



AMENDED
VSI SHORT COURSE SENIOR CHAMPIONSHIP
 March 8-11, 2007
 SANCTION NO. VS-07-46



SANCTION:	Held under the sanction of USA Swimming/Virginia Swimming, Inc., SANCTION NO: VS-07-46		
LOCATION:	Aquatic and Fitness Center, University of Virginia, Charlottesville, VA		
FACILITY:	<ul style="list-style-type: none"> • 50 M pool with bulkheads set to provide the following: <ul style="list-style-type: none"> ○ Pool 1 (Main Competition Pool): Diving end. 8 lanes, 25 yards. Swum wall to bulkhead. ○ Pool 2 (Warm-up/Warm-down): 10 lanes (middle 8 with starting blocks), 25 yards. Swum wall to wall. • Colorado Automatic Timing System with 10 lane scoreboard. 		
MEET DIRECTOR:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> George Massey Email: headcoach@bacswim.com Phone: 804-516-7378 </td> <td style="width: 50%; vertical-align: top;"> David Strider, Local Host Coordinator Email: dvs7e@virginia.edu Phone: (H) 434-973-4832 (W) 434-996-0497 </td> </tr> </table>	George Massey Email: headcoach@bacswim.com Phone: 804-516-7378	David Strider, Local Host Coordinator Email: dvs7e@virginia.edu Phone: (H) 434-973-4832 (W) 434-996-0497
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ELIGIBILITY:	<ul style="list-style-type: none"> • Open to all VSI registered swimmers who meet the qualifying time in each event entered. • The qualifying period for this meet is January 1, 2006 through March 7, 2007. • All swimmers participating in this meet must be registered by the first day of the meet. • No on deck registration will be permitted. • Age on March 8, 2007 will determine age for the entire meet. 		
DISABILITY SWIMMERS:	<ul style="list-style-type: none"> • Athletes with a disability are welcomed and shall provide advance notice of desired accommodations to the Meet Director. • The athlete (or the athlete's coach) is also responsible for notifying the session referee of any disability prior to the competition. 		
FORMAT:	<ul style="list-style-type: none"> • Individual events EXCEPT the 1000 Y Freestyle and the 1650 Y Freestyle: <ul style="list-style-type: none"> ○ Will be swum as trials and finals. ○ The top 24 qualifiers in the trials of each event will compete in each day's final session (final, consolation and bonus heats). • The 1650 Y Freestyle: <ul style="list-style-type: none"> ○ Will be swum fastest to slowest as a timed final event, alternating women and men. • The 1000 Y Freestyle: <ul style="list-style-type: none"> ○ Will be swum slowest to fastest as a timed final event, alternating women and men. ○ The starting time for the first heat will be scheduled so that the second fastest heat of the men's event is concluded at the start of the finals warm-up session. ○ The fastest women's and men's heat will swim in the finals session. • Relay events: <ul style="list-style-type: none"> ○ Will be timed finals. ○ The fastest 2 heats of the 400 Y Freestyle Relay, the 800 Y Freestyle Relay, and the 400 Y Medley Relay will be swum during the finals session with any other heats swum during the trials session. 		
WARM-UPS:	<ul style="list-style-type: none"> • Thursday evening session: Warm-ups at 4:45 – 5:35 pm; competition starts at 5:45 pm. <ul style="list-style-type: none"> ○ Clubs will be assigned to lanes which will be determined following the receipt of entries. Lane assignments will be posted on the VSI website (www.virginiaswimming.org) • Trials sessions: Warm-ups at 6:30 – 8:20 am; competition starts at 8:30 am. <ul style="list-style-type: none"> ○ 6:30 – 7:50 am: All lanes designated for general warm-up ○ 7:50 – 8:20 am: Lanes 1 and 8 in Pool 1 designated for pace; Lanes 2 and 7 in Pool 1 designated for sprint; Lanes 3 through 6 in Pool 1, and all other lanes will remain general. • Finals sessions (Friday & Saturday): Warm-ups at 5:00 – 5:50 pm; competition starts at 6:00 pm. <ul style="list-style-type: none"> ○ 5:00 – 5:25 pm: All lanes designated for general warm-up 		

- 5:25 – 5:50 pm: Lanes 1 and 8 in Pool 1 designated for pace; Lanes 2 and 7 in Pool 1 designated for sprint; Lanes 3 through 6 in Pool 1, and all other lanes will remain general.
- Finals session (Sunday): Warm-ups at 3:30 – 4:20 pm; competition starts at 4:30 pm.
 - 3:30 – 3:55 pm: All lanes designated for general warm-up
 - 3:55 – 4:20 pm: Lanes 1 and 8 in Pool 1 designated for pace; Lanes 2 and 7 in Pool 1 designated for sprint; Lanes 3 through 6 in Pool 1, and all other lanes will remain general.
- 1000 Y Freestyle session: Warm-ups will begin 45 min prior to the start of the first scheduled heat and will close 5 min prior to the start of the first scheduled heat.

