**Coaches’ Letter- 10 and Under State**

**Hosted by Ashwaubenon Swim Club**

Hello Coaches and Team Administrators,

ASC is excited to be hosting the first ever 10 and Under State Meet! The goodie bags are filled with fun souvenirs and activities for the kids and their families, and our facility is ready to host a great meet!

Here are a few important things to note and pass on to your families that will be attending the meet.

* The parking lot directly outside of the pool will be reserved for coaches and officials. All of the families will be able to park around the school or on the street where parking is allowed. We have 2 main entrances to the building (through the pool and through the field house) that will get them to the pool. There will be volunteers and posted signs to help everyone get where they need to go.
* Because of the later start time, we will have a light breakfast for you available when you arrive at the pool. We will have lunch available throughout the day, and hope that the 12-minute breaks will be enough time for you to grab some of our delicious food!
* One big thing that we would really appreciate you talking to your swimmers and families about is leaving large swim bags in the fieldhouse. We want all teams to feel comfortable and allow everyone to have enough space to sit around the pool deck. If your swimmers are able to bring a smaller bag into the pool (with just their necessities), we will have more space for everyone to sit comfortably.
* We will have games and activities set up for swimmers and siblings in the field house. A volunteer will be keeping track of the heat and lane on the basketball scoreboard so that communication between the pool and fieldhouse is available to everyone throughout the meet. Please keep in mind this is an UNOFFICIAL means of communication, and checking in at the pool will be the best way to know where the meet is at.
* With the later warm-up time, we expect teams from farther away to make the trip to Green Bay in the morning. If you know that the majority of your swimmers will be traveling Saturday am, and would like to request a later warm-up time, please let us know. On the contrary, if the majority of your team is planning on staying over on Friday night, and would not mind an earlier time, please let us know as well. We will do our best to honor these requests.

* ENTRY PROCEDURE & LOGISTICS-Entries are due by NOON ON TUESDAY 2/21. If you have them ahead of time, feel free to send them early. We can make changes up until the deadline.
	+ Here’s what we need to complete your team’s entry submission:

 Please emailAryn Van Laanen (vanlaaar@mail.gvsu.edu) ASAP with any issues)

* + Entry file from Team Unify or from Team Manager
	+ Entry list – by athlete – that includes BONUS SWIM AND PROOF OF TIME
	+ You need to mark bonus events appropriately in TU, but unfortunately that info does NOT transfer over. We’ll have to manually add/mark all bonus swims after import
* We have a coaches’ meeting planned for THURSDAY, 1/23 AT 6PM CENTRAL. Also remember that any coach expecting to be on deck will need to prove their status when they check in. Please check in at the coaches’ room-straight ahead when you enter the pool.
* We would like to have the most accurate count possible for the number of coaches that will be on deck and attending the coaches' social. The coaches’ social will take place at **The Turn in the Titletown District near Lambeau Field from 4:00-6:00 pm.**

\*\*\*Please fill out [this Google Survey](https://docs.google.com/forms/d/e/1FAIpQLSclOc686crlEJho3NyVu3Kb47TA4JwmeVNCMho2ro6BGlB3uQ/viewform?usp=sf_link) once per team so we have your team’s information. \*Your cell phone number is needed for WI Swimming in case a proof of time is needed. (They will text this number).

* If parents have any additional questions, they can check the welcome letter. Also, please send them to our meet landing page as soon as possible to find any additional information they may need.