's times?

Event results are usually printed and posted for viewing. During home meets, event results will be posted as they become available. We usually print and post them on the wall of the tennis shed or on the sliding glass door of the clubhouse. Some hosts may choose to electronically share results in real time on a paid app called Meet Mobile. Final results of the meet will be posted on the event in TeamUnify later that afternoon.

Do we need to stay for the entire meet?

Yes, please! We encourage all families to stay for the entire meet so that the swimmers can support their teammates. If you do need to leave early, please let one of the coaches or the team representative know to ensure the final relays of the meet have the appropriate swimmers.

Is my swimmer able to participate in summer league if already on a year round USA swimming team?

Yes! We love including ALL swimmers in our local community. We welcome beginners and those with more experience. VBSL's league rules allow you to compete in summer league which falls during the long course season for the year round USA Club teams.

Did I see Professional Quality Photos from the Swim Meet?

Yes! We have volunteers providing high quality photos of our swimmers at the meets. We thank you for sharing your time & talent with us! Please email any photos taken to larkspur laserssocial@gmail.com for public viewing.



TeamUnify How-To

Step-by-step instructions to help you navigate our new Team Administration tool... TeamUnify!

Add/Verify your Mobile Number for Text Messages

To receive Team text alerts, please follow these steps to add/verify your mobile number:

- Login to your TeamUnify account.
- In the top right corner, click next to your name and choose <My Account>.
- Enter your mobile number in the **SMS field** and **choose your mobile carrier**. Both must be completed correctly in order for the system to verify your number (a test text message will be sent to verify).
- To **verify** your number, click the link in the text message, or enter the code from the text message when requested in your TeamUnify account. The SMS field will now be labeled "verified" in green.

Note: You must complete these steps to be added to the text alert list, entering your mobile number as your phone number does not automatically add you to the text alert list as carriers require further authorization.

Commit your Swimmer(s) for Meets and other Team Events

To commit to a Meet (or other team event):

- Login to your TeamUnify Account, then go to the **Meets & Events** page
- Click on the Event for which you wish to commit your swimmer(s) and review the Meet information.
- Click "**Attend/Decline**"
- Click on the **Swimmer's name**, then select "**Yes**" or "**No**" from the Declaration dropdown, in the **Notes** section is where you can add a request for an event or let us know when you need to leave early so that you are not placed in a relay at the end of the meet and then click "**Save Changes**". **Repeat this step for each swimmer on your account.**

*If you try to commit for an Event after the commitment date has passed, you will get a message indicating that the registration deadline has passed. Email the Head Coach and Team Representative if you missed the deadline and still wish to swim or need to withdraw. Late changes can not always be accommodated.

Signup for your Volunteer Jobs

While you are in the Event, follow these steps to also sign up for your Volunteer Job(s):

- From the Event, click on “**Job Signup**”
- Select the Slot(s), then click on “**Signup**”
- In the “Optional Contact Info” popup, provide the name of the Volunteer if different from the account name, then “**Sign Up**”

If you are signing up more than one person for jobs, repeat these steps to sign up each person separately so that the appropriate name can be indicated for each.

Edit your Swimmer(s) commitments and/or Job Signups

- Login to your TeamUnify Account, then go to the **Meets & Events** page
- Click “**Edit Commitment**” for the Event you want to change
- Click on the Swimmer’s name, then select “Yes” or “No” from the Declaration dropdown, and then “**Save Changes**”. Repeat this step for each swimmer, as needed,
- Click “**Edit Job Signup**”
- Check the Job Signup you want to change
- Click “**Signup**” or “**Remove Signup**”

**If you try to edit a swimmer’s commitment for an Event after the commitment date has passed, you will get a message indicating that the registration deadline has passed and you can only view the signup, not change it. If you must withdraw your swimmer after the deadline, please email the Head Coach and the Team Representative as soon as possible.*

View your Swimmer(s) Times

- Login to your TeamUnify Account, then go to your **Account** page
- Click on the “**Members**” tab, then click on the swimmer you wish to view
- Click on the “**Meet Results**” tab to view all their results for each previous VBSL meet they have attended
- Click on the “**Best Times**” tab to view their personal best time in each event for all previous VBSL meets



Good luck LASERS on a successful season!

May you have fast times and fun memories!



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