ENTRIES:

- OME MEET ENTRY**
SEE OME HIGHLIGHTS ATTACHMENT AT END OF INVITATION FOR MORE INFORMATION
- OME OPENS: 9:00 am EST – Thursday, February 1, 2007
 - OME CLOSSES: 11:59 pm EST – Thursday, March 1, 2007.
 - Meet Entry Officer – Terry Randolph, Phone: (757) 887-0868, Email: randtb@msn.com
 - On-Line Meet Entry (OME) – Entries will be processed using the USA Swimming On-Line Meet Entry System (OME) ONLY. Entries received by other means during the regular entry period will not be accepted.
 - The OME system is accessed from the USA Swimming web site at the address <http://www.usaswimming.org/ome>
 - Coaches must register for an account (Free) to utilize the system. Log in and select “Enter Team”.
 - LATE ENTRIES. Entries desired after 11:59 pm, Thursday, March 1, 2007, and prior to the start of the meet, must be sent to the Meet Entry Officer for input and will be considered late.
 - The total fees for these entries, including the late entry fee, must be paid prior to the first session of the meet (Thursday March 8, 2007) or the swimmer may not swim those events.
 - A confirmation of entries will not be sent to a club until the fees are marked paid, either by credit card or by arrangement with the Meet Entry Officer.
 - Payment for events entered at the meet must be made at the time of the request (made to Administrative Referee). The request must be prior to the close of the scratch box for the event desired.
 - OME HELP: Susan Woessner Terry Randolph
 USA Swimming Meet Entry Officer
 Phone: (719) 866-3589 Phone: (757) 887-0868
 Email: swoessner@usaswimming.org Email: randtb@msn.com
 - Conforming and Non-conforming times will be used for entry – Short Course Yards then Long Course Meters then Short Course Meters. Non-conforming times will be seeded following all conforming times.
 - Individual Entries: Use the fastest time in national database for entry within the qualifying period.
 - Swimmers may enter using an “Override Time” for times that are not in the national database.
 - Override times must include the meet name and date.
 - Override times that cannot be proven during the entry process will be annotated with an asterisk (*) on the meet psych sheet (Entry List).
 - Proof of asterisk (*) submitted times must be provided to the Administrative Referee prior the scratch deadline for that event in order to swim.
 - Times that are missing from the National Database should be requested through the host LSC National Times Coordinator of the meet at which the time was achieved.
 - OME RELAY ENTRY PROCEDURES: ENSURE “RELAY ONLY” ATHLETES ARE INCLUDED IN THE TEAM ENTRY ROSTER.
 - If entering a “B” relay, be sure to select an entry time that does not have a double asterisk (**).
 - The ** signifies that at least one athlete from the entry time of the “A” relay was a member of the relay that achieved that time. Select another listed time or enter an aggregate relay.
 - All entries for the 200 Y Medley Relay must use 400 Y Medley Relay times. No NT entries will be accepted.

	<ul style="list-style-type: none"> • ATTENTION TEAMS WITH UNATTACHED ATHLETES: Teams may enter athletes with an unattached status. When building the roster in OME, select the “Add Unattached/Unregistered Swimmer” link. • ATTENTION INDIVIDUAL UNATTACHED ATHLETES: Unattached athletes who are not awaiting attachment to any team must enter individually. <ul style="list-style-type: none"> ○ Access the OME system at the address http://www.usaswimming.org/ome - log in and select “Enter Individual.” ○ These individuals may send a text file of their entries to the Meet entry person to be entered manually. ○ Payment must be made in that case by check by March 5, 2007. • ENTRY LIMITS: <ul style="list-style-type: none"> ○ Individual Events: Athletes may enter all events for which they qualify, however they may only compete in six (6) individual events for the meet but no more than three (3) individual events per day. ○ Relays: Two (2) per team per event. • The Meet Director reserves the right to combine heats and events, which actions may require reseeding. • The Meet Director reserves the right to eliminate heats of any event if necessary. • Proof of entry times is required for individual and relay events. Entries not proven by the scratch deadline will be scratched. “No Time” relay entries will not be accepted. • Entries which improve the time of an earlier entry will be accepted while OME remains open but will not be accepted once OME has closed. • Late entries will be accepted. All late entries must submit proof of time. • Late entries may not be used to improve the seed time of an earlier entry. • Late entries at the meet will only be accepted for events for which the scratch box has not yet closed.
FEES:	<p>Individual events: \$7.50 Relay events: \$18.00 Swimmer surcharge: \$2.00 per person (entered in the meet in any capacity)</p> <p>Late Fees: In addition to the regular entry fee, a fee of \$10 per event prior to the first day of the meet and \$25 per event on or after the first day of the meet will be charged for any entry received after the entry deadline.</p> <ul style="list-style-type: none"> • OME payments may be made using VISA, MasterCard, American Express or Discover (on line) or check. Payment by check must be received by March 5, 2007. Checks should be payable to VSI. • Checks should be sent to: Terry Randolph 144 View Point Drive Newport News, VA 23603 • Late fees for OME entries will be due prior to the first session of the meet (Thursday, March 8, 2007) • Failure to pay entry fees by this deadline could result in teams being barred from the meet. All fees must be paid in full in order for the entries to be considered complete.
AWARDS:	<ul style="list-style-type: none"> • Scoring <ul style="list-style-type: none"> ○ Individual Events: F – 20-17-16-15-14-13-12-11, C – 9-7-6-5-4-3-2-1. ○ Relay Events: F – 40-34-32-30-28-26-24-22, C – 18-14-12-10-8-6-4-2 • Team: Women’s High Point, Men’s High Point, Combined High Point. (Virginia teams only) • Individual: First through ninth place. Women’s High Point, Men’s High Point • Relay: First through third place.
SEEDING:	<ul style="list-style-type: none"> • All short course yard times will be seeded first, followed by long course meters, followed by short course meters. • All timed finals and trials events will be seeded following the close of the scratch and positive check-in periods as listed in the “RULES” section below. • The 1650 Y Freestyle, 1000 Y Freestyle, and all relays require positive check-in to swim.

	<ul style="list-style-type: none"> • Swimmers or relay teams failing to positively check-in will not be allowed to swim the event.
TIME TRIALS:	<ul style="list-style-type: none"> • At the conclusion of each day's preliminaries session, time permitting, time trials will be offered to any swimmer entered in an individual event in the meet. Each day's events will be offered in order, on the following schedule (1000 Y and 1650 Y Freestyle will only be offered as the last events on Saturday, time permitting): <ul style="list-style-type: none"> ○ Thursday: No time trials ○ Friday: Friday's events, Saturday's events, Sunday's events (excluding the 1000 Freestyle). ○ Saturday: Saturday's events, Sunday's events, Friday's events, 1000 and 1650 Freestyle. ○ Sunday: Sunday's events (excluding the 1000 Freestyle), Friday's events, Saturday's events. ○ Cost: \$10.00 per event. • The Meet Referee, at his discretion, to save time, may reorder the day's scheduled events or combine events into a single heat. • A swimmer desiring a time trial must inform the Meet Referee, or his designee, not later than 10:00 am of the day the time trial is desired (time permitting, the Meet Referee may announce a later closing time each day). Each swimmer participating in these events should provide a timer and/or a counter. • Time Trials are included as events in the three event per day limit.
PENALTIES:	<p>Penalties for entries using fraudulent and/or non-verifiable entry times:</p> <ul style="list-style-type: none"> • Swimmer shall be disqualified from the event entered illegally and the event shall be re-scored and awarded. • Club may be fined \$100 for each offense, and a record of such offenses shall be kept and published as part of the official meet results. • Clubs entering swimmers not legally registered with United States Swimming by the first day of the meet may be fined \$100 per swimmer in each event so entered. • If the swimmer is representing a club in competition, the fine will be levied on the Club. If the swimmer is unattached, the fine will be levied on the swimmer.
RULES:	<ul style="list-style-type: none"> • Coach's packets will be available at the Clerk of Course and will be released only if all meet fees have been paid in full. • A listing of any entries lacking proof of time will also be provided and must be dealt with as described in the ENTRIES section above. • Unattached athletes must have a supervising coach as per USA Swimming rule 202.3.2. Athletes listed as UNAT-CLUB will be supervised by a coach from the named club and all entry/scratch related material will be placed in the respective club coach's packet. • Athletes listed as UNAT must check in at the Clerk-of-Course and be assigned a supervising coach in order to warm-up and to compete. • The current <i>USA Swimming Rules and Regulations</i> will apply. • The scratch procedures listed in the current <i>USA Swimming Rules and Regulations</i>, Article 207.12.10 will apply with the following modifications: <ul style="list-style-type: none"> ○ The General Meeting will be held at 4:00 pm on Thursday. Coaches are accountable for the information presented. Accordingly, please make sure that there is at least one representative from your club in attendance. ○ Scratches from Individual Events: <ul style="list-style-type: none"> ▪ Scratches for Friday's events are due by 5:00 pm, Thursday ▪ Scratches for Saturday's events are due by 6:30 pm, Friday ▪ Scratches for Sunday's events (including the 1000 Freestyle) are due by 6:30 pm, Saturday ○ Positive check-in: <ul style="list-style-type: none"> ▪ Positive check-in for the 1650 Y Freestyle and 200 Y Freestyle Relay is due by 5:00 pm, Thursday ▪ Positive check-in for the 800 Y Freestyle Relay is due by 9:30 am, Friday.

	<ul style="list-style-type: none"> ▪ Positive check-in for the 400 Y Medley Relay is due by 9:30 am, Saturday. ▪ Positive check-in for the 200 Y Medley Relay is due by 6:30 pm, Saturday. ▪ Positive check-in for the 1000 Y Freestyle is due by 8:30 am, Sunday. ▪ Positive check-in for the 400 Y Freestyle Relay is due by 8:30 am, Sunday. ▪ Relay teams wanting to swim in the morning and not in the evening must designate that desire on the positive check-in sheet. ▪ Athletes wanting to swim in the 1000 Y Freestyle in the afternoon and not in the fastest heat swimming in finals must designate that desire on the positive check-in sheet. ○ Swimmers failing to scratch events which if swum would put them in violation of either the 3 event per day or the 6 events in the meet, will not be permitted to swim the event or events. <ul style="list-style-type: none"> ▪ The events to be eliminated will be counted in strict numerical sequence as listed in the meet invitation. ▪ No other penalty will be applied. • The scratch rule regarding finals will apply to all three 3 heats (Final, Consolation, Bonus) excluding the relays, the 1650 Y Freestyle, and the 1000 Y Freestyle. • The Meet Referee in accordance with 102.11.2 in the <i>USA Swimming Rules and Regulations</i> will appoint a Meet Jury. • In accordance with VSI Policy, only those coaches who display current, valid USA Swimming credentials will be permitted to act in a coaching capacity at this meet. Coaches who do not possess these credentials will be required to leave the deck area.
OFFICIALS:	<p>Meet Referee: Kevin Hogan Email: kevinhogan56@earthlink.net Phone: (434) 964-1944</p> <ul style="list-style-type: none"> • Officials at all positions will be required for this meet. • Officials must have been certified for a year in the positions in which they are planning to work. • Team Officials Chairpersons should submit the names and session availability of certified officials to Kevin Hogan no later than February 28, 2007. Applications to officiate are also available on the VSI website at www.virginiaswimming.org. • This meet has been approved as an Officials Qualifying Meet for N2/N3 Certification/Re-Certification. Officials (including non-VSI officials) desiring to be evaluated must also complete an Application for Evaluation (available on the VSI website (www.virginiaswimming.org)) and submit it to the Meet Referee. • Evaluation will be available for N2 at all positions; initial N3 for Chief Judge, Starter, Deck Referee, and Administrative Referee; final N3 for Chief Judge and Deck Referee <i>may</i> be available at the discretion of the evaluator. • Briefings will be held 1 hour prior to the start of each session.
SAFETY:	<p>VSI Safety and Warm-up procedures will be in effect. Marshals will be present throughout warm-ups and competition, and have the authority to remove, with the concurrence of the Meet Referee, any swimmer, coach, or club for the failure to follow the safety rules.</p>
TIMERS:	<p>Clubs will be required to provide timers in proportion to the number of swimmers they have entered in each session. The number of timers required per club and their lane assignments will be posted on the VSI website at www.virginiaswimming.org no later than March 5, 2007, and will also be emailed to the contact person of each of the individual clubs.</p>
GENERAL:	<ul style="list-style-type: none"> • Senior Recognition: VSI athletes graduating from high school will be recognized Saturday, March 10, at 6:00 pm. Athletes do not have to be entered in the meet to be recognized. • Athletes' Social: An athletes' social will be held on Sunday afternoon at the conclusion of the Trials session. Light snacks, drinks and quiet entertainment will be provided. • Hospitality: A light breakfast, lunch, and dinner will be provided for coaches and officials. • Meet Program: A Psych Sheet for the entire meet will be available for \$10.00. The Psych Sheet will contain coupons for a copy of each Trials and Finals program. The Finals programs will be available for \$2.00 without a coupon. • Meet Event Shirts: Meet event shirts will be available for purchase in T.J.'s Locker, located in the AFC. • VSI Athlete Representative Election:

	<ul style="list-style-type: none"> ○ Friday (8:20 am – 8:35 am): Election overview (Lawson Wallace and Paige Endsley) ○ Saturday (6:30 am – 10:30 am): Election ○ Sunday (6:30 am – 8:30 am): Run-off election if necessary
FACILITY RULES:	<ul style="list-style-type: none"> • Access to the deck is limited to coaches, athletes, meet officials, and event staff. Spectators will not be allowed on deck unless volunteering as timers, lap counters, or at other needed volunteer positions. • Spectators are restricted to the AFC lobby area and the bleachers overlooking the pool. • Spectators may not sit in the aisles and may not reserve blocks of seats. • Food and drink is restricted to the snack bar and lobby area, it is not allowed in the bleachers. • Glass containers are not allowed on deck. • Food is not allowed on deck. • The whirlpool, warm water pool, sauna, and family changing room are strictly off limits. • The indoor track, basketball courts, and indoor workout areas are strictly off limits. • Tape for postings must be obtained from AFC personnel. Postings using any other tape will be removed without warning. • Team banners may be hung with approval from AFC personnel. • Clubs are responsible for keeping their areas of the deck clean. Bags will be provided in which to gather trash. • Marshals will enforce the facility rules and can, with the concurrence of the Referee, remove any person from the venue for failure to adhere to the rules.
DIRECTIONS:	Directions to the pool and parking information will be posted on the Senior Championships Meet Information page of the VSI website at www.virginiaswimming.org .
HOTELS:	A listing of area hotels with approximate distances to the AFC is posted on the Senior Championships Meet Information page of the VSI website at www.virginiaswimming.org .

SCHEDULE OF EVENTS
2007 VIRGINIA SHORT COURSE SENIOR CHAMPIONSHIPS

Please use the time standards listed below.

WOMEN	Qualifying Times			THURSDAY, MARCH 8, 2007	Qualifying Times			MEN
	SCY	SCM	LCM	EVENT	LCM	SCM	SCY	
1				200 Y FREE REL*				2
3	19:08.99	19:02.29	19:37.19	1650 Y/1500 M FREE*	18:34.49	17:54.69	18:00.99	4

*Requires positive check-in to swim.

All events swum as timed finals. Order: 1, 2, fastest heat of 3, fastest heat of 4, all subsequent heats of 3 and 4 swum simultaneously in two courses

WOMEN	Qualifying Times			FRIDAY, MARCH 9, 2007	Qualifying Times			MEN
	SCY	SCM	LCM	EVENT	LCM	SCM	SCY	
5	2:03.89	2:16.89	2:20.79	200 Y FREE	2:10.49	2:05.29	1:53.39	6
7	1:13.19	1:20.89	1:24.09	100 Y BREAST	1:17.19	1:13.29	1:06.29	8
9	1:04.09	1:10.79	1:12.69	100 Y FLY	1:06.19	1:04.09	57.99	10
11	5:00.99	5:32.59	5:41.69	400 Y IM	5:16.19	5:06.09	4:37.09	12
13				800 Y FREE REL*				14

*Requires positive check-in to swim; fastest two heats swim in finals.

Order of finals: 5, 6, 7, 8, Awards (1-4), 9, 10, Awards (5-8), 11, 12, Awards (9-12), 13, 14

WOMEN	Qualifying Times			SATURDAY, MARCH 10, 2007	Qualifying Times			MEN
	SCY	SCM	LCM	EVENT	LCM	SCM	SCY	
15	2:20.49	2:35.19	2:37.79	200 Y FLY	2:25.89	2:22.29	2:08.79	16
17	26.49	29.29	30.29	50 Y FREE	27.79	26.59	24.09	18
19	2:37.79	2:54.39	3:00.59	200 Y BREAST	2:46.99	2:38.99	2:23.89	20
21	1:04.89	1:11.69	1:14.99	100 Y BACK	1:08.69	1:04.89	58.79	22
23	5:33.79	4:52.19	4:59.19	500 Y/400 M FREE	4:41.09	4:32.79	5:11.69	24
25				400 Y MED REL*				26

*Requires positive check-in to swim; fastest two heats swim in finals.

Order of Finals: 15, 16, Awards (13-14), 17, 18, Awards (15-16), Break (5 min), 19, 20, 21, 22, Awards (17-20), 23, 24, Break (5 min), 25, 26, Awards (21-24)

WOMEN	Qualifying Times			SUNDAY, MARCH 11, 2007	Qualifying Times			MEN
	SCY	SCM	LCM	EVENT	LCM	SCM	SCY	
27				200 Y MED REL*				28
29	2:19.79	2:34.49	2:40.29	200 Y BACK	2:27.89	2:20.49	2:07.09	30
31	57.39	1:03.39	1:05.39	100 Y FREE	1:00.69	57.99	52.49	32
33	2:20.59	2:35.19	2:39.09	200 Y IM	2:28.39	2:22.19	2:08.79	34
35				400 Y FREE REL[#]				36
37	11:25.99	10:00.39	10:15.19	1000 Y/800 M FREE[†]	9:39.39	9:23.79	10:44.19	38

*Requires positive check-in to swim; enter using your 400 Medley Relay time. All heats swim in prelims.

[#]Requires positive check-in to swim; fastest two heats swim in finals.

[†]Requires positive check in to swim; fastest heat swims in finals.

Order of Finals: 37, 38, Awards (25-26), 29, 30, Awards (37-38), 31, 32, Awards (27-30), 33, 34, Awards (31-32), 35, 36, Awards (33-36)

Note: For planning purposes, awards for two events are approximately equal to a five minute break and awards for four events are approximately equal to a ten minute break.

USA SWIMMING – ON-LINE MEET ENTRY HIGHLIGHTS

- Ensure that swimmers times are loaded into the USA Swimming SWIMS database
 - Particular attention should be given to times achieved at observed and approved meets.
 - Do not wait until immediately before the entry deadline to discover the time has not been loaded. Coaches and swimmers can verify that times are in the database by using the times look up at www.usaswimming.org/times.
 - Contact the host LSC National Times Coordinator of the meet at which the times were achieved to have the missing times loaded.
- Only one account per team (Head Coach) can be used for team entries. The USAS ID number of the head coach will be required to begin the entry process.
- Read the tutorial comments on each page during the entry process. Most questions will be answered if the instructions are read.
- When advancing through the entry process, each time the “NEXT” link is pressed, the information on that page is saved.
 - This allows the entry to be processed during multiple sessions.
 - Coaches can start an entry, save it as-you-go, and sign out without paying for it – in other words coaches don’t have to pay every time an addition is made and OME will retain the progress that has been made on the entry.
- Use the links on the left side of the entry page to jump forward or backwards to specific sections of the entry process (i.e. Relay, payment/checkout, etc.). Using these links also saves the information on the previous page.
- Online payment must be made using VISA, MasterCard, American Express or Discover. Clubs may also pay by check.
- Once an event entry has been purchased, there are no refunds.
- Teams do not have to wait until the entire entry is complete to purchase events. Teams can enter some athletes, purchase those entries, then return at a later date and add more events, relays, or athletes and purchase events.
- When entering “Override Times” (times not currently showing up in the SWIMS database), in the meet name field, give meet name and brief details on where the time was achieved – i.e.: FGJO13-14-400FRelay Lead – There is room for 25 characters of data.
 - Also enter the date of the meet in the date field.
 - The National Times Coordinator will pre-clear as many (*) times as possible.
- Relays: When entering more than one relay per event (A and B), OME selects the fastest time in the database for the A relay and the fastest remaining time in the database for the B relay.
 - If one of the athletes on the B relay (that OME selected) was also an athlete on the A relay, OME will signify that time with a (**).
 - That time is not eligible for entry for the “B” relay.
 - Select another listed time for the “B” relay or enter an aggregate time.
- Hy-Tek Team Manager can be used as a tool to assist in the OME process.
 - First load the “Meet Events File”.
 - In the Meet Maintenance panel, set the minimum age for open events as desired.
 - Click on the “Enforce Qualifying Times”.
 - Set the “Use Times Since” date to the beginning of the qualifying period for the meet.
 - Create a “Meet Eligibility” report. REPORTS/PERFORMANCE/MEET ELIGIBILITY. Select “Only Eligible Swimmers”. This report shows all eligible swimmers for the meet.
 - Highlight events to be entered for each swimmer.
 - Proceed with On-Line Meet Entry.